



Madison Joint Recreation District

Meeting Agenda Minutes & Highlights

Meeting Title:	MJRD Board MJRD Workshop MJRD Planning Other:			 
Meeting Date / Time:	6/29/2017 8:00 pm	Meeting Location:	Madison Township 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 Clark Mabe Zappitelli			
Scheduled Guests:				

Agenda Topic	Responsible	1 st Motion	2 nd Motion	Vote	Time Allotted
1. Call to Order	Chair	Time: 8:07		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: May	Secretary	Wagoner	Mabe	5-0	3%
5. Fiscal Report	Fiscal Officer	Mabe	Frager	5-0	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	5-0	.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
 - 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 Epple's. Cook is also interested.
 - Light up the Park – Dragas & Wagoner
 - Make an effort to go to board meetings for each sport.
 - Look at opportunities to help the leagues.

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- **(O) Open Positions for 2017** - Post on Facebook & other social media sites to announce open positions
 - Village – Open
 - Twshp - Open? Dragas to contact McCoy regarding termination of membership (reference Article VIII, Section 1 A&B. **McCoy resigned. We regretfully accept her resignation, vote 5-0 and will add her resignation email to our records.**
 - **Need adhoc committee to recruit new members. We are accepting applications. Put announcement on website. Dragas to contact Tim Brown with Township to ask if any volunteer as Township Rep. Zappitelli to contact Heather Staffiera to ask if anyone would like to volunteer from Soccer League for either Village or Township rep.**
 - **School - Follow up with Devin Artz if resigning. Dragas to contact Angela Smith for volunteer as School Rep.**
- **(O) Board of Trustees:**
 - Board of Trustees Exiting the District or Re-Assignments
- **(O) Terms for MJRD at large members - John and Terri to sign MJRD resolution 3-2017 approving 3 year terms at July mtg.**
- **(O) Website** - Is there a need for our own website or can we piggyback with existing websites Village, Twshp, Schools?
 - Superintendent approved MJRD to have link on school website page
 - 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.
- **(O) Old Wellfield** - Received request to dissolve lease.
 - Agreement and Lease Termination Addendum written. Dragas motioned to approve request to dissolve lease; Alley seconded. Vote passed 6-1-1 (Frager voted against and Mabe did abstain).
 - **John and Terri to sign MJRD resolution 4-2017 at July mtg.**
- **(O) Donation template letter** - Duane created to send to businesses. See handout (Duane will email for our review).
- **(O) Softball and baseball reservations** - with parks, John Resolved 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- and has provided proof.
- **(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) Background checks (Priority Research)** - Duane Frager 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 Dragas found competitive price point of \$39.95. Mabe motioned to increase price from \$13 to \$15 effective 9/1/2017; Frager seconded. Vote passed 8-0. Announcement of price increase to be added to our website. **Terri suggested we re-think the increase to \$15. Group present wants to keep the approved Sept increase. There is a \$399 annual fee for service, we are losing money. Currently making \$3 each, need to do 133 just to break even. After discussing, Duane and Terri volunteer to revamp marketing campaign to help get the word out to other communities about our low cost check. Think leagues just may not be doing it and it's not a result of our current price.**

Subcommittee Reports (Vice Chairman)

- **Budget (Fiscal Officer):** Madison Joint Recreation District Financial Report
 - Balance in General Fund: **\$969.09**
 - Comments: Audit passed (invoice from auditor due). **See Page 4 for Transaction Details**
 - **September fest moving funds from Northwest to Andover Bank. MJRD account is at Keybank. Terri has checks waiting to deposit for Septemberfest.**
 - **Need to pay auditor yet.**
 - **Walmart community grant awarded to MJRD in the amount of \$1,500. Resolution 5-2017 to thank Walmart for the community grant, resolution sponsored by Zappitelli.**
 - General Liability insurance due in June
 - Dragas 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.
 - Mabe found less expensive liability insurance coverage for tennis league. We do not have funds to renew existing liability insurance plan so **Dragas to request quotes for 1-2 event coverage.**

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- Budget Approved 7-0 March meeting. **John and Terri to sign MJRD resolution 2-2017 approving budget.**
- **Recreational Park Development (Dragas):**
- **Communications (Elliott & Zappitelli):** *The team will work to restore the minutes and update website.*
- **Volunteer coordination (Artz):**
- **Tennis (Rallyball):**
 - (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.
 - Spring season had less enrollment than expected (14 registered).
 - Middle School summer program registration forms going out.
 - Sponsorship costs \$200 (covers forms, shirts for current session). Kiwanis sponsored Spring 2017.
 - Cement patch on courts is a hazard as the patches are crumbling and like marbles. Quote given is \$240k to replace the tennis courts. Courts are 26 years old.
 - **Rallyball season coming to a close. Much lighter enrollment, but Middle School participants are loving it. 4 kids from Geneva as their program no longer exists. Aug 6th program ends with a tournament - One on one matches. Once event time is determined we'll post on website.**
 - **Will need sponsor for Fall season.**
 - **Mabe to look at funds at end of Fall season to determine what re-payment amount to MJRD can be made.**
- **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
 - 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 game and prize **cancelled**, 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
 - Planning going very well in large part to great committee help.
 - **Need wristband \$500 sponsorship yet.**
 - **Meeting weekly Wed nights @ MPL at 7:30-8:30 starting in MacKenzie Rm. 12 beers (Willoughby Brewing and Great Lakes headliners)and 12 wines. Got close to \$5k in bank for event. We purchased Gold Horn Brewery's Polka City Pilsner and Dead Man's Curve IPA for event. In return they are renting us deposit free jockey boxes (4) for our use during event. Need to get pre-sales going. Kenmasters is going to offer volunteers. At last community social a Train Depot Stone was dedicated and placed in Village, there is a second stone, and drawing winner of 3rd stone at Septemberfest. Also planning an 'unused' drink ticket raffle prize. Committee is very excited for this year's event!**

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.~~ **Not doing remove.**
- (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 and Dragas will represent. Mabe motioned to purchase 2 bikes to raffle with total cost up to

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and not exceeding \$200; Elliott seconded. Vote passed 8-0. Will do the bike safety presentation as long as officer Ackerman is available. Tennis League and YMCA Flag football confirmed not participating.

- (Mabe) Septemberfest (Sep 9, 2017): See subcommittee report
- (Frager) "Christmas ITP" (Dec 2017):
 - Cookies
 - Candy Canes / Coloring Books / Cocoa
 - Key Club Members
 - High School Choir
- (Wagoner) 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.
- **Frager suggests we implement a cross marketing campaign at all events & leagues to help promote each other. Examples: flag football pass out tackle football flyers. Hang Septemberfest banner at football field. At basketball hand out Christmas in the Park. At football promote Light up the Park, etc. Long term goal - acquire a digital sign with MJRD logo placed in Village that announces all league signups and other announcements (need to raise funds before can become reality).**

Miscellaneous Business

Open forum:

- **Liner for ice rink needs replaced. Estimated cost \$600. Respond back to Village. Mabe asks if liner was damaged or if that is life expectancy and we should plan in budget for replacement every 3+ years. Duane to investigate and report back. We may not be able to replace liner due to budget constraints.**
- **Received Financial Aid application request amount of \$110 for youth football to offset participation fee. Frager motions, Zappitelli seconds vote approved 5-0. Frager will notify family. MJRD will pay football league directly.**

Close (Time:9:24)

Next meeting date & time: **July 27th, 2017 @ 8:00 pm at Madison Village Hall**

Financial Report for June 29, 2017

Balance in General Fund:

\$969.09

Payments Made between 5/25 & 6/29

Priority Research- 27 BG checks	\$240.30
Walmart-2 bikes for bike safety	\$117.53

Total... \$ 357.83

Deposits Made between 5/25 & 6/29

Total...\$0

Pending Bills to be Paid:

Priority Research to be determined—

Prepared by Terri Wagoner