

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Special Virtual Board Meeting Minutes March 30, 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

**Public**

Bob Hanvey

**Approval of Agenda**

Diana Lowe made a motion to approve the agenda, supported by Bob Ellis. **Motion carried 5-0.**

**Approval of Regular Minutes**

Diana Lowe motioned to approve the Regular Minutes meeting minutes from February 18, 2020, supported by Bob Ellis. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

None heard.

**Directors Report**

* Staffing-On March 12th we closed the doors to the public except for preschool, then when schools were closed on March 13th, we closed the preschool and only essential staff worked. They worked from home and some came into work. After the March 16th stay at home order everyone stayed home except Kyle as he is the building monitor and is the only one allowed in the building.
* Virtual Rec is taking off good. Each department has been overseeing their own program and are getting paid for those hours. The Hive has something going every day and Aquatics center has virtual fitness programs. Instead of the Easter Egg Hunt and underwater pool hunt we had a drive thru Easter Egg Program where about 80 kits were handed out to cars, with distancing restrictions observed. Amelia then took that and had a virtual project for the kids.

**HAPRA Budget Action Plans**

Since the restrictions now are in place until April 30th what does the Board consider essential? One Church has backed out of renting the Oceola Center so refunds must be made to them and for the Aquatic center participants. Soccer was to start on April 13th and it can be delayed until mid-May so that a partial season can take place, but will it really happen? That would be $35K in refunds so we will ask participants if they will take a credit or if they want a refund. After this week there is not a lot for the part time staff to do.

The Holland Trip was cancelled and we are getting a lot of calls about refunds and credits.

* Treasurer Bob Ellis stated that we have enough money to last 2-3 months as long as the jurisdictions keep contributing.
* Chairman Sean Dunleavy stated that the part time people should be laid off and keep the full-time staff if they are busy, let Tim decide who can be kept and report that back to the board.
* Director Church said that the Beach contract with the City of Howell is $45K and it is supposed to open May 1st. He also said that there are things in the budget that can be put on hold to offset the costs.
* Treasurer Bob Ellis asked about the Melon Fest, wondering how many vendors there would be?
* Director Church was wondering about keeping the Dog Park open, participants can’t renew their FOB’s. Just let the people whose FOB isn’t expired use it.
* Any talk about closing the City playgrounds, should the one next to the Bennet Center be closed? Bob Ellis said that it has not been discussed yet, the City is waiting for direction from the Health Department.

**Check Register and Bank Statements ending February 29, 2020**

Everything looks good.

**Financial Reports ending February 29, 2020**

Treasurer Bob Ellis reported that the revenues and expenditures were both higher. 22.9% of the budgeted revenue has been collected and 14% of the expenses have been spent. Our surplus is up, 8.9% of the total as of the end of February, we were doing good as of then. Director Church has asked if they would suspend rent on the Hive.

**HAAC Financial Reports Ending February 29, 2020**

At the end of February, we were in great shape, we paid the schools $24K. We will have membership extensions but not punch card extensions. The swims lessons will get a full refund. We will ask Erin McGregor if this year can be a wash.

**Old Business**

Oceola Center is still a go, everyone is working from home on it. Oceola Township will have a special meeting to proceed.

**New Business**

None.

**Next Meeting**

The next regular meeting is scheduled for Tuesday, April 21, 2020 at 7 pm, this will be a virtual meeting or it could be rescheduled with another special meeting.

Motion to adjourn at 8:08 pm by Bob Ellis, supported by Jean Graham. **Motion carried 5-0.**

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Respectively Submitted by: Tammy L. Beal, Secretary