

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Virtual Board Meeting Minutes April 21, 2020

**Call to Order**

Chairman Sean Dunleavy called the meeting to order at 7:00 pm.

**Attendance**

Chairman Sean Dunleavy, Vice Chair Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal, Trustee Jean Graham

**Absent**

None

**Staff**

Director Tim Church, Kevin Troshak, Chris Techentin, Amelia Purdy Ketchum, Ann Marie Moran, Renee Baumgart, Jen Savage, Kyle Tokan

**Public**

None

**Pledge of Allegiance**

**Approval of Agenda**

Diana Lowe motioned to approve the Agenda, supported by Bob Ellis. **Motion carried 5-0.**

**Approval of Regular Minutes**

Diana Lowe requested that March 30, 2020 minutes be clarified, Tammy reworded page 2 the second bullet point to say “Amelia then used that for a virtual project for the kids”. Bob Ellis made a motion to approve the amended minutes, supported by Diana Lowe. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

None heard.

**HAPRA Program Action Plan-**No new changes to staffing. The Director met yesterday with the staff that is currently working and they are looking at each program and how they can implement them. The Preschool has been doing virtual lessons and the parents love it. Letters were sent to pre-kindergarteners, refunds and adjustments are being made. Some participants have donated their balance back to HAPRA. For volleyball we have issued credits, and for soccer we will have to make a decision this week, a letter has been drafted asking if participants want a refund, credit or if they would like to donate to the program. The loss will be $35K, we could do some soccer camps instead but we won’t know what our options are until the stay at home order is lifted. Donations will be tracked.

**Budget Action Plan-**Fouritems were presented to the board for consideration. They wereto stop 401(a)contributions; stop in lieu of insurance payments; remove Oceola Community Center utilities; and eliminate printed program guide. Taking these four steps will cut $76K out of the budget. Bob Ellis motioned to adopt the four cuts as presented, supported by Jean Graham. Roll call vote: Ellis, Graham, Lowe, Beal, Dunleavy-all yes; Nays-none. **Motion carried 5-0.**

**Schofield City Park Management Agreement-** Director suggested that we table this item until the details of opening the park and the costs, a lot depends on when the Governor lifts the stay at home order. Motion by Diana Lowe to table this item until a later date, supported by Bob Ellis. **Motion carried 5-0.**

**Check Register and Bank Statements ending March 31, 2020**

Everything looks good.

**Financial Reports ending March 31, 2020**

Director sent out an updated report but it was just reallocating items to different accounts.

Treasurer Ellis reported that 24% of the budgeted revenue has been collected and 19% of the expenses have been spent. Our surplus is 4.7% of the total annual budget as of the end of March. He stated that we started the year with $129K and are now at $194K but that will be decreasing now.

**Directors Report**

* Amelia has started a Virtual 50K called Howell Grown, it is for participants to walk, run or bike 30-31 miles between now and the Melon Festival. You can sign up on line for $15 and that money goes to the United Way Covid Relief Fund.
* Renee and Kevin submitted a grant request with United Way. The on line virtual interview is Tuesday, this is for funding that we needed before the pandemic.
* Kudos to all the staff, they have been great during all of this. Kyle has done a great job with the building and the grounds. The City is now demoing Barnard Center.
* Howell Theater has requested that we partner with them on some kind of program to try Drive-in movies again.
* We paid the Howell Aquatic Center $24K back in February so we are working with them trying to get the money back for refunds. It will be at least July 1st before the school opens up so Director Church has asked them to make this year a wash, he has not heard back from them.

**Old Business**

Oceola Township is continuing the planning of the Oceola Center. It is going to cost more than was expected. Hopefully there will be a May-June ground breaking, building will be closed in by fall and open in January of 2021.

**New Business**

None.

**Next Meeting**

The next regular meeting is scheduled for Tuesday, May 19, 2020 at 7 pm, this will be a virtual meeting.

Motion to adjourn at 8:16 pm by Bob Ellis, supported by Jean Graham. **Motion carried 5-0.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Date

Respectively Submitted by: Tammy L. Beal, Secretary