

# Madison Joint Recreation District

## Meeting Agenda Minutes & Highlights

<b>Meeting Title:</b>	<b>MJRD Board</b> MJRD Workshop MJRD Planning Other:				
<b>Meeting Date / Time:</b>	4/27/2017 8:00 pm	<b>Meeting Location:</b>	Madison Township Hall		
<b>Chairman:</b>	Mr. John Dragas	<b>Vice Chairman:</b>	Mr. Chris Elliott		
<b>Fiscal Officer:</b>	Mrs. Terri Wagoner	<b>Secretary:</b>	Mrs. Linda Zappitelli		
<b>In Attendance:</b>	<b>Dragas Frager Wagoner Elliott Alley Artz McCoy Mullins Clark Mabe Zappitelli</b>				<b>No Quorum</b>
<b>Scheduled Guests:</b>					



Agenda Topic	Responsible	1 <sup>st</sup> Motion	2 <sup>nd</sup> Motion	Vote	Time Allotted
1. Call to Order	Chair	<b>Time: 8:06</b>		N/A	.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: <b>March</b>	Secretary				3%
5. Fiscal Report	Fiscal Officer				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				.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*
  - *Leagues:*
    - *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*
      - *MJRD gave \$1,800 previously, have received \$500 back so far*
    - *Basketball – Frager & Artz*
      - *Lakeland CC provided \$1,000 to the 2016-2017 basketball program.*
    - *Soccer – Clark & Collins*
      - *Steve Swanarsky interested in taking over soccer league from Eppele's.*
    - *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*

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- Twshp - Open?
- (O) **Board of Trustees:**
  - Board of Trustees Exiting the District or Re-Assignments
  - 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, Twshp, Schools?
  - Dragas will ask Superintendent if we can be added to their school website
    - Angela Smith said there will be an overhaul of school website and agreed MJRD can have a page with links to other sports
    - Also discussed idea instead of having separate Rec Board director, Dragas role as teacher would cease and he would be Athletic/Rec board director. Thinking future Rec Board director will be a full time job by itself and discussed option may not be viable.
- (N) Old Wellfield - Received request to dissolve lease. We would need to do a resolution to dissolve. We agreed should proceed and will vote formally at next meeting (need quorum).
- (N) Duane wrote donation template letter to send to businesses. See handout (Duane will email for our review).
- (N) John Resolved softball and baseball reservations with parks and sent schedule to Lori. Max can get schedule from Lori.
  - Little league- Tu-Th-Sat through the middle of June
  - Screwball- any M-F working around LL until July 8- then they go M-W-Sun 6:00
  - MSA- They have Sunday Noon-6, and Tu-Th starting the week of July 8. They also have Memorial and July 4th weekends.
  - Justine told John they have insurance until June 30- but they need to show proof otherwise they are out. Kerry to notify them as it is from the Township, not the MJRD. Kerry can put the deadline as a few days before the 1st use. John has not seen their rental request, so does not know their start date.
- (N) Background checks (Priority Research): Duane suggests we should really consider increasing price by a few more dollars to \$15 to make a better profit, while it's still a great deal for users. John will check for competitive price points.

### Subcommittee Reports (Vice Chairman)

- **Budget (Fiscal Officer):** Madison Joint Recreation District Financial Report for 4/27/2017
  - Balance in General Fund: **\$902.12**
  - Comments: **See Page 4 for Details**
  - 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)
      - Confirmed with insurer our price remains same. Noted, unless we are responsible for the event, we should not insure event (i.e. Concert in the Park, Community Social). To insure tennis league it will be about \$200 additional. So this year's cost about \$996 for general liability.
  - Budget Approved 7-0 March meeting
- **Recreational Park Development (Dragas):**
- **Communications (Elliott & Zappitelli):** *The team will work to restore the minutes and update website.*
  - Continue to update our current site.
  - Added Rallyball registration form and thank you to Kiwanis for sponsoring.
  - Request to add YMCA flag football flyer
- **Volunteer coordination (Artz):**
- **Tennis (Rallyball):**
  - Rolled into MJRD. Added Subcommittee and creating resolution.
  - (O) Frager will follow up with Joe to amend bylaws to include oversight, management, administrative duties and policy on how to manage.
    - 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.
  - 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)
  - Sponsorship costs \$200 (covers forms, shirts for current session).
  - 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
    - Kiwanis is sponsoring Spring 2017
- **Septemberfest (Mabe):** Sep 9th, 2-10 pm (Rain date Sep 10th):
  - 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.
  - 4 of 5 bands confirmed
  - Securing food trucks 2-3

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- Dragas confirmed Longos in; Alley gave Mabe name of friend from Madison with BBQ food truck
- 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
  - Awarded grant from the Lake County Visitors Bureau. We got \$4800 and there are a lot of stipulations, but this is great news as we should be near break-even before Septemberfest starts. Dragas will need to sign and return contract included in packet. They fund half 90 days before the event and the other half after the event when they review our final report.
  - When talking about this to anyone please say that we are looking forward to making Septemberfest even better "thanks in part to a generous grant from the Lake County Visitors Bureau". They were very clear to not mention them as a sponsor. If you talk to any media, it would be the same answer.
- 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
- Doing packages instead of drink tickets, have Paypal account that we can link to
  - Will need to reorder wristbands & drink tickets.
- Application already in with Village
- Cornhole prize percentage of pot, no wing contest
- Need small 10x10 storage unit to hold - Wagoner will see if North Madison Mini Storage will provide rent free for our use - Let's check Western Reserve Hardware storage.
- See about adding countdown widget on Facebook page

### 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
- (Wagoner) Community Social (Wed, June 28): \$25 ticket
- (Alley) Sports Day (Sunday, June 11, 2017 1-4pm):
  - MJRD will participate, but need to formally vote at next meeting (need quorum). Will do the bike safety presentation as long as officer Ackerman is available and will need volunteer to man it.
- (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:**

- (O) Schedule Meeting Dates & Times with Village & Township
  - Linda Zappitelli to give info to Township: Reserved & confirmed 3/28 by Kerry McCoy via email
  - Greg Mabe to give info to Village
- (O) 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're apart of them
- (O) YMCA agreed to promote rec board with their flag football program because Duane Frager agreed to head up the program this summer

### Close (Time: 8:35pm)

Next meeting date & time: **May 25th, 2017 @ 8:00 pm at Madison Village Hall**

# Madison Joint Recreation District

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## Madison Joint Recreation District Financial Report for April 27, 2017

Balance in General Fund:

\$902.12

Payments Made between 3/23 & 4/27

USPS (PO Box)	\$74.00
Easydns.com	\$35.25
Foreign fee ^^	\$1.05

**Total... \$ 110.30**

Deposits Made between 3/23 & 4/27

Donation from Jason	\$25.00
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**Total...\$25.00**

Pending Bills to be Paid:

Priority Research to be determined  
Deposit ready for 15 background checks from  
Willowick SB. \$195.00

Prepared by Terri Wagoner