

Town of Wheatland New York Recreation Commission Meeting Minutes January 23, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held January 23, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

MEMBERS PRESENT:

Mark Turner (Chairperson)
Edd Kuhn
Scott Birnie
Lisa Bates
Shelly Gorino

Recreation Director: Abby Jones
Town Board Liaison: Lisa Wasson

MEMBERS ABSENT:

Cheryl Marginean
Vicki Capotelli

RECORDING SECRETARY:

Mark Turner

Mark Turner called the meeting to order at 7:02 P.M.

B. Approval of Minutes:

Motion. The Commission reviewed the minutes with no changes suggested. Edd Kuhn made a motion to approve the meeting minutes of November 28, 2016. Shelly Gorino seconded the motion which was approved by vote of the Commission with one abstention.

C. Public Before the Commission

There was no public before the Commission.

D. Recreation Department Report

Presented by Abby Jones and Mark Turner:

1. **RECREATION DIRECTOR WELCOME**. The Commission welcomed new Wheatland Recreation Director Abby Jones.
2. **EXPENSE VOUCHERS**.
 - Christine Destounis, contract for the Water Walking program (Fall 2016).
3. **AFTER SCHOOL KARATE PROPOSAL**.

Motion: Scott Birnie made a motion to approve the Winter/Spring After School Youth Karate Program per the approved 2017 program plan. Edd Kuhn second the motion and it was approved by unanimous vote of the Commission.
4. **2016 YEAR END PURCHASES**. Mark Turner presented the following summary of the previously approved year-end equipment order:
 - Water Walking - Swim floatation belts
 - Youth Football – Equipment bags, footballs
 - Summer Fun Day Camp – Electronic inflator, Dodge balls & Playground balls, 24' parachute, 6' parachutes, 24" multi-color blow up balls
 - Indoor Soccer – Soccer balls
 - Swim Programs – Safety tape
 - Basketball – Basketballs
5. **WINTER PROGRAM STATUS & PLANS**.
 - **Sweetheart Dance**. Abby Jones reviewed the current status of the upcoming sweetheart dance including general discussion with the Commission. There were thoughts that the date of the event should be later in February next year, since this year it is scheduled one day after the Lion's Club Ground Hog Day Dinner. Dr. Leh is confirmed to take pictures as she has done in the past. Lisa Bates suggested the potential for the Recreation Department to purchase and use a portable 4x6 photo printer during events, tabled to a future discussion.
 - **Youth Indoor Soccer Program**. There was an unplanned conflict with the TJ Connor gymnasium, the result was movement of the program location back to the cafetorium (as we did many years ago), and a change of days from Tues/Thurs to Mon/Tues. Abby Jones called all the registrants and apologized for the inconvenience. Abby also submitted building requests to the school for next year.
 - **Indoor Walking Program**. Mark Turner reported that there are 14 participants in the program so far.
 - **Other Programs**. Most exercise & fitness and sports programs start the week of 23-January-2017 and most swimming programs start in late February.

Town of Wheatland Recreation Commission Meeting Minutes

6. **2017 WHEATLAND RECREATION CALENDAR(S)**. Mark Turner and Abby Jones are going to incorporate additional detail into the planning calendar, such as advertising dates, building request dates. In addition, Mark Turner presented an online recreation calendar for all of the Winter/Spring programs.

E. Old Business

1. None

E. New Business

1. **FINANCIAL REVIEW**. Mark Turner presented the final 2016 Recreation Department financial forecast. Highlights provided below:
 - a. Net Income for the year was ~ \$8000 higher than plan. The main reason for this performance is that the G&A labor associated with the former Recreation Director position was not expended in 2016 as this position remained unfilled. Performance not including these conditions was very close to plan.
2. **2016 RECREATION SUMMARY**. Mark Turner shared the presentation provided to the Town Board on 19-January-2017. A copy of this presentation is attached at the end of these meeting minutes.
3. **MARKETING AND PROMOTIONS FOR 2017**. Mark Turner reviewed marketing and promotions activities from 2016 and recommended we look to add "What I Like About Wheatland" statements on a quarterly basis for 2017. In addition Mark suggested the development of a recommendation for a Town of Wheatland Hall of Fame. This topic will be added to the next meeting agenda.
4. **TOWN BOARD REPORT**. The monthly Quad Chart Report was presented by Mark Turner, reviewed and updated per recommendation of the Commission (attached at end of these meeting minutes).

F. Other Business

1. **COLLABORATION WITH SENIOR CENTER**. Shelly Gorino inquired about the potential to combine with or collaborate with the Wheatland Senior Center. Funding requirements associated with the Senior Center likely make combining the organizations impractical, however the Recreation Department has run collaborative, intergenerational activities with the Senior Center in the past, although none are planned at current. Sense of the Commission is that working on future collaborative intergenerational activities with the Senior Center is a good idea and should be pursued later in 2017.
2. **FLAG FOOTBALL PROGRAM COACHING**. Edd Kuhn asked if the flag football coaching situation has commitments for 2017, there was some discussion that the past coach will not be continuing this year. Abby Jones will investigate.

Town of Wheatland Recreation Commission Meeting Minutes

3. **NEXT REGULAR MEETING.** The Recreation Commission is not planned to meet in December. The next regular meeting is scheduled for February 27, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.
4. **ADJOURNMENT.** There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:03 P.M. which was approved by unanimous by vote of the Commission.

Respectfully submitted,
Mark R. Turner,
Recreation Commission Chairperson

Recreation 2016 Summary



Town of Wheatland
"Experience rural through recreation"

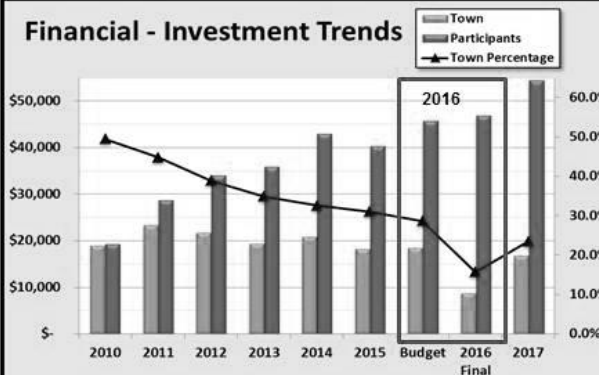
Programs - Key Status & Plans

- 2016 finance: \$ 8K > net (< G&A labor)
- Recreation Coordinator transitions.
- Executed 38 programs.
- ~ 1100 participants.
- Added Sweetheart Dance & 5K Race.
- Pool repairs limited Fall Programs.

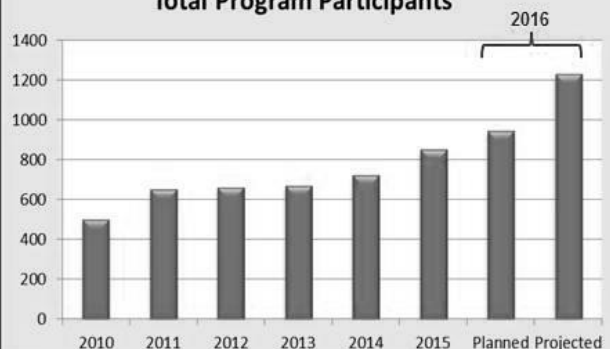
Strategic Initiatives

- Detailed "bottoms up" 2017 budget plan.
- Finalized Department Guidebook.
- Released Recreation Brochures.
- Marketing & Promotions
 - Volunteerism concepts, in process.
 - "What I Like About Wheatland" campaign.
 - Municipal branding initiative.

Financial - Investment Trends



Total Program Participants



Wheatland Recreation – "Where the fun happens!"

December 2016

Recreation Monthly Summary



Town of Wheatland
"Recreation, where the FUN happens"

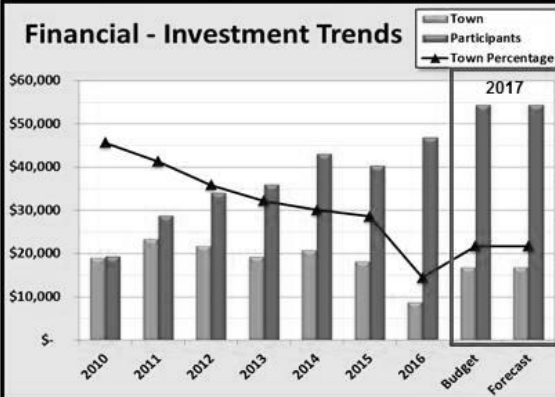
Programs - Key Status & Plans

- 2017 Winter Programs
 - Youth indoor soccer schedule change all participants were contacted.
 - Completed Sweetheart Dance flyer, other preparations on track.
- 2017 financial forecast
 - Plan to load actual data near end of Q1.

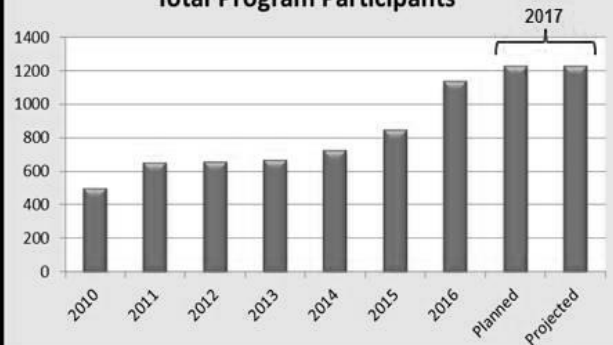
Strategic Initiatives

- Added full quarterly recreation calendar.
- Preparing online registration proposal.
- Marketing & Promotions
 - **Volunteerism** - Increase focus in 2017
 - **"What I Like About Wheatland"** - Ongoing.
 - **Wheatland "Hall of Fame"** concept.

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

January 2017

Town of Wheatland New York Recreation Commission Meeting Minutes February 27, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held February 27, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

MEMBERS PRESENT:

Mark Turner (Chairperson)
Edd Kuhn
Shelly Gorino
Cheryl Marginean
Vicki Cappotelli

Recreation Director: Abby Jones
Town Board Liaison: Lisa Wasson

MEMBERS ABSENT:

Scott Birnie
Lisa Bates

RECORDING SECRETARY:

Mark Turner

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

B. Approval of Minutes:

Motion. The Commission reviewed the minutes with no changes suggested. Edd Kuhn made a motion to approve the meeting minutes of January 23, 2017. Shelly Gorino seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no public before the Commission.

D. Recreation Department Report

Presented by Abby Jones:

1. EXPENSE VOUCHERS.

- Multiple program refunds.
- Miscellaneous supplies for the Sweetheart Dance.

2. WINTER/SPRING PROGRAM UPDATE.

- Sweetheart Dance. There was a record 240 participants. Article and link to pictures taken by the DJ have been posted to the Town's website. Scheduled date for next year, February 9, 2018. Plan is to find someone or a group to lead this activity for next year.
- Open Swim Program (Winter Recess). 26 participants.
- Rollerskating (Winter Recess). 10 participants. Participation for this program varies widely (i.e., 10 to 30), considering moving this program to an evening time to see if that would increase participation.
- Swim Programs. Winter schedule starting Monday February 27, 2017.
- Lifeguard Training. Planning to hold lifeguard training during the school spring recess. Will need to find another program leader since the past person is not available due to a medical issue.
- Men's Basketball. Planning to change the registration process for this program to ensure compliance with volunteer leadership approach. Will require signed registration forms with full term fees through the Recreation Department, versus on-site sign up and payment per session. Need to ensure that the participation waivers are completed by all participants. Will notify current participants with a letter describing the process change.

E. Old Business

1. 2017 MARKETING AND PROMOTIONS.

- What I "Like" About Wheatland. Discussed potential candidates to provide additional statements for the Town's website. Mark Turner will follow up with the identified people to solicit their potential input.

Town of Wheatland Recreation Commission Meeting Minutes

- **Town of Wheatland Hall of Fame.** Mark Turner presented an example charter for this activity, discussion held regarding scope and breadth of the HoF, including associated processes and methods of inductee recognition. Mark also presented an example Hall of Fame program from a Township in Canada, there are likely many examples that can be reviewed to what might work for the Town of Wheatland. Mark Turner will connect with the WCCS School District to determine if they have a recognition program (i.e., HoF) beyond athletics. Shelly Gorino will check with the Rush-Henrietta school district to get information regarding their HoF type program.

F. New Business

1. **RECREATION DEPARTMENT GUIDEBOOK UPDATES.** Mark presented updates incorporated into Revision 1.1 for consideration and approval. There were two main updates to the content:
 - **Section 4.3 Leisure Time Program Policy** – Updated the refund policy to reflect up to a 70% fee refund for participant withdrawal after program start and up to 25% completion of the program. The prior refund percentage was 70%, which meant someone could complete 75% of the program and receive an 80% refund. In addition, Mark Turner updated the program registration form to include the registration policy information in the signature section, ensuring signatory concurrence.
 - **Section 3.3.5 Water Safety Instructor** – Updated the WSI job responsibilities to include management and oversight of the associated swim staff, including: scheduling. Also clarified that new hires or volunteers must be approved per the Town of Wheatland 's standard practices.

Motion. Cheryl Marginean made a motion to approve Revision 1.1 of the Recreation Department Guidebook. Vicki Cappelletti seconded the motion which was approved by vote of the Commission.

2. **5K RACE.** The WCCS Boys Soccer have proposed naming the 5K Race in honor of their late coach Mike Skivington. Mike required his teams to participate in this race and challenged the players to beat him. The concept is to challenge other local teams and organizations to participate in the race, at team level rate. The Commission was in agreement of this approach. In addition there was discussion regarding hiring someone to coordinate and lead this activity.

Motion. Shelly Gorino made a motion to authorize paying someone to coordinate and lead the 5K Race Program in the amount of up to \$ 500. Vicki Cappelletti seconded the motion which was approved by vote of the Commission.

3. **FINANCIAL REVIEW.** Mark Turner indicated that the first 2017 financial update will be available for review at the March Commission meeting, at that time there will be actual Q1 data loaded.

Town of Wheatland Recreation Commission Meeting Minutes

4. **TOWN BOARD REPORT.** The monthly Quad Chart Report was presented by Mark Turner, reviewed and updated per recommendation of the Commission (attached at the end of these meeting minutes).

F. Other Business

1. **NEXT REGULAR MEETING.** The Recreation Commission is not planned to meet in December. The next regular meeting is scheduled for March 27, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.
2. **ADJOURNMENT.** There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:02 P.M. which was approved by vote of the Commission.

Respectfully submitted,
Mark R. Turner,
Recreation Commission Chairperson

Recreation Monthly Summary



Town of Wheatland
"Recreation, where the FUN happens"

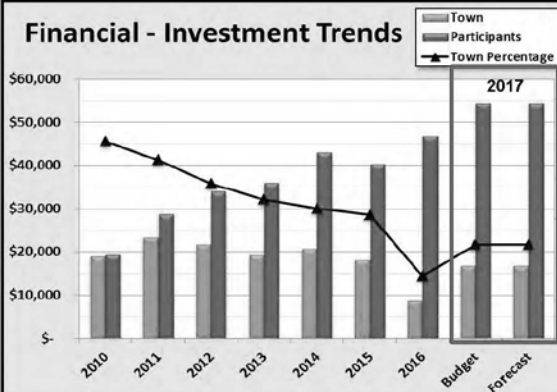
Programs - Key Status & Plans

- 2017 Winter Programs
 - Sweetheart Dance had 240 participants.
 - Website article with link to pictures.
- 5K Race
 - Agreed with public recommendation to honor late WCCS Boys Soccer Coach.
- 2017 financial forecast update in Mar.

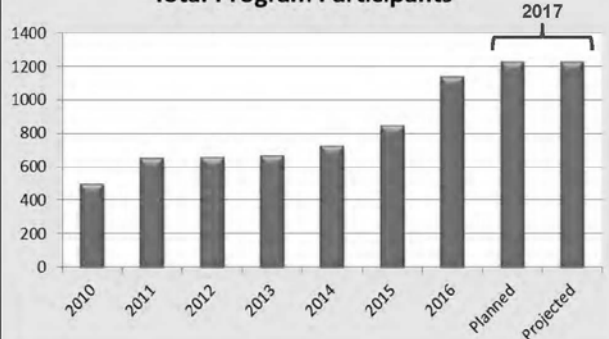
Strategic Initiatives

- Online registration proposal in review.
- Minor Guidebook updates approved.
- Marketing & Promotions
 - **"What I Like About Wheatland"** – Identified candidates for input.
 - **Wheatland "Hall of Fame"** – Discussed some initial concepts.

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

February 2017

Town of Wheatland New York Recreation Commission Meeting Minutes March 27, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held February 27, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

MEMBERS PRESENT:

Mark Turner (Chairperson)
Edd Kuhn
Cheryl Marginean
Lisa Bates

MEMBERS ABSENT:

Scott Birnie
Shelly Gorino
Vicki Cappelletti

RECORDING SECRETARY:

Mark Turner

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

B. Approval of Minutes:

Resolution. The Commission reviewed the minutes with no changes suggested. Cheryl Marginean made a motion to approve the meeting minutes of February 27, 2017. Ed Kuhn seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no public before the Commission.

D. Recreation Department Report

Presented by Mark Turner:

1. **EXPENSE VOUCHERS.**

- Lourdes Roa – Gentle Yoga Beginner and 2.0 programs contracts.
- Helen Bilak – Total Body Conditioning program contract.

2. **WINTER/SPRING PROGRAM UPDATE.**

- **Youth Indoor & Adult Soccer.** Additional session plan through March. Move Youth Indoor Soccer program back to Tues/Thurs and TJ Connor Gym.

Resolution: Edd Kuhn made a motion to approve an additional session of the Youth Indoor and Adult Soccer programs through the end of March. Lisa Bates seconded the motion which was approved by unanimous vote of the Commission.

- **Lap Swim.** Program extended 1 week due to weather related cancellations.
- **Lifeguard Training.** Not able to find instructor solution for lifeguard training during the school spring recess. Working on other scheduling alternatives.
- **Easter Party.** Have agreement with American Legion to consolidate Easter Kids Events through mutual partnership.

Resolution. Lisa Bates made a motion to approve partnering with the American Legion for a consolidated Easter Event for Kids. Cheryl Marginean seconded the motion which was approved by unanimous vote of the Commission.

3. **REFUND POLICY RECOMMENDATION.**

- Recommendation to augment the recreation program refund policy to limit liability for cancellations due to circumstances beyond the control of Wheatland Recreation (i.e., severe weather). Best effort will be made to reschedule the cancelled activity, but may not always be possible. Mark Turner will update the Recreation Department Guidebook for Commission review and approval at the April meeting.

E. Old Business

1. **2017 MARKETING AND PROMOTIONS.**

- **What I “Like” About Wheatland.** Mark Turner confirmed that Ruthie Thompson has agreed to provide input in April for this initiative.

Town of Wheatland Recreation Commission Meeting Minutes

- **Wheatland Community Hall of Fame.** Presented by Mark Turner. The purpose of this activity is to explore concepts and make a recommendation to the Town Board.
 - i. From action item of February meeting: WCCS has a “Graduates of Excellence” program to honor distinguished alumni. Sense of the Commission that a Wheatland Community HoF would not conflict with this program.
 - ii. Reviewed candidate HoF charters, based on the sense of the Commission, a revised candidate will be developed by Mark Turner and presented at the April Commission meeting.
 - iii. Discussed potential process elements for a community HoF (i.e., nominations, evaluation, selection, recognition and cadence). The sense of the Commission is that a committee within the construct of the Commission would be a viable way to engage this activity.

F. New Business

1. **FINANCIAL REVIEW.** Mark Turner presented the Q1 2017 financial forecast; Winter period results appear to be a little ahead of plan. Final Q1 data will be presented in April.
2. **TOWN BOARD REPORT.** The monthly Quad Chart Report was presented by Mark Turner, reviewed and updated per recommendation of the Commission (attached at the end of these meeting minutes).

F. Other Business

1. **NEXT REGULAR MEETING.** The Recreation Commission is not planned to meet in December. The next regular meeting is scheduled for April 24, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.
2. **ADJOURNMENT.** There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:56 P.M. which was approved by vote of the Commission.

Respectfully submitted,
Mark R. Turner,
Recreation Commission Chairperson

Recreation Monthly Summary



Town of Wheatland
Living the "Small Town" Lifestyle

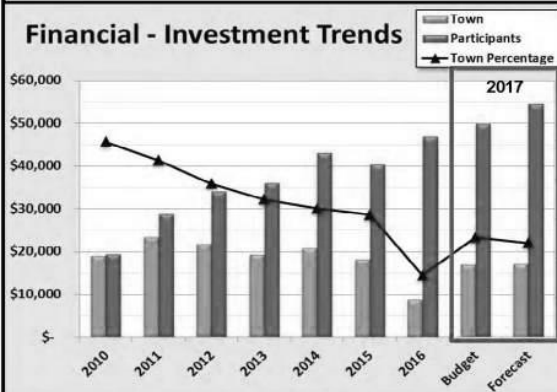
Programs - Key Status & Plans

- 2017 Winter/Spring Programs
 - Extended indoor soccer programs through March (youth program in gym).
 - Partnering with Legion for Easter event.
- Plan to advertise for 5K race leader.
- Financial forecast: little ahead of plan.

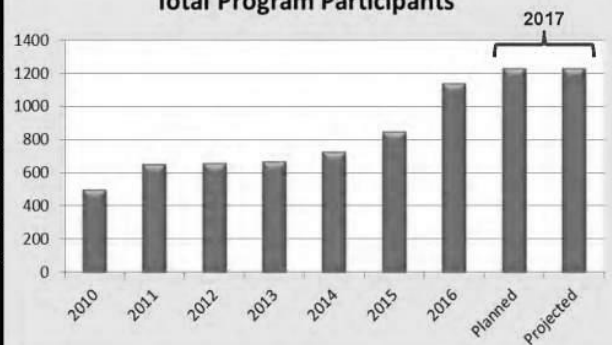
Strategic Initiatives

- Online registration proposal in review.
- Marketing & Promotions
 - **"What I Like About Wheatland"** - New posting coming in April.
 - **"Wheatland Hall of Fame"** – Working on concept approaches.

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

March 2017

Town of Wheatland New York Recreation Commission Meeting Minutes May 1, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held May 1, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

MEMBERS PRESENT:

Mark Turner, Chairperson
Abby Jones, Recreation Assistant
Cheryl Marginean
Scott Birnie
Lisa Wasson, Town Board Liaison

MEMBERS ABSENT:

Ed Kuhn
Lisa Bates
Shelly Gorino
Vicki Cappotelli

RECORDING SECRETARY:

Lauren Grossman

Mark Turner called the meeting to order at 7:02 P.M.

B. Approval of Minutes:

Resolution. The Commission reviewed the minutes with no changes suggested. Cheryl Marginean made a motion to approve the meeting minutes of March 27, 2017. Scott Birnie seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

Jen Smith
Carl Schoenthal

D. Recreation Department Report

Presented by Abby Jones:

1. EXPENSE VOUCHERS.

- Easter Party
- Karate

2. WINTER/SPRING PROGRAM UPDATE.

- Lap Swim. Cancelled due to lack of attendance.
- Water Walking. Cancelled due to lack of attendance
- Youth Indoor and Adult Soccer Program was well attended. Abby booked the gym in advance for Fall and Winter to ensure the space is available for the program.
- Adult Basketball Due to issues with registration and payment for this program, the following changes in format have been suggested: registration must be turned in and payment for the program must be also be made in full before the program begins. In addition, it is recommended that the cancellation policy be updated to limit liability for cancellations due to circumstances beyond the control of Wheatland Recreation (i.e., severe weather). Verbiage to include statement, "Best effort will be made to reschedule the cancelled activity, but may not always be possible."

Resolution. Scott Birnie made a motion to approve the changes to registration and to the cancellation policy. Cheryl Marginean seconded the motion which was approved by unanimous vote of the Commission.

3. SUMMER PROGRAM UPDATE

- Gentle Yoga Class was dropped due to participants not being able to agree on a location. Class will run again for two months in the summer, from June to August. It is proposed that the cost should increase from \$50 to \$56.
- Group Swim Per Abby, Ashley Snyder committed to supervising Group Swim for the following dates: 17, 19, 24, 26.
- Tennis Program will run from July 10 through 14, at a cost of \$25.
- Summer Camp and Wraparound Care It is recommended that the fee for this program should be increased to \$167, to cover the increased costs of supplies, equipment and training. Two (2) staff have been hired at the rate of \$11 per hour; three (3) staff were hired at the rate of \$9.70 per hour. Mark asked whether a bus lease will be needed for away trips; Abby stated the need for a bus varies based on the activity. The annual trip to a Red Wings game has been done away with as program run time was not conducive to attending the event.
- Open Swim There will be no Open Swim program this summer due to poor attendance.

Town of Wheatland Recreation Commission Meeting Minutes

- **5K Race** Abby is still looking for a candidate to manage the 5K. Fees from the 5K will cover the expense of hiring someone to manage it. Candidate will be responsible for logistics, recruiting participants and volunteers, contacting sponsors, and marketing advertising and promotions. Candidate should have experience in event management and good communication skills. A rate of \$500 will be paid to the contracted person.

Lisa Wasson asked who ran the event last year. Mark Turner replied that an outside company helped with setup, and the fire and highway departments blocked roads. Lisa mentioned that someone will need to apply for a Special Events Permit. Lauren Grossman stated that she is responsible for processing and issuing those permits, so she could be of assistance with the application. Lisa mentioned that the previous Recreation Director, Diane Jennings, had signs for races past, and stated that she would email Diane to inquire about their location.

Mark stated that he wanted to cap the team fees at \$150 for the 5K, and Lisa brought up the need to arrange for the donation of apples, bananas, and water. Lisa also stated that mailing letters out to sponsors was of the utmost priority for the 5K.

Resolution. Scott Birnie made a motion to approve the changes to summer programs including fee increases. Cheryl Marginean seconded the motion which was approved by unanimous vote of the Commission.

4. **STORAGE TUBS** Mark identified the need for storage tubs in the Recreation Department storage room. He stated that there was approximately \$500 budgeted for supplies and he estimated that tubs would cost about \$150.

Resolution. Cheryl Marginean made a motion to approve the purchase of storage tubs for the Recreation Department storage room with the funds from the supply budget. Scott Birnie seconded the motion which was approved by unanimous vote of the Commission.

E. Old Business

1. **2017 MARKETING AND PROMOTIONS.**

- **What I “Like” About Wheatland.** Mark Turner will follow up with Ruthie Thompson regarding her participation in this feature.
- **Wheatland Community Hall of Fame.** Presented by Mark Turner. The purpose of this activity is to explore concepts and make a recommendation to the Town Board.
 - i. Discussed criteria for induction: notable figures, outstanding citizens and those who have made lifetime contributions. Candidates must receive a two-thirds vote to be selected; there will be no limit on how many individuals can be nominated within the allotted time frame.

Town of Wheatland Recreation Commission Meeting Minutes

- ii. Establish a “Salute to Excellence” committee, whose members will champion the Hall of Fame, lend expertise and solicit experts for input in nominating candidates and screening eligibility, and support or even be a “spin off” of the current Recreation Committee.
- iii. The cadence of nominations will be annual and to coincide with other planned Town events, such as the Festival of Lights; selected individuals will be given a wall plaque or another commemorative gift.
- iv. Residents will be encouraged to nominate individuals, and the nomination form should be made public. Nominees will be notified by mail.
- v. WCCS has an Athletic Hall of Fame as well as its “Graduates of Excellence” program. There may possibly be some overlap with the Town’s “Salute to Excellence” program, but that is not felt to be significant (actually the more recognition for contributors probably the better).
- vi. Next steps for this program will be to present to the Town Board, form a committee, and develop processes – identify costs and marketing strategies – and submit again for Town Board review.

F. New Business

1. **FINANCIAL REVIEW**. Mark Turner stated that he would postpone the Financial Review until the Commission has the final data for the Winter/Spring programs.
2. **TOWN BOARD REPORT** the Monthly Quad Chart Report was presented by Mark Turner and reviewed by the Commission (attached at the end of these meeting minutes); Per Mark, Recreation is right on target for budgetary expectations. Mark noted that on an online registration proposal is currently in review.
3. **EASTER PARTY** Abby Jones stated the Easter Party at the American Legion was a success. Hot dogs and refreshments were prepared by the Legion and served to attendees, and there was a magician and door prizes for entertainment. Each of the 51 children in attendance received a “goodie bag”, approximately 30 leftover goodie bags were donated to the VA Hospital in Spencerport by Liz Streb. The Legion is on board to participate in the event next year as well.
4. **5K T-SHIRTS** Lisa Wasson advised that the year should not be printed on the 5K t-shirts this year, as there is an overabundance of t-shirts from years’ past. Lisa spoke on behalf of the Town Board and stated that the extra t-shirts could be handed out at Community Night or other Town-sponsored events. She advised that perhaps not so many t-shirts be ordered this year. The t-shirt order is usually 100 t-shirts, and the order includes t-shirts for volunteers.

Town of Wheatland Recreation Commission Meeting Minutes

- 5. REFUND POLICY** Mark suggested the refund policy be updated to state that a full refund, less a \$5 processing fee, can be granted up to seven (7) days prior to the program; after this time, full refunds will only be granted based on medical reasons. Refunds after the 7-day period will be prorated based on time attended. Lisa asked if this information was going to be on the registration form? Mark answered yes.

Resolution. Cheryl Marginean made a motion to approve revision 1.2 of the Recreation Guide Book to update the refund policy. Scott Birnie seconded the motion which was approved by unanimous vote of the Commission.

F. Other Business

- 1. NEXT REGULAR MEETING.** The Recreation Commission is not planned to meet in December. The next regular meeting is scheduled for May 22, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.
- 2. ADJOURNMENT.** There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:55 P.M. which was approved by vote of the Commission.

Respectfully submitted,
Lauren Grossman,
Recreation Commission Secretary

Recreation Monthly Summary



Town of Wheatland
Living the "Small Town" Lifestyle

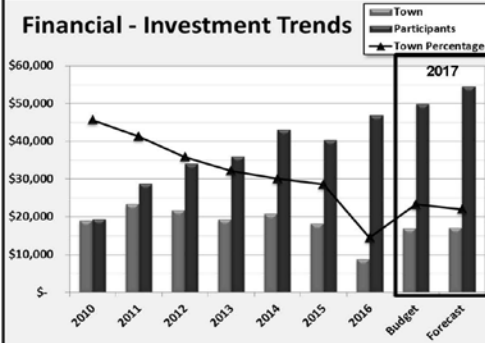
Programs - Key Status & Plans

- Winter/Spring Programs
 - Easter event with Legion well received!
 - Adult B-ball program format change.
- Summer Program proposals approved.
- Refund policy update (simplified).
- Financial forecast: little ahead of plan.

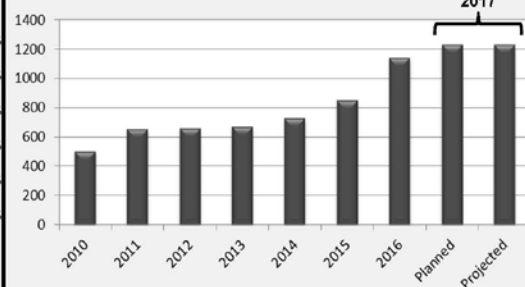
Strategic Initiatives

- Online registration proposal in review, waiting for budget office action.
- Marketing & Promotions
 - **"What I Like About Wheatland"** - New posting coming soon.
 - **"Wheatland Hall of Fame"** – Recommendation for TB consideration.

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

April 2017

Town of Wheatland New York Recreation Commission Meeting Minutes May 22, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held May 22, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

MEMBERS PRESENT:

Mark Turner, Chairperson
Abby Jones, Recreation Assistant
Cheryl Marginean
Scott Birnie
Ed Kuhn
Shelly Gorino

MEMBERS ABSENT:

Lisa Bates

RECORDING SECRETARY:

Lauren Grossman

Mark Turner called the meeting to order at 7:07 P.M.

B. Approval of Minutes:

Resolution. The Commission reviewed the minutes with no changes suggested. Cheryl Marginean made a motion to approve the meeting minutes of May 1, 2017. Scott Birnie seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no public before the commission.

D. Recreation Department Report

Presented by Abby Jones:

1. EXPENSE VOUCHERS.

- Water Walking
- Gentle Yoga
- Storage Bins
- Field Day Sponsorship

2. SPRING PROGRAM UPDATE.

Abby Jones reviewed the spring programs for commission members who were present. The programs included Body Conditioning, Gentle Yoga and Karate. The yoga program was moved to the senior center due to scheduling conflicts with the school district. Pre-registration deadlines are being enforced, enhancing the registration process for all.

3. SUMMER PROGRAM UPDATE

- Summer Camp

Abby Jones brought up the idea that a transportation fee of \$1.00 should be charged for the Freeman Park field trip. The commission agreed that this was a good idea and gave her the go ahead to proceed in implementing the fee.

- 5K Race Mark Turner told the commission that the Town of Wheatland's Facebook post regarding the "Skiv Strong" 5K Race reached 2200 people. Mark is currently working with the school to recruit candidates to organize the event. Abby Jones said she recently registered the race online.

E. Old Business

1. 2017 MARKETING AND PROMOTIONS.

- What I "Like" About Wheatland. Mark Turner stated that he now has two people signed up to participate in the feature.

F. New Business

1. FINANCIAL REVIEW Mark Turner informed the commission that actual numbers were in for the winter programs. Mark said that recreation is right on target financially. He said that participation was down by a small percent in the Spring quarter from plan, was above for the Winter quarter and was still on goal for 2017.
2. QUAD CHART Mark Turner reviewed the quad chart with the commission (attached at the end of this report) and added information per their suggestions.

F. Other Business

1. **NEXT REGULAR MEETING** The next regular meeting is scheduled for June 26, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.
2. **ADJOURNMENT.** There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:35 P.M. and Scott Birnie seconded the motion. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lauren Grossman,
Recreation Commission Secretary

Recreation Monthly Summary



Town of Wheatland
Living the "Small Town" Lifestyle

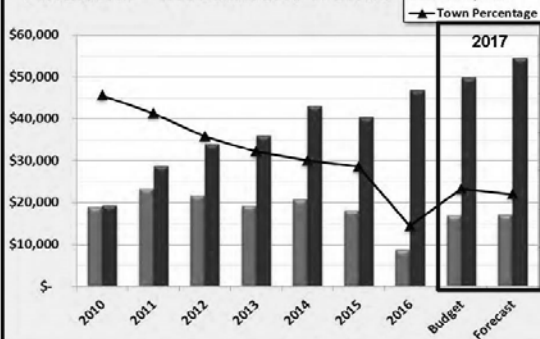
Programs - Key Status & Plans

- Summer Programs
 - Advertising launched.
 - 5K Race FB reach < 2200 people.
 - Camp staff hired.
- Adding internal admin support.
- Financial forecast: little ahead of plan.

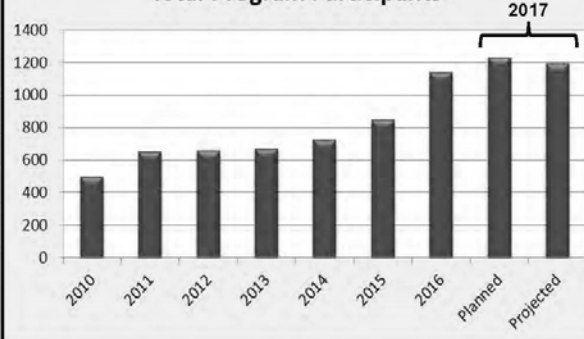
Strategic Initiatives

- Marketing & Promotions
 - **"What I Like About Wheatland"** - New postings coming soon.
 - **"Wheatland Hall of Fame"** – Recommendation for TB consideration.

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

May 2017

Town of Wheatland New York Recreation Commission Meeting Minutes June 26, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held June 26, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Ed Kuhn
Scott Birnie
Jenny Smith
Cheryl Marginean
Mark Turner, Chairperson
Abby Jones, Recreation Assistant
Lisa Wasson, Town Board Liaison
Lauren Grossman, Recording Secretary

ABSENT:

Shelly Gorino
Lisa Bates

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

B. Approval of Minutes:

Resolution. The Commission reviewed the minutes with no changes suggested. Ed Kuhn made a motion to approve the meeting minutes of May 22, 2017. Cheryl Marginean seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no Public Before the Commission.

D. Recreation Department Report

Presented by Abby Jones:

1. EXPENSE VOUCHERS.

- Two (2) summer camp refunds
- Summer camp t-shirts
- Vinyasa Yoga

2. SUMMER PROGRAM UPDATE

- Summer Camp

117 campers are attending summer camp this year, with thirty (30) children attending before care and 44 attending after care. Beginning next year, a \$25 fee be assessed to applicants who respond after the deadline.

A partially immunized child is attending camp this summer. Per state regulations, the child cannot be denied entrance, until the Town has developed and implemented a policy which states that vaccinations are mandatory. This policy is now in the process of being created. In the meantime, for this year's camp, all campers were notified, and two campers were withdrawn from the program and will receive full refunds.

The current Code of Conduct will be amended to extend to parents as well, due to the potential for inappropriate conduct by the parents and/or guardians of children attending camp.

- Vinyasa Yoga

14 people signed up for the summer class.

- 5K Race

Sponsorship letters went out at the beginning of June for the 5K race. The quote for t-shirts for the race was received and is not much different from last year's quote. A coordinator was hired for the race, Aaron Clark.

E. Old Business

1. 2017 MARKETING AND PROMOTIONS.

- Community Hall of Fame The Town Board gave their consent for the Community Hall of Fame Project. A Guidebook is currently in development; Mark asked the Recreation Commission for feedback on the policies and additions and changes were made. Mark suggested that the Commission continue to work on the project through the fall, with a time frame for project launch about one year from this fall.

F. New Business

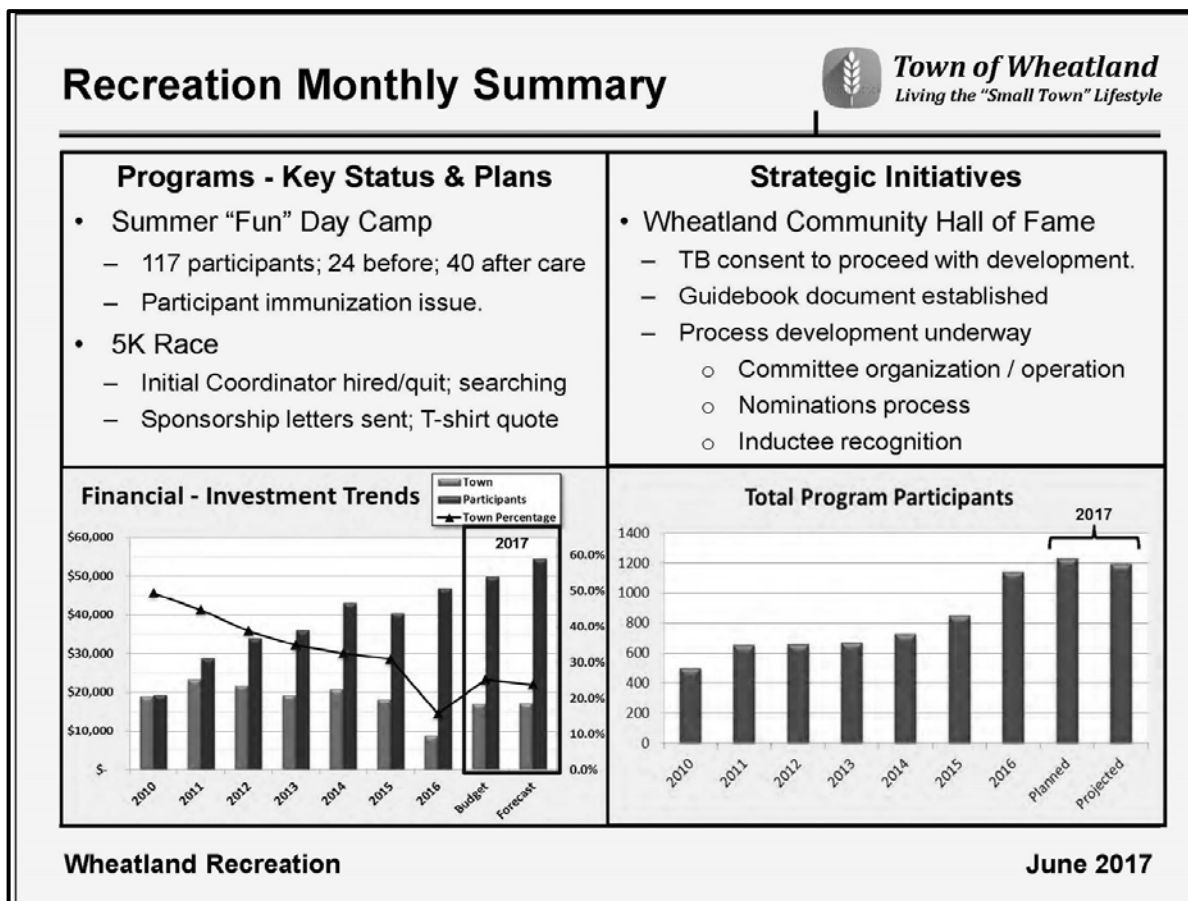
1. **FINANCIAL REVIEW** Mark Turner reviewed financial information with the commission, noting that adjustments had been made to reflect final data once it was available.
2. **QUAD CHART** Mark Turner reviewed the quad chart with the commission (attached at the end of this report) and added information per their suggestions.

F. Other Business

1. **NEXT REGULAR MEETING** The next regular meeting is scheduled for July 31, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.
2. **ADJOURNMENT**. There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:45 P.M. and Ed Kuhn seconded the motion. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lauren Grossman,
Recreation Commission Secretary



Town of Wheatland New York Recreation Commission Meeting Minutes July 31, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held July 31, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Ed Kuhn
Scott Birnie
Cheryl Marginean
Mark Turner, Chairperson
Lauren Grossman, Recording Secretary

ABSENT:

Shelly Gorino
Jenny Smith
Lisa Bates

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

B. Approval of Minutes:

Resolution. The Commission reviewed the minutes with no changes suggested. Ed Kuhn made a motion to approve the meeting minutes of June 26, 2017. Scott Birnie seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no Public Before the Commission.

D. Recreation Department Report

Presented by Mark Turner

1. **EXPENSE VOUCHERS.**

There were no expense vouchers for this period.

2. **SUMMER PROGRAM UPDATE**

- **Summer Camp**

There are a record number of attendees at this year's Summer Camp. Plans are being made to make changes that will help make the program run more smoothly in the future, as attendance numbers continue to increase.

- **5K Race**

A new coordinator, Sandy Lambert, was hired for the 5K race. Medals have been ordered and sponsorships are coming in. T-shirts will be ordered by next week.

E. Old Business

1. **2017 MARKETING AND PROMOTIONS.**

- **"What I Like About Wheatland"** Mark has received a submission for this feature.

F. New Business

1. **2018 FISCAL YEAR BUDGET** Mark Turner presented budget line items to the commission for review. Changes were made to reflect the increase in cost to run certain programs.

Resolution. Scott Birnie made a motion to approve the budget with the above changes. Ed Kuhn seconded the motion; motion carried.

2. **QUAD CHART** Mark Turner reviewed the quad chart with the commission (attached at the end of this report).

F. Other Business

1. **NEXT REGULAR MEETING** The next regular meeting is scheduled for August 28, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.
2. **ADJOURNMENT.** There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:46 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lauren Grossman,
Recreation Commission Secretary

Recreation Monthly Summary



Town of Wheatland
Living the "Small Town" Lifestyle

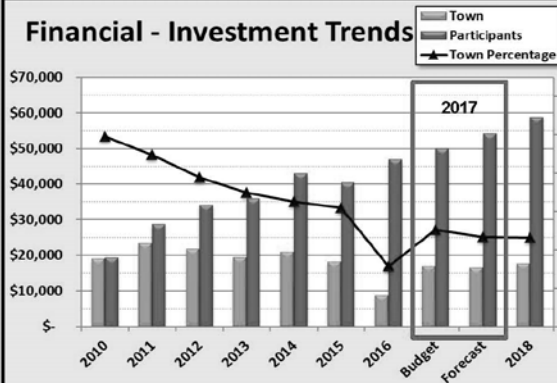
Programs - Key Status & Plans

- Summer "Fun" Day Camp
 - 117 participants; 24 before; 40 after
- 5K Race
 - Hired new Race Coordinator; preparation continues for 19-August Race
- 2018 proposed budget reviewed and approved by Commission

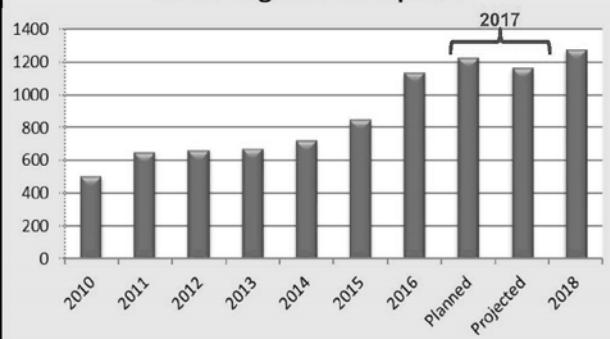
Strategic Initiatives

- Wheatland Community Hall of Fame
 - Work to continue in September

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

July 2017

Town of Wheatland New York Recreation Commission Meeting Minutes August 28, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held August 28, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Ed Kuhn
Cheryl Marginean
Lisa Bates
Mark Turner, Chairperson
Lisa Wasson, Town Board Liaison
Lauren Grossman, Recording Secretary

ABSENT:

Jenny Smith
Shelly Gorino
Scott Birnie

Mark Turner called the meeting to order at 7:05 P.M.

B. Approval of Minutes:

Resolution. The Commission reviewed the minutes with no changes suggested. Cheryl Marginean made a motion to approve the meeting minutes of July 31, 2017. Ed Kuhn seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no Public Before the Commission.

D. Recreation Department Report

Presented by Mark Turner

1. EXPENSE VOUCHERS.

The recreation commission reviewed and signed expense vouchers related to the summer programs and SkivStrong 5K.

2. FALL PROGRAM UPDATE

Mark Turner reviewed with the recreation commission the following programs for fall:

- Gentle Yoga
- Vinyasa Yoga
- Total Body Conditioning
- Youth After School Karate
- Flag Football
- Youth Indoor Soccer
- Adult Soccer
- Adult Basketball
- Water Walking
- Swimming Programs

Mark noted that the recreation department is seeking swim instructors for the swim programs. Lisa Wasson suggested Karina Smith and Geoff Woerner as contact persons, since they are currently swim coaches at the high school.

Community Night was discussed, and it was noted that plans for the event needed to be confirmed.

Ed Kuhn made a motion to approve the proposals for the fall programs; Cheryl Marginean seconded the motion and all were in favor, so the motion carried.

E. Old Business

None

F. New Business

1. **TOWN BOARD REPORT** Mark Turner reviewed the quad chart with the commission (attached at the end of this report).

F. Other Business

1. **NEXT REGULAR MEETING** The next regular meeting is scheduled for September 25, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.
2. **ADJOURNMENT**. There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:40 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lauren Grossman,
Recreation Commission Secretary

Recreation Monthly Summary



Town of Wheatland
Living the "Small Town" Lifestyle

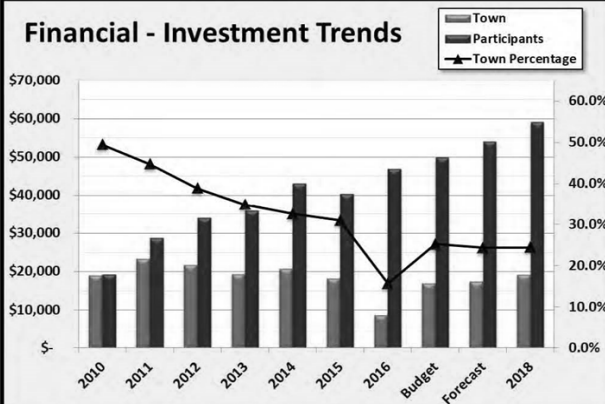
Programs - Key Status & Plans

- Summer Programs record participation
 - Day Camp - 124; 5K Race - 149.
 - **Recommend Scholarship fund donation**
- Fall Programs
 - Approved by Commission
 - Advertising launched; registration open
 - **Need leaders for flag football, swimming**

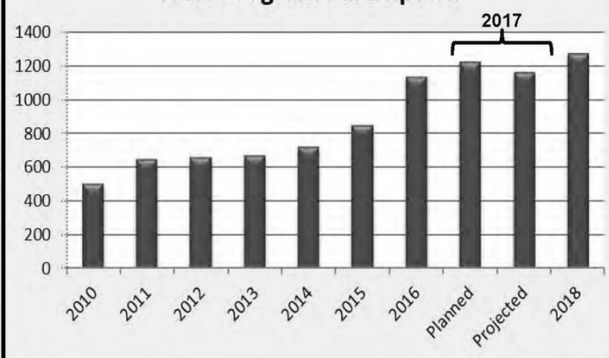
Strategic Initiatives

- Support Coordinator transition
- Wheatland Community Hall of Fame
 - Work to continue in October

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

August 2017

Town of Wheatland New York Recreation Commission Meeting Minutes October 2, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held October 2, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Ed Kuhn
Cheryl Marginean
Scott Birnie
Jenny Smith
Mark Turner, Chairperson (also served as Recording Secretary)
Shanna Fraser, Recreation Coordinator
Lisa Wasson, Town Board Liaison

ABSENT:

Lisa Bates
Shelly Gorino

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

B. Approval of Minutes:

Resolution. The Commission reviewed the prior meeting minutes. Cheryl Marginean made a motion to approve the meeting minutes of August 28, 2017 with the inclusion of the August quad chart. Ed Kuhn seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no Public before the Commission.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS

The recreation commission reviewed and approved the following expense vouchers:

- a. Orange Daisy Products, for the purchase of t-shirts for the Flag Football program.
- b. Shanna Fraser, petty cash reimbursements for overpayment refunds to Karate registrants.
- c. Collamer-James Karate, for fees related to the Karate program.
- d. American Red Cross, for fees related to the Swim program.
- e. Korney Board Aids, for a first aid kit and supplies, and two new basketballs for Adult Basketball.

2. FALL PROGRAM UPDATE

- a. Gentle Yoga – Underway, program is full.
- b. Vinyasa Yoga – Underway, program is full.
- c. Total Body Conditioning – Underway with 6 participants.
- d. Youth After School Karate – Program is full (18 participants), included an additional participant over the normal ceiling of 17.
- e. Flag Football – Found a coach, season is underway.
- f. Youth Indoor Soccer – Both age groups are in process. Back on traditional schedule of Tuesday/Thursday evenings.
- g. Adult Soccer – Underway as planned with 6 participants.
- h. Adult Basketball – Underway using new full program registration process, 11 participants. Program now starting at 7PM to allow SAA Basketball to use the gymnasium at 6PM.
- i. Water Walking – 11 participants (record participation level).
- j. Swimming Programs – Hired Swimming programs WSI certified leader and lifeguard from Rush-Henrietta Aquatics Program. All planned swim programs are underway. Will look to add parent/child swim and intro to swimming lessons into winter session offerings, also add back second lap swim night.

Town of Wheatland Recreation Commission Meeting Minutes

3. **RED CROSS MEMBERSHIP**

Shanna indicated that the Town's red Cross membership had lapsed and a membership is required to use the Red Cross swimming lessons materials.

Resolution. Scott Birnie made a motion to approve the payment of up to \$240 for an annual Red Cross membership that supports up to 75 swimming lesson participants. Ed Kuhn seconded the motion which was approved by unanimous vote of the Commission.

4. **PROGRAM EQUIPMENT**

Shanna indicated that the Adult Basketball program has requested the purchase of 2 new basketballs.

Resolution. Cheryl Marginean made a motion to approve the purchase of 2 basketballs for the Adult Basketball program up to \$ 150. Scott Birnie seconded the motion which was approved by unanimous vote of the Commission.

5. **LIFEGUARD TRAINING**

Shanna has explored holding a lifeguard training class in the Winter/Spring period, there is potential to run in conjunction with school Physical Education class. Scott Birnie indicated that Charlene would consider running the class as she has in the past and that her certification is still valid.

6. **5K RACE FINANCIAL RESULTS SUMMARY**

Sponsorships:	\$ 1250.00
Registration:	\$ 2752.00
<u>Expenses:</u>	<u>(\$2396.27)</u>
Total:	\$ 1605.73

The Commission has previously recommended that the Town of Wheatland donate some of the net from the 5K Race to the Mike Skivington Scholarship fund.

7. **PARADE OF LIGHTS**

Shanna attended a parade of lights planning meeting, the parade of lights group had inquired if Wheatland Recreation would support the following:

- Update the event map, make and distribute copies.
- Pay for the use of a wagon and horses for rides during the event.
- Use excess donated toys for younger children, pay for toys for older children.
- Pay for and help distribute Santa's gift bags.

The sense of the Commission was that Wheatland Recreation should stick to what has been done in the past and is currently supported in the Recreation budget, which is to pay for and help distribute Santa's gift bags. The other inquiries do not seem to fit within the Wheatland Recreation charter and budget plan.

8. COMMUNITY NIGHT

Event was held on Tuesday, September 12 in the Wheatland Senior Center. There were 12 organizations represented and 37 people that participated. There is likely an opportunity to grow this event in the future with improved advertising.

E. Old Business

1. COMMUNITY HALL OF FAME

Mark indicated that he will provide updated information for Commission review and consideration at the next meeting.

2. FINANCIAL REVIEW

Mark and Shanna will collaborate to collect and process the financial data in preparation for Commission review at the next meeting.

F. New Business

1. RECREATION SPONSORSHIPS/PARTNERSHIPS

Mark shared information from a brochure from the Town of Victor provided by Shelly Gorino. The Victor Recreation and Parks Department offers sponsorship and partnership packages to support recreation events, programs and activities, providing advertising and acknowledgment for the organization and the opportunity to distribute promotional materials. The Commission will revisit this discussion at a future time for potential applicability for Wheatland Recreation.

2. GENESSEE RIVER USER MAP

Mark shared information forwarded by the Town Clerk regarding an initiative to better promote and utilize the Genesee River from Pennsylvania to Lake Ontario, it is funded by various counties and the Visit Rochester tourism office. The Town of Wheatland does have a public fishing access site on Scottsville – West Henrietta Rd. The sense of the Commission was that it would be appropriate for the Commission to review a rough draft of the document and that Wheatland Recreation would support distribution of the maps when complete.

3. TOWN BOARD REPORT Mark Turner will prepare the September quad chart and review with the commission electronically (attached at the end of this report).

F. Other Business

1. **NEXT REGULAR MEETING.** *The next regular meeting is scheduled for October 23, 2017 at 6:00 P.M. in Meeting Room B of the Wheatland Municipal Building.* Note that the time for this meeting has been changed from the standard 7:00 PM starting time. Since the Recreation Coordinator has multiple conflicts for Monday night meetings, the Recreation Commission is considering changing the meeting nights in 2018.
2. **ADJOURNMENT.** There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:40 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lauren Grossman,
Recreation Commission Secretary

Recreation Monthly Summary



Town of Wheatland
Living the "Small Town" Lifestyle

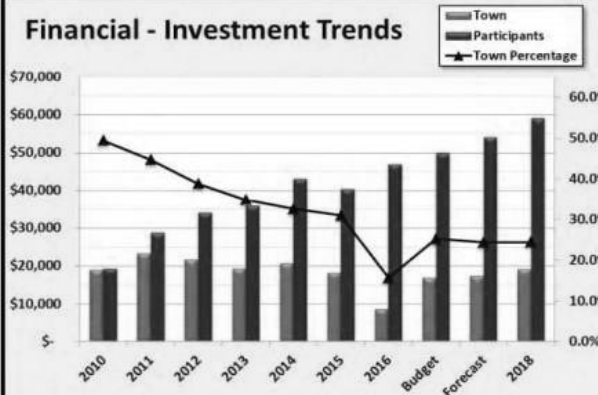
Programs - Key Status & Plans

- Fall Programs up & running
 - New swim program, flag football leaders
 - All swim programs running; Record water walking program participation
 - Indoor soccer back on traditional nights
 - Men's B-ball using registration approach
- Financial analysis restart in October

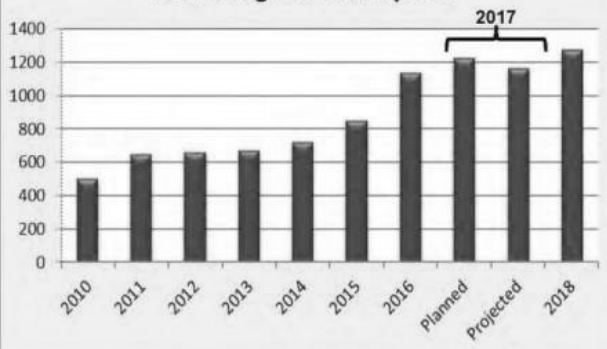
Strategic Initiatives

- 2018 timeline creation in October
 - Include additional detail in support of operating template.
- Wheatland Community Hall of Fame
 - Work to continue in October

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

September 2017

Town of Wheatland New York Recreation Commission Meeting Minutes October 23, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held October 23, 2017 at 6:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Ed Kuhn
Cheryl Marginean
Lisa Bates
Scott Birnie
Jenny Smith
Mark Turner, Chairperson (also served as Recording Secretary)
Shanna Fraser, Recreation Coordinator
Lisa Wasson, Town Board Liaison

ABSENT:

Shelly Gorino

Mark Turner called the meeting to order at 6:02 P.M.

B. Approval of Minutes:

Resolution. The Commission reviewed the prior meeting minutes. Cheryl Marginean made a motion to approve the meeting minutes of October 2, 2017 with the inclusion of the August quad chart. Ed Kuhn seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no Public before the Commission.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS

There were no expense vouchers for review and approval.

2. FALL PROGRAM UPDATE

- a. Flag Football – Games are complete for both teams; year-end celebration will complete program for this year.
- b. Session II Programs – Registration in process (Gentle Yoga, Vinyasa Yoga, Total Body Conditioning, Water Walking, Lap Swim).

3. ADULT SOCCER PROGRAM EXPANSION

Shanna indicated that there is interest for the Fall Adult Soccer Program to expand to a second night on Thursdays for the second session.

Resolution. Ed Kuhn made a motion to approve the expansion of Adult Soccer Program to include a second night with a fee of \$38. Lisa Bates seconded the motion which was approved by unanimous vote of the Commission.

4. IMMUNIZATION POLICY

Shanna shared a request by the Town Attorney for the Recreation Department to develop an immunization policy for the Summer Fun Day Camp, Before & After Care programs. Mark felt that due to the potential legal implications of such a policy, this was not an appropriate task for Commission participation. Mark and Shanna will follow up with the Town Supervisor and Town Attorney.

5. SUMMER CAMP PROGRAMS REVENUE SUMMARY

<u>Program</u>	<u># of participants</u>	<u>Fee</u>	<u>Total</u>
Summer Camp	120	\$167.00	\$ 20,040.00
Before Care	30	\$65.00	\$ 1,950.00
<u>After Care</u>	<u>51</u>	<u>\$95.00</u>	<u>\$ 4,845.00</u>
Total			\$ 26,835.00

6. PARADE OF LIGHTS

Shanna indicated that there is concern over the purchase of gift bags in support of the parade of lights by the Recreation Department. Mark and Shanna will follow up with the Town Supervisor and Town Attorney.

E. Old Business

1. FINANCIAL REVIEW

Mark presented interim 2017 financial numbers based on the Summer Camp, Before & After Care Programs revenue numbers. Mark and Shanna are working on the collection and incorporation of all Summer program revenue and expenses for review at the upcoming November 2017 meeting.

2. COMMUNITY HALL OF FAME

Mark reviewed previous progress on the Town of Wheatland Community Hall of Fame Guidebook. The Commission reviewed updates to the following sections of the revision 0.3:

- Candidate Nominations
- Candidate Evaluation (including a set of evaluation criteria)
- Candidate Selection

Mark will incorporate comments from the review into the next revision of the document and also complete the Inductee Recognition and Marketing & Promotion sections. The Subsequent document revision will be made available to Commission members for final review/update in advance of the January 2018 meeting.

F. New Business

1. 2018 TIMELINE

Mark presented a preliminary timeline for 2018 that includes key department milestones in conjunction with Recreation Commission meeting dates. The Commission is considering changing the meeting schedule for 2018 to the 3rd Thursday of each month. The plan is to finalize the 2018 timeline by the November 2017 Commission meeting.

2. TOWN BOARD REPORT

Mark Turner reviewed the monthly quad chart with the Commission (attached at the end of this report).

F. Other Business

1. **NEXT REGULAR MEETING.** *The next regular meeting is scheduled for November 30, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.*
2. **ADJOURNMENT.** There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 7:15 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lauren Grossman,
Recreation Commission Secretary

Recreation Monthly Summary



Town of Wheatland
Living the "Small Town" Lifestyle

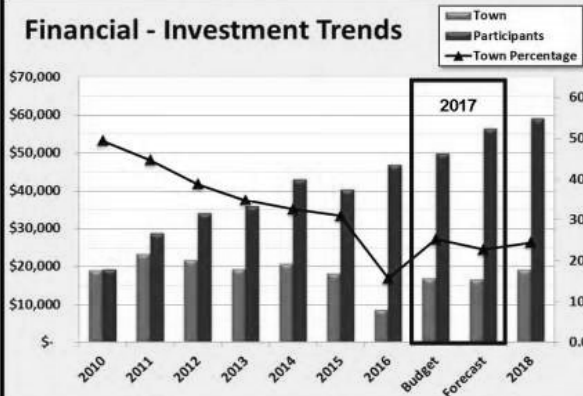
Programs - Key Status & Plans

- Fall Programs
 - Flag football teams wrapping up season.
 - Prep for 2nd sessions: TBC, gentle yoga, vinyasa yoga, water walking, lap swim.
- Winter Programs - Proposals in Nov
- YTD financial review in November
 - Preliminary view indicates good year

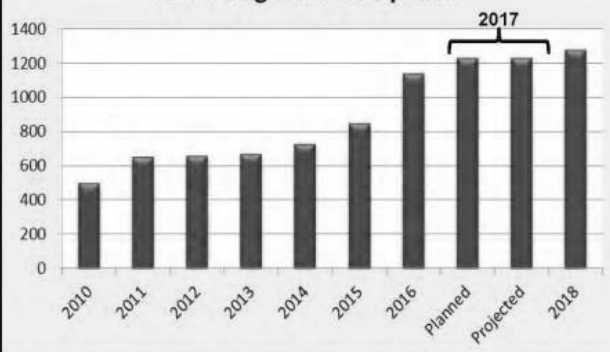
Strategic Initiatives

- Initial 2018 recreation timeline review
- Wheatland Community Hall of Fame
 - Reviewed draft Guidebook revision 0.3; includes initial evaluation criteria
 - Plan for final review by January 2018, followed by presentation to Town Board.

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

October 2017

Town of Wheatland New York Recreation Commission Meeting Minutes November 30, 2017

A. Meeting Call to Order

Recreation Commission Meeting was held November 30, 2017 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building located in Scottsville, New York.

PRESENT:

Ed Kuhn
Scott Birnie
Cheryl Marginean
Shelly Gorino
Jenny Smith
Mark Turner, Chairperson
Shanna Fraser, Recreation Coordinator
Lauren Grossman, Recording Secretary

ABSENT:

Lisa Bates
Lisa Wasson, Town Board Liaison

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

B. Approval of Minutes:

Resolution. The Commission reviewed the minutes with no changes suggested. Ed Kuhn made a motion to approve the meeting minutes of October 23, 2017. Scott Birnie seconded the motion which was approved by unanimous vote of the Commission.

C. Public Before the Commission

There was no Public Before the Commission.

D. Recreation Department Report

Presented by Shanna Fraser

1. EXPENSE VOUCHERS.

- Gentle Yoga
- Total Body

2. FALL PROGRAM UPDATE

- Men's Basketball, Waterwalking and Yoga are still in session.

3. WINTER PROGRAM PROPOSAL

- Dates and facilities have been confirmed for Winter Session.
- Shanna distributed the Winter Programs flyer for review and approval.

Resolution Shelly Gorino made a motion to approve the Winter Programs flyer. Cheryl Marginean seconded the motion; motion carried.

4. EQUIPMENT PROPOSAL

Mark stated that with the money left in the 2017 budget, he would like to use \$900 towards purchasing new equipment, allocated as follows:

- \$200 for a Jones Counter, to measure the annual 5K race route.
- \$100 for an air pump.
- \$150 for Recreation Staff t-shirts.
- \$350 for Recreation Participant t-shirts.
- \$100 for First Aid supplies.
- \$50 for a Slip 'n Slide, to be used by the Summer Rec program.

Resolution Cheryl Marginean made a motion to approve the equipment proposal, with the provision that some or all of the money could be used for equivalent expenses. Shelly Gorino seconded the motion; motion carried.

5. ADVERTISING PROPOSAL

Mark asked the board to approve advertising costs of \$600, to place an ad in the Penny Saver and/or other local paper, such as the Sentinel, to increase interest in the Wheatland Recreation program within neighboring communities.

Resolution Jenny Smith made a motion to approve the advertising proposal, Ed Kuhn seconded the motion; motion carried.

E. Old Business

1. IMMUNIZATION POLICY

Mark stated that, after attempting to research immunization policies in surrounding municipalities, he found that none were being implemented. Mark plans to speak to John Glavin, and upon the further agreement of the Recreation Commission, it was decided that Wheatland Rec would not implement an immunization policy at this time.

2. FINANCIAL REVIEW

Per Mark, a review of the past ten years reveals positive trends for Wheatland Recreation. Mark and the commission have helped to reduce expenses and increase revenue. With the recent restructuring of minimum wage in New York State, labor costs have and will continue to increase, and Recreation fees will need to reflect these changes going into the future.

3. COMMUNITY HALL OF FAME GUIDEBOOK REVIEW AND APPROVAL

Mark reviewed the newly created Community Hall of Fame guidebook with the commission. The commission voted on the approval of the guidebook; the vote was as follows:

Resolution Jenny Smith made a motion to approve the advertising proposal, Ed Kuhn seconded the motion; motion carried.

F. New Business

1. BANNER PROPOSAL

Mark Turner proposed to the commission a new 2.5 x 8 banner and stand, at the cost of \$250, to be used by Wheatland Recreation at functions in and around the community. The purpose of the banner is to have a visual element which attracts interest in the many program offerings available through Wheatland Recreation.

Resolution. Ed Kuhn made a motion to approve the allocation of \$250 for the cost of a 2.5 x 8 banner and stand. Scott Birnie seconded the motion; motion carried.

3. QUAD CHART

Mark Turner reviewed the quad chart with the commission (attached at the end of this report).

F. Other Business

1. NEXT REGULAR MEETING

The next regular meeting is scheduled for January 18, 2018 at 7:00 P.M. in Meeting Room B of the Wheatland Municipal Building.

2. ADJOURNMENT.

There being no further business, Cheryl Marginean made a motion to adjourn the meeting at approximately 8:30 P.M. The vote was unanimous, the motion carried and the meeting was adjourned.

Respectfully submitted,

Lauren Grossman,
Recreation Commission Secretary

Recreation Monthly Summary



Town of Wheatland
Living the "Small Town" Lifestyle

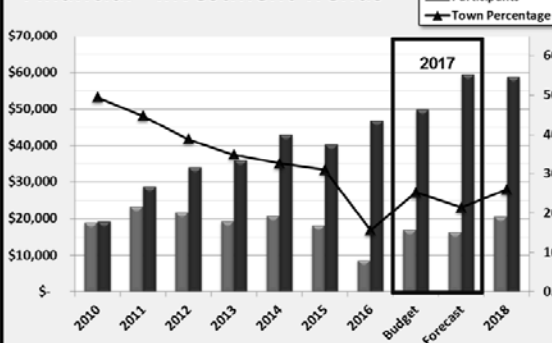
Programs - Key Status & Plans

- Winter programs underway
- Year-End equipment purchases
 - Banner stand, Jones Counter, other
- Final 2017 financial review in Feb
- Exploring new program opportunities
 - Defensive driving, music & arts; sewing

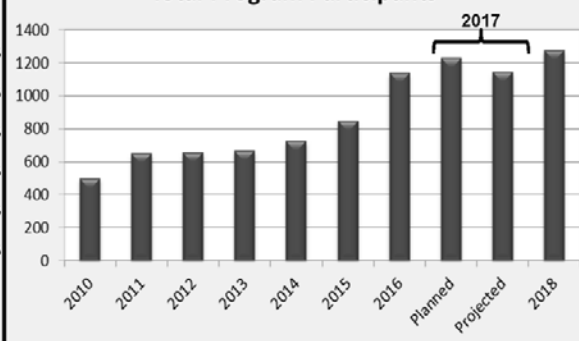
Strategic Initiatives

- Reviewed Commission By-Laws.
 - No plans for updates at this time.
- Wheatland Community Hall of Fame
 - Reviews preliminary nomination form
 - Plan public rollout CHoF in March 2018.

Financial - Investment Trends



Total Program Participants



Wheatland Recreation

January 2018