

MINUTES

Recreation Commission

City of Willoughby Hills

February 1, 2017

CALL TO ORDER: 7:07 pm
PRESENT: Lynn Hallum, Chairman; Jeanne Kaston, Jim Walsh, Sandy Grubiss, Kristina Zeleznik
ABSENT: Joseph Jarmuszkiewicz, Vice-Chairman; Dan Philipp, Dee Germano
ALSO PRESENT: Christopher Biro, Council Member; Denise Edwards, Rec Coordinator; Theresa Baptie; Clerk

DISPOSITION OF MINUTES OF January 4, 2016

MOTION: Jim Walsh moved that the Commission approve the minutes
Seconded by Sandy Grubiss
Roll call vote: Ayes unanimous
Motion passes 5/0

CORRESPONDENCE

1-5-2017 Email from Denise Edwards RE: Email Blast RE: Flyers
1-5-2017 Email from Denise Edwards RE: Plane4Health-Park Users
1-5-2017 Email from Denise Edwards RE: WE Board of Education Meeting
1-6-2017 Email from Denise Edwards RE: WHBL Raffle SAVE THE DATE Flyer
1-11-2017 Email from Denise Edwards RE: Easter Party
1-13-2017 Email from Denise Edwards RE: Volunteers need, March/April Events
1-13-2017 Email from Denise Edwards RE: 2017 Recreation Event Dates
1-24-2017 Email from Denise Edwards RE: 1/9/2017 Eggstravaganza Planning Meeting
1-26-2017 Email from Denise Edwards RE: Market Ideas
1-27-2017 Email from Denise Edwards RE: Baseball Registration
1-31-2017 Email from Denise Edwards RE: Pancake Breakfast
1-31-2017 Email from Denise Edwards RE: Summer Event Ideas
1-31-2017 Email from Gloria Majeski RE: City Newsletter
2-1-2017 Email From John Plecnik RE: City Newsletter

- Community Center Usage - received from Denise Edwards 1/31/2017
- Rec Reports - received from Denise Edwards 1/31/2017
- 460 Report - received from Frank Brichacek /2017

COUNCIL REPRESENTATIVE'S REPORT Council Representative Chris Biro: No report at this time but open to questions. Jim Walsh; was the letter to council well received? Chris; Council's lack of attendance was due to fallout in communication, however in the future, barring no scheduling conflicts, either Council Woman Jennifer Greer, himself (Biro) or other Council representative will be in attendance.

RECREATION REPORT

Sports Programs: **Basketball** is well underway. **Baseball/Softball** Registration is still going on. From 1/14 thru 3/8/17 on Saturdays practice at The Dug Out in Eastlake, whether you are registered or not you are welcome to attend the sessions; ages 10 and under are from 1-2:00 and ages 11-18 @ 2-3:00.

2016

BREAKFAST WITH SANTA

Report Approved by: Finance 1/5/17			
Cancelled the morning of the event due to the weather. 424 people were registered.			
Refunds were given by the Finance Department			
SANTA SHOP			
	2106	2015	
Gifts/wrap for Santa Shop	\$ 496.41	\$ 420.00	
Sun Rental - draping	\$ 56.40	\$ 55.19	
D & W Goods (Santa Shop T-Shirts)	\$ -	\$ 102.00	
Total Santa Shop Expenses	\$ 552.81	\$ 577.19	
BREAKFAST WITH SANTA			
	Budget \$2500.00		
	2016	2015	
11/29 - MicroCenter	\$ 34.19	\$ 245.76	GFS Marketplace for Supplies
12/6 - Restaurant Depot	\$ 66.88	\$ 173.71	GFS Marketplace for Supplies
12/7 - Dollar Tree	\$ 4.00	\$ 314.63	Restaurant Depot
12/7 - Marcs	\$ 1.99	\$ 68.38	Micro Center printer supplies for photos
12/8 - Pat Catans	\$ 19.80	\$ 30.00	Dollar Tree
12/9 - Bob Evans	\$ 98.40	\$ 28.00	Petty Cash - Bob Evans
12/14 - Divyne Designs (signs)	\$ 25.00	\$ 11.45	Petty Cash - Marc's
		\$ 98.40	Bob Evans supplies listed below
		\$ -	4 each - 5-gallon buckets of pancake mix
		\$ 35.67	Pat Catan's
		\$ 25.00	Divyne Designs - update signs
*Final Expenses for supplies	\$ 250.26	\$1,031.00	
			Reservations:
			Reservation total:
			Adults
			Children
			total
			Actual:
			240
			184
			424
2016 Breakfast with Santa			
Expenses for Santa Shop and Event	\$ 803.07		
Less income to offset the expenses-OJ	\$ 42.40		
TOTAL EXPENSES	\$ 760.67		
No income to transfer to the 460 Fund			
			Walk ins
			Adults
			Children
			Total
			0
			0
			0
			TOTAL REGISTERED
			424
			2015 (Last Year)
*We were able to move some of the expenses to the 2017 Pancake Breakfast since some items were able to be saved. The items listed were unable to be moved.			Amt. taken in for breakfast at the doc
			\$1,903.00
			Extra sausage
			\$1.00
			Extra photos
			\$10.00
			Breakfast income
			\$1,914.00
			Expenses in 2015
			\$1,033.00
Thank you to Kyle & Cal Overmyer, Jeanne Kaston and Gloria Majeski for their help calling and tearing down the event for the next renter. Kyle and Cal had to cross country ski into the Center to get the information for Gloria and I to call all of the families registered to inform them of the cancellation.			Volunteers:
			46
			Volunteers + Guests =
			566
			Total Expenses divided by #of total people = \$1.82
			Amount Transferred to Rec Capital Fund 460 \$883 for Breakfast with Santa 2015
Submitted 12/28/16 by Denise Edwards			

Art Gallery Reception went very well. March will be the photography Contest, open to the public not just residents. **Pancake Breakfast** Please sell your tickets, please encourage they be used on the 5th and the 12th, the 3rd pancake breakfast is the Lions Club's so every one of our tickets used at their breakfast we have to pay them \$3.50 and vice versa. Need Volunteers. **Spring Craft Show** 2016 renewals sent, deadline is over, we have released the spaces of those that did not renew. Will start calling from the 3 page waiting list to fill those spaces. It is April 1st from 9-3:00 as always free admission. Lions will be doing the concession stand, need volunteers set-up Friday 3-6:00 then 7-9:00 am the morning of. **Eggstravaganza** is Saturday April 8th, using wrist bands this year, cutting off registration @ 1500, site should be up and running, stuffing eggs 3/13th & 20th (10,000 eggs). Jeanne worked w/ Giant Eagle, they donated bags and Marie from United Methodist Church is working on popcorn. **Market Meeting** welcome help/input, worked w/ Sandy Grubiss RE: Facebook, emails, NE Ohio Family Fun, Todays Magazine. Talked to Dan RE: magnets.

COMMUNITY CENTER REPORT For January \$5,210.00, last year \$3,130.50.

Other None

460 FUND None

UNFINISHED BUSINESS Concession Stand/Roemisch Field, there is no new news.

NEW BUSINESS:

2017 Sanctioning- Renewals

2017 Sanctioning: AARP, South High Key Club, Willoughby Hills Lions Club, LAB

MOTION: Jim Walsh made the motion that the Commission approve all the listed 2017 applicants for Sanctioning **Renewals** as submitted
Seconded by Jeanne Kaston
Roll call vote: Ayes unanimous
Motion passes 5/0

PUBLIC PORTION: Opened 7:44; Nancy Fellows 2812 Fowlers Drive; Share Councilman Biro's feelings and support. The letter RE: Council Representation was created to help members understand Council policy in using the word "representation", doesn't have the requirement for individual from Council to come to Rec Meetings. The Chairperson of Rec Committee of Council is usually the one to attend meetings as a liaison between the Commission and Council. Of course can always come to any member of Council at any time. Presenting the letter herself and not as representation from Council. Pointed out that November 2016 meeting did not have quorum so need to re-vote on approval of Minutes and Sanctioning. Closed 7:50

2017 Sanctioning- Renewals:
AFS NE OH/Lake County Chapter
Pulmonary Support Group
Willoughby Hills Boys League

MOTION: Jim Walsh made the motion that the Commission approve all the listed 2017 applicants for Sanctioning **Renewals** as submitted
Seconded by Jeanne Kaston
Roll call vote: Ayes unanimous
Motion passes 5/0

ADJOURNMENT

Meeting adjourned at 7:53 pm by Lynn Hallum, Chairman



Clerk



Chairman

Date approved: 5-3-2017

2/11/17 TAB

Note: Meetings of the Recreation Commission are recorded and recordings are a public record.