



# 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>	5/17/2018 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 Wagoner Alley Zappitelli Mabe Nusker Radkowski Clark Marlow Frager Titman</b> <b>Not Present: Elliott</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: 8:00PM</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>April</b>	Secretary	<b>Wagoner</b>	<b>Alley</b>	<b>10-0-1 (Frager abstain)</b>	3%
5. Fiscal Report	Fiscal Officer	<b>Zappitelli</b>	<b>Frager</b>	<b>11-0</b>	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	<b>Frager</b>	<b>Alley</b>	<b>11-0</b>	.5%

### Meeting Notes and Discussion

#### Visitor Comments

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

- **(O) MJRD Tomorrow Updates:** Currently developing long term plan -
  - Time to come to an agreement about putting us on a levy. Frager will look at timing. PAL will make a contribution to our levy fee. We need to really look at all the youth sports in community to see what they need and how they want to work with us. Offer for all leagues centralized: insurance, administration, website, fees (then we pay for all league fees, officials, equipment, uniforms); hire Rec director (will need an office). Plan has to be detailed.
  - Phase 1) Need to make firm contact with each league; Do fact finding stage to determine needs and how leagues want to work with us. Frager to send questions from a prior meeting to Dragas to tweak questionnaire template for this project.
  - Phase 2) Determine options for the leagues
  - Phase 3) Coordinate schedule for putting on ballot with entities.
  - TIMING GOAL: By end of year get through phase 1 & 2. At Sep meeting, plan to determine framework and get through phase 1. Need to have framework complete by Feb in order to get on May 2018 ballot.
  - All 3 entities on board with this and agreed MJRD needs to have a meeting with all 3 for further discussions. Would like to survey the community (via the leagues mailing lists, library mailing, Christmas in the Park event, etc) to get a feel for what community wants and willing to pay for. Also good idea to talk with recent school levy committee for better understanding on effective communication with community. Want to ensure community knows we're looking for recreational opportunities for ALL to use.
  - Reviewed survey questions for community. Have 40 responses, would like to get more responses.
  - Check with entities regarding timing of levy. Timing also determined as the NEED arises for our help.
  - Duane has begun creation of Rec board organizational chart, bylaw addition, and steps/checklist for steps required to roll out our new affiliations with the recreational leagues. Great starting point and Duane shared with board for input.
  - Frager suggests we create a subcommittee
- (O) Statement of our Mission/Affiliation - add to website? - Tabled
- (O) Frager submitted for review two letters:
  - Letter to each of the Rec Leagues requesting an appointment to work with MJRD Board; plan to approve and hand deliver after March meeting. Further discussion needed on Advisory Council role.
  - Affiliation Program Letter - rollout at later date after above letter received and response
- (O) Define mission statement for each subcommittee and share with team
- (O) MJRD policy change regarding league sponsorships: All requests must be made in person at a regularly scheduled meeting. UPDATE: Since meeting further discussion has taken place which may change this policy decision. Revisit?
- **(N) Quotes for general liability insurance covering up to 25 events; Approved through budget.**
- **(N) Stanton Park Building for MJRD:**
  - **Lease Agreement with TWP - Reviewed; signed by Dragas. Before submitting to TWP need clarification on necessary insurance - Frager will ask Tim Brown about insurance coverage.**
  - **Keys to building distributed to Board members; tour. Some items (chairs, tables, etc) delivered to building already.**
  - **There is a small amount approved already in budget for supplies and upkeep of office.**
  - **TWP putting in phone line. MBSYFB willing to donate a copier (we'll take a look at it).**

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### Subcommittee Reports (Vice Chairman)

- **Budget (Fiscal Officer):** Madison Joint Recreation District Financial Report
  - Balance in General Fund: **\$5,846.86**
    - Comments: **See below for transaction details.**
- **Recreational Park Development (Elliott):** For park reservations, previously MJRD would send date, who, & contact info to Kerry McCoy at TWP office. She would handle rest. Maybe we should get out of middle and just direct requests to Kerry.
- **Communications (Elliott & Zappitelli):**
- **Volunteer coordination (Fragar):**
- **Tennis (Mabe):** **Sign-ups a little light. Season started 5/16. Courts were in good shape and everyone had a good time.**
- **Septemberfest (Sizemore):**
  - Requesting Terri to give Paypal info for Event Brite (no fee). Terri asking if can link directly to our bank account since Paypal only allows up to \$500 and 1 transfer transaction per month. **Sticking with directly depositing into our bank account.**
  - **Awarded \$3,500 LCVB grant. Invoiced for half amount now and will receive balance after event.**
  - **Dragas presenting to LCVB on Friday, May 18th from 10:30-11AM. Afterwards we'll receive promotional materials for their Remarkable Lake County, OH campaign and first check. We need to display their logo at our event.**
  - **Planning progressing right along. Forward any requests for volunteers, etc to Tim Sizemore and/or Terri Wagoner.**
  - **Cougar approx \$1,100 total for the day for live radio show.**
  - **Presale tix already online. Next meeting 5/22 @ 6PM @ MPL.**
  - **Recommended that Board members attend a meeting or two and plan on volunteering with event.**

### Events

- (Fragar) Concerts ITP booth Fundraiser Program (Spring/Summer): Fragar working on liability insurance. Concerts start in June.
- (Wagoner) Community Social (June 27th 5-8PM): **Fragar will arrange MJRD having table to promote Septemberfest.**
- (Alley) Sports Day (2nd Sunday in June 3, 2018): Village reserved. **MJRD donating bikes for giveaway. Free family yoga class @ 2pm from Snap Fitness. Elite Sports Performance will be there with a few coaches. MSA will be there with raffle basket. Reps from Soccer, Flag Football, Baseball in attendance too.**
- (Wagoner) Light up the Park (September 2, 2018):
- Septemberfest (September 8, 2018; 12-8pm): See subcommittee report
- (Fragar) "Christmas ITP" (December 1, 2018):
- (Wagoner) Candy Cane Lane – (Nov 16 & 17, 2018)

### Miscellaneous Business

#### Open forum:

- **Fragar proposed setting up an electronic storage for our documents through Google. All agree.**

#### Close (Time: 8:42pm)

Next meeting date & time: **June 28th, 2018 @ 8:00 pm at Madison Public Library (MacKenzie Room)**

#### Financial Report for May 17, 2018: Prepared by Terri Wagoner

Balance in General Fund: \$5,846.86

Payments Made between 4/26 & 5/17

Foreign transaction fee for DNS	\$1.05
MSA banner sponsorship	\$150.00
Madison Rental 9/8	\$225.00
Background checks (27)	\$240.30
<b>Total...</b>	<b>\$616.35</b>

Deposits Made between 4/26 & 5/17

Wickliffe Softball (10BG)	\$150.00
Septemberfest	\$250.00
Septemberfest	\$75.00
<b>Total...</b>	<b>\$475.00</b>

Pending Bills to be Paid:

Priority Research to be determined—

#### SEPTEMBERFEST 2018

**\$3,659.35** balance from 2017

- 50.00 park reservation

- 25.00 stamps

+375.00 deposit (325.00 sponsor and 50 crafters)

**\$3,959.35**

+ 775.00 deposit

\$4734.35

- 225.00 Madison Rental (tables and tents)

**4,509.35**

+ 250.00 Deposit (sponsor)

**4,759.35**

+ 75.00 Deposit (1 sponsor/ 1 crafter)

**\$4,834.35**

Deposits made to Andover Bank = \$150 sponsor  
(check was made out to MCIC)