

**New Durham Parks and Recreation Commission
Meeting Minutes of February 22, 2012**

Call to Order at 7:40PM

Roll Call: Kristyn Bernier, Sheri Joy, Marcia berry, Jennie Nyman, Dot Veisel, Laura McCarthy, Kellie Chase

Absent: Al Kohler

Public Input – none

Creative Kids Club:

Laura reported that she is in need of snacks and juice, and she requested \$150.00 for these needs.

Kristyn Bernier motioned to authorize \$150.00 for CKC snacks. Seconded by Jennifer Nyman. Motion passed unanimously.

Laura advised that she needs to hire a substitute for the program as one staff member is no longer able to fill in. Laura has a candidate in mind for the position who is qualified to work in the program and is able to fill in as needed. The group reminded Laura that all necessary personnel information needs to be provided to the town hall as well as a completed Personnel Action Form.

Marcia Berry motioned to allow Laura to fill the substitute day care worker position under the conditions that all necessary personnel data be provided to the town hall per the personnel policy. Jennifer Nyman seconded the motion. Motion passed unanimously.

Laura requested some form of monthly budget for her program so as to know what she can spend on necessary items. Sherri Brulotte will be working with her on this.

Laura advised that she has 15 children signed up for the vacation week and has 2 trips planned.

Laura's employment agreement needs to be renewed, and this will be handled by Dot and Sherri.

Sherri provided information to the group regarding active account and inactive account balances. Billing efforts have resulted in active accounts currently having a positive balance. All active accounts have a valid contract signed as well. Inactive accounts however, have resulted in \$2600.00 being owed to the program. There are several individuals with very large outstanding balances. A manner in which to recoup these monies has yet to be determined. Looking into criminal action is a possibility.

Dot presented all with the working copy of the CKC Policy Manual. This document is fluid and can be altered as situations arise. Dot requested that anyone having comments or input respond to her directly after reading the manual.

The group praised Dot's and Sherri's efforts in getting billing and contracts under control, as well as setting up monthly staff meetings with Laura and Jackie to handle the day to day program and account issues.

Laura was excused from the meeting.

Recreation:

Kellie provided the group with a run down of expenditures and income from recent recreational activities. The group requested that she continue to do this as it allows for the group to see the financial situation and better make decisions about future funding and expenditures.

The flockings continue to enjoy attention and fundraising success. The group will continue this fundraiser until the interest in it wanes. Kellie also suggested a meat raffle as a fundraiser, and the group decided on April 1 following bingo at the school. Also discussed was the Flamingo Plunge at the lake on April 22 as a fundraiser. The group liked Cathy Orlowicz's idea of having a beach towel for the event as opposed to a t-shirt. The group agreed on a flamingo with a plunger as the design. Kellie was tasked with getting prices on the item. The idea was brought up to involve the school by having each class sponsor one "plunger", with a minimum of \$50.00.

Kellie requested permission to book a band, however she did not have a price from Gazpacho.

Jennifer Nyman motioned to allow Kellie up to \$850.00 to book the band. Sherri Brulotte seconded the motion. Motion passed unanimously.

Kellie was asked to advertise the road race and to work on getting a circuit together with other towns. The goal is to have 250 runners for the event. The certification for the course is due this year, and a race timer needs to be hired.

Baseball and softball registration information is out with a deadline of March 9 for sign ups. Kellie was asked to include a registration form for the school so each child would bring home a information again before winter vacation.

Marcia Berry made the motion to accept the minutes of the January meeting. Dot Veisel seconded the motion. Motion passed unanimously.

A sponsorship letter was viewed and input given.

Kellie was excused from the meeting. At 10:15.

Kristyn Bernier made a motion to enter into non-public session per RSA 91-A:3 to discuss injury and incident reports from CKC and a personnel issue. Roll call taken with all present voting aye.

The New Durham Parks and Recreation Commission entered into non-public session at 10:30PM.

The Commission discussed a recent personnel issue and the outcome of the issue. Direction was discussed with regard to ongoing problems.

The Commission requested that a letter be sent to a commission member who has not been active with the group in many months.

Incident reports and injury reports were reviewed by the group.

Motion to come out of non-public session was made by Kristyn Bernier and seconded by Sheri Joy. Motion passed unanimously with non-public session ending at 10:55PM.

No other business was discussed. Meeting adjourned at 11:05PM.