



Madison Joint Recreation District

Meeting Agenda Minutes & Highlights

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|-----------------------------|--------------------------------------------------------------------------------------------|--------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting Title: | MJRD Board MJRD Workshop MJRD Planning Other: | | |   |
| Meeting Date / Time: | 3/23/2017 7:00 pm | Meeting Location: | Madison Village Hall | |
| Chairman: | Mr. John Dragas | Vice Chairman: | Mr. Chris Elliott | |
| Fiscal Officer: | Mrs. Terri Wagoner | Secretary: | Mrs. Linda Zappitelli | |
| In Attendance: | Dragas Frager Wagoner Elliott Alley Artz McCoy Mullins (7:42) Clark Mabe Zappitelli | | | |
| Scheduled Guests: | | | | |

| Agenda Topic | Responsible | 1 st Motion | 2 nd Motion | Vote | Time Allotted |
|-------------------------------------|----------------|------------------------|------------------------|------------|---------------|
| 1. Call to Order | Chair | Time: 7:05 | | N | .5% |
| 2. Pledge / Moment of Silence | Chair | N/A | N/A | N/A | 3% |
| 3. Roll Call | Secretary | N/A | N/A | N/A | 3% |
| 4. Meeting Minutes: February | Secretary | Frager | Mabe | 6-0 | 3% |
| 5. Fiscal Report | Fiscal Officer | Alley | Zappitelli | 6-0 | 15% |
| 6. Visitor Comments | Chair | N/A | N/A | N/A | 25% |
| 7. Old (O) / New (N) Business | Chair | See Below | See Below | See Below | 25% |
| 8. Sub-Committee Reports | Sub | See Below | See Below | See Below | 25% |
| 9. Close | Chair | Mabe | Wagoner | 7-0 | .5% |

Meeting Notes and Discussion

Visitor Comments

Old (O)/ New (N) Business (Chairman)

- (O) **PAL Allegiance** – *Tabled*
- (O) **Discussion on the legal status of MJRD** – *Tabled*
- (O) **Levy Updates:** Awaiting 2017 to develop long term plan. **Tabled**
- (O) **Long Term Plan** - *Dragas asked the members to provide ideas for the long term plan. The following ideas were provided;*
 - *There is a need to develop a Long Term Checklist, Project Plan, Project Schedule, Org Structure Diagram (chain of command).*
 - *Dragas will continue to coordinate with the entities (MLSD, Village, & Township). The MJRD must start with Sports in Madison.*
 - *Offer a central website with centralized services (i.e. Scheduling of Resources, Org Plans, Background Checks, sponsorships)*
 - *The MJRD will need to pursue Grant Funding.*
 - *Benchmarking will be performed to identify opportunities to improve the long term plan and capture other's lessons learned.*
 - *A long term goal is the development of a Recreation Center for the Community.*
 - *Grant Information (Dragas): BCIBurke.com → Resources → Funding Resource Center → Grants*
 - *Baseball – Elliott & Mullins (Mtgs held 3rd Monday @ Howard Hanna Bldg, 7PM)*
 - *Dragas secured 120 free batting helmets (Mullins will followup with Negin)*
 - *Football – Alley & Dragas (Mtgs held 2nd Sunday, 6PM)*
 - *Dragas found grant max of \$10,000; Walt applied, won't know for a couple months if awarded*
 - *Softball – Wagoner*
 - *Tennis – Mabe & McCoy*
 - *Basketball – Frager & Artz*
 - *Lakeland CC is provided \$1,000 to the basketball program.*
 - *Soccer – Clark & Collins*
 - *Light up the Park – Dragas & Wagoner*
 - **Make an effort to go to board meetings for each sport.**
 - **Look at opportunities to help the leagues.**
- (O) **Open Positions for 2017** - Post on Facebook & other social media sites to announce open positions
 - Village – Open
 - Twshp - Open
- (O) **Board of Trustees:**

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- o Board of Trustees Exiting the District or Re-Assignments
- o Comments: **Dragas will follow-up with McCoy her interest to remain or resign the MJRD Rec Board.**
- **(O) Website** - Is there a need for our own website or can we piggyback with existing websites Village, Twnshp, Schools?
 - o Dragas will ask Superintendent if we can be added to their school website

Subcommittee Reports (Vice Chairman)

- **Subcommittees appointed in February**
- **Budget (Fiscal Officer):** Madison Joint Recreation District Financial Report for 3/23/2017
 - o Balance in General Fund: **\$987.42**
 - o Comments: **See Page 4 for Details; Meeting with Dennis Maurer in preparation for audit in June**
 - o General Liability insurance due in June, position bond already paid this year **(\$285 EVERY 2 YEARS)**
 - **Dragas will call and get another quote for general liability - will it cover tennis? Paid \$776 last year**
 - o **Budget: Mabe motioned to approve, Dragas seconded - Approved 7-0**
- **Recreational Park Development (Dragas):**
- **Communications (Elliott & Zappitelli):** *The team will work to restore the minutes and update website.*
 - o **Continue to update our current site.**
 - o **Add Rallyball registration form and thank you to Kiwanis for sponsoring.**
- **Volunteer coordination (Artz):**
- **Tennis (Rallyball):**
 - o Rolled into MJRD. Added Subcommittee and creating resolution.
 - o (N) Frager will follow up with Joe to amend bylaws to include oversight, management, administrative duties and policy on how to manage. **Sent to him a few days ago. Make vague so umbrella large and tie with detailed resolution. Line item within budget and don't set up separate bank account. Everyone review handout and give notes to Duane.**
 - o **Forms going out Mid-March for Spring season. Middle School program offered in summer.**
 - **Registration starts Apr 1, league starts May 17th for 3-5 grades.**
 - **Need to submit usage form (business tab)**
 - o Sponsorship costs \$200 (covers forms, shirts for current session).
 - o Would like banner to hang at courts announcing times courts are used for program.
 - Dragas will check with Streak Shack about shirts for Spring/Fall sessions (grades 3-5)
 - **Streakshack will give better price than competitors**
 - Mabe will reach out to Kiwanis and Library for sponsorship opportunity; Wagoner mentioned MCIC could be possible sponsor. => **Kiwanis is sponsoring**
- **Septemberfest (Mabe):** Sep 9th, 2-10 pm (Rain date Sep 10th):
 - o First sponsorship secured with CT Consultants. March 11th sponsorships open to all. **Looking for Title sponsor yet. Checking with Classic Auto to see if interested.**
 - o 4 of 5 bands confirmed
 - o Securing food trucks 2-3
 - **Dragas to check with Longos; Alley gave Mabe name of friend from Madison with BBQ food truck**
 - o Lake County Visitors Bureau grant application turned in asking for \$6k. Won't know until May if approved. Offer first year \$7k, 2nd year \$5k, 3rd year \$3, then recycle back at \$7k 4th year
 - o Alcohol : Duane Bailey getting liquor license. Will offer 12 beers/12 wines. Will have backups lined up if run out.
 - **Planning to create purchase orders with vendors so all know commitment and order details**
 - o Doing packages instead of drink tickets, have Paypal account that we can link to
 - **Will need to reorder wristbands & drink tickets.**
 - o Application already in with Village
 - o Cornhole prize percentage of pot, no wing contest
 - o Need small 10x10 storage unit to hold - Wagoner will see if North Madison Mini Storage will provide rent free for our use - **said no since 95% full, but would give discount rate (about \$800/year less 10% discount). Let's check Western Reserve Hardware storage.**
 - o See about adding countdown widget on Facebook page
 - o Next mtg 3/29 @ 7pm @ library

Events

- (Frager) Concerts ITP booth Fundraiser Program (Spring/Summer 2016): **Liability form being turned in - Frager**
- (Wagoner) Fike's 5K run (Summer 2017): **Mabe stated that the 5K could partner with Fike's 5k run.**
- (Wagoner) Light up the Park (Fall 2017): **Weekend before Septemberfest; suggest doing \$1 raffle to raffle off \$20 ticket package or wine basket for Septemberfest**

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- (Wagoner) Community Social **(Wed, June 28): \$25 ticket**
- (Alley) Sports Day **(2nd Sunday in June 2017): Date picked, just need to apply with Village**
- (Frager) "Christmas ITP" (Dec 2017):
 - Cookies
 - Candy Canes / Coloring Books / Cocoa
 - Key Club Members
 - High School Choir
- Candy Cane Lane – Friday & Saturday (Nov 18 & 19, 2017) the weekend before Thanksgiving @ Immaculate Conception.
 - The MJRD would like to help organize the event. Will also need volunteers to set up/tear down and sell tickets. Split proceeds 50/50 with MCIC.

Miscellaneous Business

Open forum:

- **Schedule Meeting Dates & Times with Village & Township**
 - **Linda Zappitelli to give info to Township**
 - **Greg Mabe to give info to Village**
- **Government Forms**
 - **Dragas will submit Census Bureau form**
 - **Nonprofit status with Sec of State, we agree to let expire**
 - **Use MCIC # for 501c3**
 - **Ask village or township for permission to use their EIN # since we apart of them**
- **YMCA agreed to promote rec board with their flag football program because Duane Frager agreed to head up the program this summer**

Close (Time: 7:58pm)

Next meeting date & time: **April 27th, 2017 @ 7:00 pm at Madison Township Hall**

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Madison Joint Recreation District Financial Report for March 23, 2017

Balance in General Fund:

\$987.42

Payments Made between 2/23 & 3/23

Septemberfest park reservation **Total... \$50.00**

Deposits Made between 2/23 & 3/23

Total...\$0.00

Pending Bills to be Paid:

Priority Research to be determined

PO Box due 3/31- \$72.00

Prepared by Terri Wagoner