

Minutes of Meeting
Wheatland Recreation and Cultural Commission
January 24th, 2011

Members present: Mark Turner, Cheryl Marginean, Scott Birnie, and Edd Kuhn

Members absent: Bart Power, Recreation Director Donna Fitzgerald

Also present: Recreation Coordinator Diane Jennings and Supervisor Dobson

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:03PM.

Approval of Meeting Minutes:

Scott Birnie made a motion to approve the meeting minutes of November 22nd, 2010, seconded by Edd Kuhn, unanimously approved and motion carried.

Cheryl Marginean arrives at 7:04pm.

Public before the Board:

No public before the board

Coordinator's Report presented by Diane Jennings

Elect Vice-Chairperson

Scott Birnie nominated Bart Power as Vice-Chairperson, seconded by Edd Kuhn, unanimously approved and motion carried.

Incoming Expenses:

Kristi Litteer	\$ 40.00	Body conditioning refund
Ken Kral	\$ 25.00	men's basketball refund
Scottsville Ice Arena	\$405.00	Learn to skate Contract
Terry Fyke	\$ 60.00	Fall Dance contract
Beth Seger	\$ 54.00	Me & You refund

Winter Program status:

Swim programs start week of Feb. 28th and already have several registrations. I will be meeting with Jillian Birnie on Tues. Jan. 25th.

<i>Group swim</i>	5:30	12 minimum needed to date we have 10
	6:15	12 minimum needed to date we have 3
	7:00	12 minimum needed to date we have 4

Water walking 4 minimum needed to date we have 2

<i>Private swim lessons</i>	5:30	4 minimum needed to date we have 5
	6:15	4 minimum needed to date we have 6-FULL
	7:00	4 minimum needed to date we have 3

Family swim 5 minimum needed to date we have 1

Lap Swim 4 minimum needed to date we have 2

Jillian Birnie	PT Water Safety Instructor	\$20.00
Luke McKean	Lifeguard step 1	\$8.25
Erica Marron	Lifeguard step 1	\$8.25

Nikole Nash	Lifeguard	step 1		\$8.25
Olivia Dawson	Jr. Water Safety Instructor	PT	step 2	\$7.50
Georgina Silvarole	Jr. Water Safety Instructor	PT	step 1	\$7.25
Valerie McCartney	Jr. Water Safety Instructor	PT	step 1	\$7.25
Tess Woodruff	Jr. Water Safety Instructor	PT	step 1	\$7.25
Katie Merritt	Jr. Water Safety Instructor	PT	step 1	\$7.25
Stephanie Chamot	Jr. Water Safety Instructor	PT	step 1	\$7.25
Maureen Contestable	Jr. Water Safety Instructor	PT	step 1	\$7.25
Tyler Ronnenberg	Jr. Water Safety Instructor	PT	step 1	\$7.25
Chelsea Carl	Jr. Water Safety Instructor	PT	step 1	\$7.25

(willing to be an "on-call" sub, but not work a set schedule)

Cheryl Marginean made a motion to approve the following pay rates for the swim program, seconded by Edd Kuhn, unanimously approved and motion carried. Scott Birnie abstained.

Adult fitness programs:

Supervisor Dobson pointed out that on the schools website the Fall program schedule was listed. Diane explained that the new program listing is on website but in a different location and she will ask Barb Bowmen to remove the Fall program listing.

Men's basketball started Jan. 19th minimum needed 8 to date we have 18 Since this program is full Diane proposed a Monday night men's basketball.

Edd Kuhn made a motion to approve Monday Night Men's basketball as written, seconded by Scott Birnie, unanimously approved and motion carried.

<i>Pilates</i>	no minimum needed	to date 2
<i>Yoga beginners</i>	7 minimum needed	to date 11
<i>Yoga Advanced</i>	7 minimum needed	to date 7
<i>Low impact</i>	5 minimum needed	to date 8

Indoor walking started January 3rd to date we have had 4,8,11,13,11,14,11,9

Program has been very well received and walkers would like additional days and additional times. It was decided for now to add 2 additional days to the current 3 day a week program.

Scott Birnie made a motion to add two more days to the indoor walking, Monday thru Friday 6pm to 7pm with Jen Wheatley as program coordinator, seconded by Cheryl Marginean, unanimously approved and motion carried.

Step aerobics 5 minimum needed to date we have 2 program cancelled

Adult ladies dance and conditioning program cancelled

Body Conditioning 5 minimum needed to date 8

Youth/Family programs:

Ice Skating started Jan. 16th and we had 5

Karate for youth no minimum to date we have 3 beginners and 2 advanced

Indoor soccer starts Jan. 25 35 minimum needed to date we have 31

Youth basketball starts Jan. 29 20 minimum needed to date we have 9
Diane stated that the custodial fee for this program was estimated at \$1219.10, it was decided to cancel this program due to low registered participants.

Dance program cancelled

Musical Theatre session 1 program cancelled

Preschool You & Me program cancelled

Home School program cancelled

Martin Luther King workshop was cancelled
Terry Fyke's programs did not do well at all.

Deposits to date are \$55430.00

Mark Turner said he would like to see some recognition for the smooth Transition of adding the continuing education programs to the recreation line up. Supervisor Dobson suggested that Donna Fitzgerald could write an article and work on some PR with Steve. Mark Turner and Roger DeWitt could write a letter into correspondence.

Old business:

2011 Goals and Objectives:

Prepared by Mark Turner, the commission went over the goals and objectives. Some suggestions were made regarding registration being on a Saturday or during an event like in the fall.

Supervisor Dobson suggested that Donna Fitzgerald look at Rush and surrounding recreation departments and see how they get the word out on programming.

New business:

Town board report:

- Winter program status including an additional night for men's basketball and indoor walking
- Goals and Objectives

Freedom's story:

Diane passed out information from photographer Diane Potter who would like to do a presentation. After much discussion it was decided that recreation is not the right venue for this program. The Scottsville Library may be a good fit for this program.

Other Business:

No other business

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:10pm.

Next regular meeting to be held
Monday, Feb. 28th, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
February 28th, 2011

Members present: Bart Power, Cheryl Marginean and Edd Kuhn

Members absent: Mark Turner and Scott Birnie

Also present: Recreation Director, Donna Fitzgerald and Recreation Coordinator
Diane Jennings

Call to Order, Roll Call:

Bart Power called the meeting to order at 7:04 PM.

Approval of Meeting Minutes:

Motion made by Edd Kuhn to approve the minutes of the January 24th, 2011 meeting, seconded by Cheryl Marginean, unanimously approved and motion carried.

Public before the Board:

Christine Fisher, TJ Connor PE teacher was invited to the meeting by Diane Jennings to discuss an adult indoor soccer program. Christine stated that she currently attends a program in the City and believes that it might be a successful program if offered in Wheatland. The current league she is on charges about \$30.00 and runs one night a week from Nov. to March. Approx. eight to ten people would be needed to run the program but more would be beneficial to continually sub in. Christine stated she would not be able to run the program due to family obligations but had spoken to Jason Palo who currently runs the youth indoor soccer program.

The commission Thanked Christine for her input of information and will be looking to promote this program in the fall.

Coordinator's Report presented by Diane Jennings:

Incoming Expenses:

Be-Mar	\$280.00	roller skating rentals
Renee Thompson	\$110.00	refund water walking/group swim
Brian Lynch	\$ 25.00	Youth basketball refund
Martha Otto	\$ 25.00	YB refund
Mary Jo Rollo	\$ 25.00	YB refund
Russ Hogue	\$ 25.00	YB refund
Kathy Allen	\$ 25.00	YB refund
Terry Fyke	\$100.00	Contract payment Alice in Wonderland Camp

Program status reports:

Diane reported on the swim programs that started this evening.

Group swim has a total of 34

Private swim is totally full

Water walking met the minimum of 4

Lap swim has 11

Family swim now has 3 families

Diane also reported on the roller skating party held during winter recess-had its highest number to date, 70 kids. Polarwave was cancelled. Program reports were passed out for Roller-skating and Alice in Wonderland Camp.

Donna Fitzgerald:

Donna reported that she is currently working on an article for the May newsletter regarding the smooth transition of the Continuing Education programs.

Donna also reported offering a defensive driving course this fall. The cost would be \$25.00 which would include lunch. The course would have to be offered on a Saturday from 9am to 3pm., and require a minimum of 15 people to run. Donna will coordinate with Diane on a Saturday date in the fall.

Donna also told the commission that she and Diane have been working on a possible "Senior Ball" for an intergenerational program. Diane is waiting to hear back from Michele Adair.

Donna also has been looking at the Johnson Park program and ways to increase revenue and services. She suggested that a short survey be given to last year's participants on offering a before and after care program. Donna will forward the survey to Commission members by Wednesday of next week and each commission member took home a list of names and phone numbers. Survey results will be shared at the next recreation meeting.

Old Business:

To date we have one submission for the Build-A-Snowman contest. The contest is open until March 31st.

New Business:

March's meeting has been moved to March 21st, 2011

Town Board report:

Diane should report on potential programs for the fall, winter recess program, article and JP survey.

Other Business:

Strategic Plan has been tabled until March meeting.

Adjournment:

There being no further business, Edd Kuhn made a motion to adjourn the meeting at 8:10 PM

PLEASE NOTE THAT MARCH'S MEETING DATE HAS CHANGED

Next regular meeting to be held
Monday, March 21st, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings, Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
March 21, 2011

Members present: Mark Turner, Cheryl Marginean, Bart Power, and
Edd Kuhn

Members absent: Scott Birnie

Also present: Recreation Coordinator Diane Jennings and Recreation
Director Donna Fitzgerald

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:00PM.

Approval of Meeting Minutes:

Bart Power made a motion to approve the meeting minutes of Feb. 28th,
2011, seconded by Edd Kuhn, unanimously approved and motion carried.

Public before the Board:

No public before the board

Coordinator's Report presented by Diane Jennings

Incoming Expenses:

Lindsay Berman	\$540.00	Beginning yoga class
Collomer Jones Karate	\$614.40	Karate instruction
Helen Bilak	\$400.00	Low impact/Body conditioning

Swim program updates:

Diane reported that on March 9th Scottsville had a power outage and Superintendent Tom Gallagher asked to cancel the swim program for the evening. Then on March 14th the pool heater broke and swim programming had to be cancelled that night. Diane stated that an additional week will be added to the swim program to make up for the cancelled Monday night classes and the cancelled Wednesday night classes. Classes are rescheduled for April 11th and April 13th.

Spring break program proposals:

(All proposals will be added to the minute book)

Easter Party:

Edd Kuhn made a motion to approve the Easter Party program proposal as written, seconded by Bart Power, unanimously approved and motion carried.

Roller-skating Party:

Cheryl Marginean made a motion to approve the roller-skating program proposal as written, seconded by Bart Power, unanimously approved and motion carried.

Spring Program proposal:

Life Guard training:

Bart Power made a motion to approve the life guard training program proposal with the following amendments, the fee will be based on number of participants and cost of program for said number of participants seconded by Cheryl Marginean, unanimously approved and motion carried.
** Diane will check with Charlene about the possibility of holding during spring recess.

Summer Program proposals:

Summer Yoga-Beginner

Edd Kuhn made a motion to approve the summer yoga-beginner program proposal as written, seconded by Cheryl Marginean, unanimously approved and motion carried.

Summer Yoga-Advanced:

Bart Power made a motion to approve the summer yoga-advanced program proposal with the following amendments; the fee will be based on number of participants and cost of program for said number of participants seconded by Edd Kuhn, unanimously approved and motion carried.

**there was discussion about the advanced yoga not always filling up in the summer so rather than cancel the program if participants are willing to absorb additional cost so program breaks even then the program would not be cancelled.

Diane stated that she is waiting to hear back from the Mumford fire dept. regarding the use of their community building for another yoga class. The proposal would be exactly like the beginner class except with a change of location and dates. Commission members stated that they would approve the proposal via email if we are able to obtain the community building with out a fee. Diane will ask Councilwomen Tammy Spear to inquire suggestions from the Mumford residents about possible locations this class could be held.

Group Swim Lessons:

Bart Power made a motion to approve the group swim lesson program proposal with the following amendments; the times for the lessons will be pushed into the afternoon instead of morning, seconded by Edd Kuhn, unanimously approved and motion carried.

Lap swim was not approved.

Swim Skills Practice:

Cheryl Marginean made a motion to approve the swim skills practice program proposal with the following amendments; registration fee to be \$50.00 instead of \$40.00, seconded by Edd Kuhn, unanimously approved and motion carried.

Wheatland Rec. Garage and Craft Sale:

Cheryl Marginean made a motion to approve the Wheatland Rec. Garage and Craft Sale program proposal with the following amendments; change the vendor fee to \$25.00 per space includes 1 table and two chairs instead of \$15.00, seconded by Bart Power, unanimously approved and motion carried.

** No date was listed on program proposal and Commission decided on date of June 4th if agreeable with the Scottsville Ice Rink.

Johnson Park Surveys:

At the Feb. meeting Diane made a list of all Johnson Park participants with phone numbers and Donna divided them up to the Commission members with two questions to ask regarding before care and after care for the Johnson Park program. The responses were about half and half so the Commission decided to offer both before care and after care with a minimum number requirement to run.

Johnson Park:

Cheryl Marginean made a motion to approve the Johnson park program proposal with the following amendments; registration fee to be \$90.00 instead of \$92.00, seconded by Bart Power, unanimously approved and motion carried.

**Goal is to eventually get the program to be closer to breaking even. Last year's fee was \$80.00.

JP Before and After Care:

Bart Power made a motion to approve the Johnson Park before and after care program proposal with the following amendments; registration fee for aftercare to be \$40.00 instead of \$35.00, seconded by Edd Kuhn, unanimously approved and motion carried.

Old business:

Snowman Contest:

Diane reported that we got double the response to the snowman/snow structure contest then the previous year. Winners will be notified by mail.

New business:

Strategic Plan:

Due to the numerous program proposals the strategic plan has been tabled until April's meeting.

Town Board report:

Diane should report on the new programs such as swim, garage and craft sale and the expansion of the Johnson Park program, as well as the winners of the Snowman contest.

Other Business:

Summerfest:

Diane stated that the Summerfest was being run by the Scottsville Rotary and that she intends to offer the Supervisor Pie Baking Contest through the Assets program. If Recreation was to offer something to the Summerfest, she would need help with it. For now the Commission is going to think about it.

Memorial Day Parade:

Diane extended the invitation to the Memorial Day parade to the Commission members.

Art Program:

Mark stated he received a note from Supervisor Dobson regarding the Art program currently run in the Senior Center. The art instructor received a full time job and is no longer available to work the program during the day. Would it be possible for the Recreation dept. to take over the program in the evenings?

Donna asked Diane to get some information from Michele, Senior Center Coordinator and Donna would call the art instructor.

Adjournment:

There being no further business, motion to adjourn the meeting at 8:45pm.

Next regular meeting to be held
Monday, April 25th, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
April 25, 2011

Members present: Bart Power, Cheryl Marginean, Scott Birnie,
Edd Kuhn and Mark Turner

Also present: Donna Fitzgerald, Recreation Director, Diane
Jennings, Recreation Coordinator

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:00pm

Approval of Meeting Minutes:

Mark Turner tabled the approval of meeting minutes since we had no quorum.

7:03pm Bart Power arrived

7:04pm Edd Kuhn arrived

Now we have a quorum, Cheryl Marginean made a motion to approve the minutes of March 21, 2011 as written, seconded by Bart Power, unanimously approved and motion carried.

Public before the Board:

June White-Storti from Harmony School of Music discussed the possibility of offering private ½ hr. lessons for piano, voice, or theory instruction. She currently has 12 students ranging from 4 years to 36 years old. She would like to partner with Wheatland Recreation. Diane passed out a proposal that she prepared with June. Mark Turner thanked June and said we would discuss the proposal and get back to her.

Director's Report presented by Diane Jennings

Incoming Expenses:

Faith Phelps	\$ 21.00	partial refund for overpayment For karate
Diane Jennings	\$ 22.42	Mileage/petty cash
Terry Fyke	\$236.00	final contract payment
Be-Mar	\$132.00	skate rentals

Previously paid expenses:

Lindsay Berman	\$648.00	yoga instruction
Christine DeStounis	\$ 74.00	Water walking instruction
Concetta Fugle	\$ 54.00	preschool refund
Laura Miller	\$ 54.00	preschool refund
Chereth Robinson	\$ 54.00	preschool refund
Jennifer Dudley	\$ 54.00	preschool refund
Elizabeth Seger	\$ 54.00	preschool refund

Charge card purchases:

Walmart	\$107.92	Easter party supplies
Office Max	\$ 17.98	office supplies
Oriental Trading	\$126.86	Easter party supplies

Diane Jennings asked that the commission go into executive session at 7:20pm

Meeting resumed at 7:30pm.

Diane stated that the preschool program was cancelled due to a teacher not being available.

Program Proposal:

Harmony school of Music was tabled until the next meeting. Diane will need to check on special insurance and or certificate of liability. Diane will also ask June for references, and a copy of her teaching degree. It was also suggested to check with the John Glavin, Town attorney.

Program updates:

- Lifeguard training has been cancelled. **Building use applies when the school is not in regular session so building use and custodial fees would apply. Due to the registration fee being higher due to these costs, students went to YMCA during Spring break for the training.
- Roller-skating had 33 participants
- Easter Party had about 27 kids-it was a rainy day but everyone still had a good time.

Old Business:

Strategic Plan

The commission began discussion of the strategic plan.

- How to communicate
 1. many ways to advertise
 2. emails
 3. face book
 4. Craig's list
- Check to see what other towns do to advertise (what does Rush do)
- Should we get a representative from High School and Middle School
- Make a list of what programs we offer and where we would like to go

New Business:

Town Board report:

We should report on program status, garage sale and strategic plan.

Other Business:

No other business.

Adjournment:

There being no further business, Bart Power made a motion to adjourn the meeting at 8:25pm.

Next regular meeting to be held
Monday, May 23rd, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
May 23rd, 2011

Members present: Bart Power, Cheryl Marginean, Mark Turner,
Edd Kuhn and Scott Birnie

Also present: Recreation Coordinator Diane Jennings and
Recreation Director Donna Fitzgerald

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:01PM.

Approval of Meeting Minutes:

Edd Kuhn made a motion to approve the meeting minutes of April 25th, 2011, seconded by Scott Birnie, unanimously approved and motion carried.

Public before the Board:

No public before the board

Director's Report presented by Diane Jennings

Incoming Expenses:

Diane Jennings	petty cash (postage)	\$ 1.08
Chase Charge card	office supplies (paper)	\$44.75

Summer registrations:

Diane reported that Town wide fliers went out week of May 9th and fliers also went home with TJ Connor students same week.

Registrations dates are: May 19th & June 2nd from 3-5pm
June 13th & June 20th from 6-8pm

As of first registration date we have 1 signed up for JP including the before and after care, two for beginning yoga and one for swim skills.

Garage sale:

Information was put on Craig's list, Henrietta Post, TOW newsletter and website, free time magazine online, Channel 13th community calendar.

We are going to cancel if we have less than 10 vendors.

Commission suggested benchmarking with Henrietta on how many vendors they get for their community sale.

To date we have 1 paid application and 1 not paid application.

Program reports:

Indoor walking	-\$424.14
Indoor soccer	+\$505.55
Easter Party	-\$234.78
Roller skating	+\$38.00
Men's b'ball	+\$431.00 (Wednesday)
Men's b'ball	+\$125.00 (Monday)
Aerobics	+\$320.00
Karate	+\$69.60
Beginning yoga	+\$260.00
Advanced yoga	-\$72.00
Group swim	-\$15.78
Private swim	+\$52.52

Water walking -\$102.50
Family swim -\$2.00
Lap swim +\$88.00

Commission suggested doing more of a statistics for indoor walking based on day of week.

2011 Summer Staff:

Bart Power made a motion to approve the following staff for Johnson Park 2011, seconded by Scott Birnie, unanimously approved and motion carried.

1. Laurie Hogan	\$9.53	Large Program coordinator step 1	(Promotion)
2. Taylor Roa	\$7.35	Instructor PT step 1	(Promotion)
3. Tori LaColla	\$7.35	Instructor PT step 1	(Promotion)
4. Alex Stryker	\$7.25	Assistant PT step 1	
5. Jackie Stryker	\$7.25	Assistant PT step 1	(New hire)
6. Emily Boehm	\$7.25	Assistant PT step 1	(New hire)
7. Andy Rabjohn	\$7.25	Assistant PT step 1	(New hire)
8. Alexandra Manning	\$7.25	Assistant PT step 1	(New hire)
9. Garhett Varin	\$7.25	Assistant PT step 1	(New hire)
10. Michele Ingerick	\$9.53	Health care director	(New hire)

Back up approval for additional staff if needed.

Jenna Bower \$7.25 Assistant PT step 1

Camp safety plan:

Camp safety plan will be the same as last years with the following changes:

Fire safety, fire drills moved to program director instead of camp director.

Camper's medical records will be kept by camp Health director instead of camp director.

Bart Power made a motion to approve the camp safety plan with the discussed changes, seconded by Edd Kuhn, unanimously approved and motion carried.

Old business:

Strategic plan:

Need to categorize our current programming and we will revisit next meeting.

New business:

Establish 2010 budget subcommittee:

Mark asked for us to get more clarification of the recreation budget and what the level of investment is.

Town Board report-Mark Turner:

Report on programs

Other Business:

No other business

Adjournment:

There being no further business, Bart Power made motion to adjourn the meeting at 8:22pm.

Next regular meeting to be held
Monday, June 27th, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
June 27th, 2011

Members present: Mark Turner, Scott Birnie and Bart Power

Members absent: Cheryl Marginean and Edd Kuhn

Also present: Recreation Coordinator Diane Jennings and Recreation Director
Donna Fitzgerald

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:01 PM.

Approval of Meeting Minutes:

Bart Power made a motion to approve the minutes of 5/23/11, seconded by Scott Birnie, unanimously approved and motion carried.

Public before the Board:

There was no public before the board

Coordinator's Report presented by Diane Jennings:

Incoming Expenses:

J-B Sportswear	\$136.00	Staff shirts
Chase Credit card	\$65.96	JP Supplies

Previously paid vouchers:

Helen Bilak	\$400.00	Aerobics instruction
Collamer Jones	\$340.20	Karate instruction

Summer program updates:

- Yoga combined both classes into one with seven students.
- Johnson Park currently has 44 participants; 15 before care and 21 after care
- Group swim lessons have 8 for 1pm; 2 for 2pm; 11 for 2:30pm. It was decided to move the 1pm time slot to 1:15 and remove the 1:45 time slot and move 2:30 time slot to 2:15 so that only two class times would be scheduled and only two people would have to pick a different time slot.
- Swim skills starts July 25th and we currently have two registered.
- Approval needed for the swim employees.

Group Swim:

Val McCartney	Jr. Water safety instructor PT step one	\$7.25
Georgie Silvarole	Jr. Water safety instructor PT step one	\$7.25
Chelsea Carl	Jr. Water safety instructor PT step one	\$7.25
Maureen Contestable	Jr. Water safety instructor PT step one	\$7.25
Katie Merritt	Jr. Water safety instructor PT step one	\$7.25
Olivia Dawson	Jr. Water safety instructor PT step two	\$7.50
Jami Wood	Jr. Water safety instructor PT step one	\$7.25
Nikole Nash	Lifeguard step one	\$8.25
Jillian Birnie	Water safety instructor PT	\$20.00

Bart Power made a motion to approve the swim employees as submitted by Diane Jennings, seconded by Scott Birnie with the exception of Jillian Birnie-in which he abstained, unanimously approved and motion carried.

VIA email: Bart Power made a motion to approve Jillian Birnie as the water safety instructor for group swim and for swim skills practice seconded by Edd Kuhn, unanimously approved and motion carried-Scott Birnie abstained from this vote.

Bart Power made a motion to approve a contract with Chelsea Carl for \$20.00 per hour for the swim skills practice programs, seconded by Scott Birnie, unanimously approved and motion carried.

Scott Birnie made a motion to approve a contract with Gary Hoad for \$12.50 per hour for bus driving purposes, seconded by Bart Power, unanimously approved and motion carried.

Budget:

Diane passed out budget sheets for the 2012 budget. Mark asked Diane to get on the calendar for meeting with Supervisor and budget officer.

Old Business:

No old business

New Business:

Diane wrote a letter to the new Superintendent, welcoming her along with encouraging a working relationship: asked the commission to review and sign. Mark felt it was not the place of the Commission to send the letter.

Donna discussed the idea of a concert at Freeman Park and Diane was going to ask Roger about funds that would be needed.

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Town Board report: Diane will report on the status of the summer programs

Other Business:

Diane reported that the Wheatland Town board would need to discuss offering scholarships and that they would set criteria and policy if decided to proceed.

There was some conversation on the vision and Mission of recreation. Mark will rewrite and share with the commission.

Adjournment:

There being no further business, Bart Power made a motion to adjourn the meeting at 8:07 PM

Next regular meeting to be held
Monday, July 25th, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Recreation Coordinator
Diane Jennings

Minutes of Meeting
Wheatland Recreation and Cultural Commission
July 25th, 2011

Members present: Mark Turner, Edd Kuhn and Bart Power

Members absent: Cheryl Marginean and Scott Birnie

Also present: Recreation Coordinator Diane Jennings and Recreation Director
Donna Fitzgerald

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:04PM.

Approval of Meeting Minutes:

Bart Power made a motion to approve the minutes of 6/27/11, seconded by Edd Kuhn, unanimously approved and motion carried.

Public before the Board:

There was no public before the board

Coordinator's Report presented by Diane Jennings:

Incoming Expenses:

Joan Bostwick	\$50.00	swim skills refund
Nichole Trotto	\$50.00	swim skills refund
Diane Jennings	\$33.62	mileage/petty cash

Previously paid vouchers:

Minnehans	\$168.00	field trip
Stacey Pierce	\$90.00	Johnson Park refund

Charge card purchases:

Walmart (7/4)	\$64.79	supplies
Walmart (7/10)	\$45.48	supplies
Art Store (7/5)	\$28.92	supplies
JoAnn (7/4)	\$7.98	supplies

Summer program updates:

- Swim skills was cancelled
- Johnson Park currently has 73 participants; 15 before care and 21 after care
- Pre camp inspection went well
- July 22nd we were inspected-went well
- Basketball camp has about 10 boys participating

Community night will be held Sept. 15th

Newsletter information needs to be submitted by August 22nd.

Donna reported that there are no funds available for the Concert in Freeman Park.

Old Business:

Commission discussed the budget for 2012 and sees no changes that need to be made from previous year. There was discussion regarding the pay scale and Mark Turner will forward the suggestion to Supervisor Dobson.

New Business:

Town Board Report:

Diane will report on summer camp

Other Business:

No other business

Adjournment:

There being no further business, Bart Power made a motion to adjourn the meeting at 7:45 PM

Next regular meeting to be held

Monday, August 22nd, 2011

7:00 PM at the Town Hall

Respectfully Submitted,

Recreation Coordinator
Diane Jennings

Minutes of Meeting
Wheatland Recreation and Cultural Commission
August 22nd, 2011

Members present: Bart Power, Scott Birnie, Mark Turner, and
Edd Kuhn

Members absent: Cheryl Marginean and Scott Birnie

Also present: Councilman DeWitt, Recreation Director Donna
Fitzgerald, Recreation Coordinator Diane Jennings

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:00PM.

Approval of Meeting Minutes:

Edd Kuhn made a motion to approve the meeting minutes of July 25th, 2011 as written, seconded by Bart Power, unanimously approved and motion carried.

Public before the Board:

No public before the board

Director's Report presented by Diane Jennings

Incoming expenses

Previously paid:

Diane Jennings	petty cash for field trip	\$ 30.00
Seabreeze	field trip	\$1200.00
Gary Hoad	bus driver fees	\$ 293.28

Current vouchers:

WCCS	bus use fee for 2010/2011	\$1269.00
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Fall program proposals (proposals will be included in Minute book)

Free concert at Freeman Park;

There was much discussion on the concert at Freeman Park along with advertisement, details of set up, rain date and such.

Bart Power made a motion to approve the Free concert at Freeman Park as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the Adult Indoor Soccer as written, seconded by Bart Power, unanimously approved and motion carried.

After further discussion on programs it was decided to amend the motion for Adult Indoor soccer.

Edd Kuhn made a motion to approve the Adult Indoor soccer with the following amendment: Fee was changed from \$25.00 to \$30.00, seconded by Bart Power, unanimously approved and motion carried.

Bart Power made a motion to approve the indoor soccer program with the following amendments: Fee was changed from \$25.00 to \$30.00 and 12 soccer balls will be purchased instead of 6 at a price of no more then \$200.00, seconded by Edd Kuhn, unanimously approved and motion carried.

Bart Power made a motion to approve the yoga program proposal as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the Low impact aerobics class as written, seconded by Bart Power, unanimously approved and motion carried.

Bart Power made a motion to approve the Low impact/Body toning combo class with the following amendment: Program name would be Total body conditioning, seconded by Edd Kuhn, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the Body toning class as written, second by Bart Power, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the Beginning Karate class as written, seconded by Bart Power, unanimously approved and motion carried.

Bart Power made a motion to approve the Advance Karate class as written seconded by Edd Kuhn, unanimously approved and motion carried.

Bart Power made a motion to approve the following swim employees as written:

Swim employees:

Val McCartney	Jr. Water Safety Inst. Pt	step 1	\$7.25
Tyler Ronnenberg	Jr. Water Safety Inst. Pt	step 1	\$7.25
Tess Woodruff	Jr. Water Safety Inst. Pt	step 1	\$7.25
Georgie Silvarole	Lifeguard	step 1	\$8.25
(promotion)			
Chelsea Carl (sub)	Jr. Water Safety Inst. Pt	step 1	\$7.25
Stephanie Chamot	Jr. Water Safety Inst. Pt	step 1	\$7.25
Maureen Contestable	Jr. Water Safety Inst. Pt	step 1	\$7.25
Katie Merritt	Jr. Water Safety Inst. Pt	step 1	\$7.25
Jami Wood	Jr. Water Safety Inst. Pt	step 1	\$7.25
Amanda Dawley	Lifeguard	step 1	\$8.25
(promotion)			
Erin Dorety (new)	Jr. Water Safety Inst. Pt	step 1	\$7.25
Jillian Birnie	Water Safety Inst. Pt		\$20.00

Seconded by Edd Kuhn, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the lap swim program with the following amendment: changed fee from \$25.00 to \$30.00, seconded by Bart Power, unanimously approved and motion carried.

Bart Power made a motion to approve the Group swim lessons as proposed, seconded by Edd Kuhn, unanimously approved and motion carried.

Bart Power made a motion to approve the Private swim lessons with the following amendment: increase maximum to 18 students if needed and scale expenses as needed to accommodate additional students, seconded by Edd Kuhn, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the Family swim as proposed, seconded by Bart Power, unanimously approved and motion carried.

Bart Power made a motion to approve the Water walking program with the following amendment: change fee from \$35.00 to \$40.00 and change minimum needed for class from 4 to 6, seconded by Edd Kuhn, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the Defensive Driving course as written, seconded by Bart Power, unanimously approved and motion carried.

Old business:

Vision and Mission statements submitted by Mark:

A. Vision

The Town of Wheatland is a vibrant and growing community where residents want to spend their leisure time.

Town of Wheatland facilitated leisure time activities:

- Provide for diverse, enjoyable and interesting experiences across broad demographics of the Wheatland community.
- Use local amenities and municipal provided infrastructure.
- Promote a sense of community for the Township.
- Enhance the quality of life for participants, providing the opportunity for pleasurable and fun experiences while nurturing their health and well being.

B. Mission

The WRCC shall be responsible for administration and execution of recreation and cultural programs for the Town of Wheatland Residents.

The WRCC shall furnish and operate recreation areas and facilities owned or controlled by the Town of Wheatland and/or Village of Scottsville.

The WRCC shall develop and execute a plan for future recreation/cultural programs and facilities, aligned with the Town of Wheatland Master plan.

Mark asked commission members to review.

New business:

Town Board report:

Diane will report on all of the upcoming Fall programs.

Other Business:

No other business.

Adjournment:

There being no further business, Bart Power made motion to adjourn the meeting at 8:30pm.

Next regular meeting to be held
Monday, Sept. 26th, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
September 26th, 2011

Members present: Scott Birnie, Cheryl Marginean, Edd Kuhn, and Bart Power

Members absent: Mark Turner

Also present: Recreation Director, Donna Fitzgerald, and Recreation Coordinator Diane Jennings

Call to Order, Roll Call:

Bart Power called the meeting to order at 7:00 PM.

Approval of Meeting Minutes:

Motion made by Edd Kuhn to approve the minutes of the August 22nd, 2011 meeting, seconded by Cheryl Marginean, unanimously approved and motion carried.

Public before the Board:

There was no public before the board

Coordinators' Report presented by Diane Jennings:

Incoming Expenses: Previously paid

Sonja Gomes	\$60.00	private swim refund
Bev Reeves	\$40.00	water walking refund
Tina Stevens	\$40.00	water walking refund
Ken Snyder	\$300.00	concert contract
Lindsay Berman	\$648.00	Yoga contract

Summer program reports:

Summer group swim ended with +\$41.62

There was supposed to be three times offered but had to change to only two times.

Johnson Park ended with -\$3544.36

This was less than predicted so we remained under budget. Donna suggested we investigate next year on ways to reduce the cost of the program.

Johnson Park Before care and after care ended with +\$130.72

We had anticipated a loss in the program so a positive showed that this program was very successful.

Yoga ended with a -\$72.00

This program was being offered in a beginner's class followed by an advanced class. Neither class met the minimum number needed so classes were combined. Due to time changes some participants could not attend.

Fall Program status:

Diane reported on Community night that was held on Sept. 15th. She had 60 registrations that evening. On Sept 22nd she attended TJ Connor Welcome Back Picnic. A few more registrations were picked up that evening also.

Group Swim lessons:

Both time slots for the group swim lessons are full. The 7pm time slot has 16 and the 7:45 time slot has 14. There was a minimum of 12 needed per time slot.

Private swim lessons:

Both time for the private swim lessons are full. The 5:30 time slot has 9 and the 6:15 time slot has 8. There was a minimum of 6 needed per time slot.

Water walking was cancelled due to low enrollment.

Family Swim is full with 7 families. There was a minimum of 3 families needed for this program. The earlier time slot seems to really have made a difference.

Lap swim has 5 participants. We really wanted to get at least 6 but opted to continue the program.

Karate has several new students. We have 14 for one day per week and 3 for the two day per week.

Exercise classes, low impact, total body conditioning and body toning all required to have at least 5 participants. Low impact has 11, total body has 8 and body toning has 5.

Indoor soccer has 52 participants-minimum number was 35 and we expect the number to get a little bit higher.

Yoga has 11 participants with only a minimum number of 6 required.

Adult indoor soccer has 9 players. Minimum number was 12 but 5 more are expected to show up on the second night.

Defensive driving course was cancelled due to low enrollment.

Old Business:

Strategic Plan:

The strategic plan was tabled until the next meeting.

Concert:

Donna wanted to get some clarification for the upcoming concert. She stated that we need to set a time to make a decision regarding the concert in the case of inclement weather. She suggested between noon and 1pm.

She also asked if the concert is cancelled, what payment arrangements have been made with the band. Who is the contact person for the library to notify if there is a cancellation?

New Business:

Town Board report:

Diane should report on success of the fall program registrations and the success of the summer programming.

Other Business:

No other business

Adjournment:

There being no further business, Bart Power made a motion to adjourn the meeting at 7:35 PM

Next regular meeting to be held
Monday, October 24th, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
October 24th, 2011

Members present: Edd Kuhn, Cheryl Marginean, Scott Birnie, Bart Power and Mark Turner

Also Present: Recreation Coordinator, Diane Jennings

Call to Order, Roll Call:

Cheryl Marginean called the meeting to order at 7:10 PM

Approval of Meeting Minutes:

Cheryl Marginean made a motion to approve the meeting minutes of September 26th, 2011 as written, seconded by Scott Birnie, unanimously approved and motion carried.

Public before the Board:

There was no public before the board.

Director's Report presented by Diane Jennings:

Incoming Expenses:

Printing Plus	\$33.75	postcards/posters for Concert
FM Office Products	\$66.76	office supplies
Office Max	\$35.16	paper and receipt books (office supplies)
S&S Apparel	\$150.00	t-shirts for flag football
Collamer Jones	\$1324.35	contract karate instruction

Program Updates:

Diane reported on the resignation of Jillian Birnie from the swim programs effective after Nov. 2nd, 2011.

Diane also reported on staffing issues that have occurred with the swim program during group swim and private swim lesson times. Diane discussed adding an additional day to the program in the winter that perhaps may entice more staff applicants.

Men's basketball with the two time slots is pretty full. However, we have been struggling to get a decent number of participants to show up during the earlier time. Diane has been asked the question about co-ed basketball so she mentioned she would like to designate the earlier time slot as co-ed. The commission decided that they would like to keep the two time slots and to have both time slots open to co-ed.

Karate has exceeded last session numbers with 15 students in the one day per week class and 4 students in the two days per week.

Diane passed out a summary sheet for the Free Concert at Freeman Park. The concert's location was moved to the Mumford Community building. The concert was well attended and the Mumford Branch library took in \$580.50 for the food sale during the concert.

Diane reported on the tentative budget for 2012 stating that revenue and services stayed the same. It looked like contractual went from \$20,000.00 to \$13,100.00

Diane said this was tentative and will get clarification.

Diane reported on the current status of 2011 budget items:

Revenue \$29,354.18 projected \$28,000.00

Contractual \$9638.76 projected \$20,000.00

Supervisor Dobson joins the meeting.

T-shirts

Diane passed out an inventory of the Recreation t-shirts we have available. It is time to re-order some of the smaller sizes. Diane got a quote of \$4.85 per shirt based on 100 or \$4.70 per shirt based on 200. The commission decided on ordering 200 shirts.

Cheryl Marginean made a motion to approve ordering 200 t-shirt from JB Sportswear amount not to exceed \$940.00, seconded by Edd Kuhn, unanimously approved and motion carried.

JP Supplies

Diane passed out a list of supplies that she would like to add to the Johnson park inventory. Bart Power made a motion to approve the purchase of supplies from S&S Worldwide amount not to exceed \$309.00, seconded by Scott Birnie, unanimously approved and motion carried.

Old Business:

Strategic Plan

Mark Turner asked what draws people to participate in programming and what are the barriers as to why people do not participate?

- People participate for various reasons such as Healthy lifestyle, socialization, education, safety and child stimulation (child care) and skills enhancements were some of the reasons that draw participation.
- Barriers included time and competing interest.

Can we offer more one day classes: how to classes.... Elder care, Medicare planning.

Can we share services? What programs do Rush offer? Can trips that seniors take include families?

Supervisor Dobson addressed the Commission about conflict on the Town Board regarding having a recreation consultant. Supervisor Dobson stated that her idea was to have someone with background and with new ideas to help support Diane. She asked Commission members if there was value in having a recreation consultant. Mark Turner stated that he believed the position was essential if we want to grow.

New Business:

Town board report:

Diane should report on the fall program participation.

Other Business:

No other business

Adjournment:

There being no further business, Mark Turner made a motion to adjourn the meeting at 8:20 PM.

Next regular meeting to be held
Monday, November 28th, 2011
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
November 28th, 2011

Members present: Scott Birnie, Edd Kuhn, Bart Power and
Cheryl Marginean

Members absent: Mark Turner

Also present: Recreation Coordinator Diane Jennings and Recreation Director Donna
Fitzgerald

Call to Order, Roll Call:

Bart Power called the meeting to order at 7:00PM.

Approval of Meeting Minutes:

Cheryl Marginean made a motion to approve the meeting minutes of October 24th, 2011, seconded by Edd Kuhn, unanimously approved and motion carried.

Public before the Board:

No public before the board.

Coordinator's Report: Presented by Diane Jennings

Incoming Expenses:

J-B Sportswear	\$880.00	T-shirt inventory
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Program proposals were presented in a PowerPoint presentation:

Edd Kuhn made a motion to approve the **Adult Indoor soccer** proposals as written, seconded by Scott Birnie, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve **body toning sessions 1 and 2** program proposal as written, seconded by Scott Birnie, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the **Wii Bowling tournament** proposal as written, seconded by Scott Birnie, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the **Be-Mar roller-skating** program proposals as written, seconded by Scott Birnie, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the **indoor walking** program proposal as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Scott Birnie made a motion to approve the **Adult basketball** program proposals as written, seconded by Cheryl Marginean, unanimously approved and motion carried.

Scott Birnie made a motion to approve the **Karate for Youth-beginner** program proposal as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Scott Birnie made a motion to approve the **Karate for Youth-advanced** program proposal as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the **Gentle yoga** proposal as written, seconded by Cheryl Marginean, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the **Defensive driving** program proposal as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the **lap swim** program proposal with the following amendments: corrections to the salary of the lifeguard from \$49.50 to \$148.50 and corrections of the director salary from \$108.00 to \$324.00 and changed registration fee from \$35.00 to \$45.00, seconded by Scott Bernie, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the **water walking** program proposal as written, seconded by Scott Bernie, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the **family swim** program proposal as written, seconded by Scott Bernie, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the **indoor soccer** program proposal with the following amendments: Advertise the registration fee of \$35.00 and include a discount of \$10.00 if registered by Jan. 5th (\$25.00 total fee) and include "No registration accepted after Jan. 17th", seconded by Scott Bernie, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the **private swim** program proposal with the following amendment: maximum number of participants to be adjusted according to demand and staff, seconded by Cheryl Marginean, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the **low impact aerobics** program proposal as written, seconded by Scott Bernie, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the **total body conditioning** program proposal as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Scott Bernie made a motion to approve the **group swim lessons** program proposal as written, seconded by Cheryl Marginean, unanimously approved and motion carried.

Program proposals will be added to the minute book.

Youth basketball was discussed, Diane reported that the custodial fee would be \$1323.04 and the building use fee would be \$399.60 and last year we only had 5 register. The commission wants to further investigate the possibility of Friday night use-would there be interest-and who could run the program. The program has been tabled at this point and will be revisited in January.

Diane introduced the idea of a cooking class with the instructor Sherri Curtis. Sherri has run the class through Continuing Ed in Caledonia and Scottsville. The commission would like references and to find out the liability from the Town attorney if someone was to get ill from the food.

Old business:

No old business

New business:

Registration 2012

Diane and Donna told the commission about registration on Jan. 5th with a "Stay Well Play Well" theme. They are working on getting different representatives to promote the theme. Donna passed out a flier to be made into a postcard that can be handed out and asked the commission for approval:

Cheryl Marginean made a motion to approve the purchase of post cards with amount not to exceed \$38.00 seconded by Edd Kuhn, unanimously approved and motion carried.

Diane asked the commission to approve a town wide mailing of the winter programs. Edd Kuhn made a motion to approve the town wide mailings with amount not to exceed \$350.00, seconded by Scott Birnie, unanimously approved and motion carried.

Diane passed out the 2012 meeting dates with the change to the first meeting in January to be on the 30th instead of 23rd

Town Board report:

Diane will report on new winter programs and winter registration "Stay well Play Well"

Other Business:

No other business

Adjournment:

There being no further business, Bart Power made motion to adjourn the meeting at 8:50pm.

Next regular meeting to be held
Monday, January 30th, 2012
7:00 PM at the Town Hall

Respectfully Submitted,

Diane Jennings
Recreation Coordinator