

CLEAR CREEK METROPOLITAN RECREATION DISTRICT

CLEAR CREEK COUNTY, COLORADO

BOARD OF DIRECTORS RECORD OF PROCEEDINGS REGULAR MEETING WEDNESDAY, APRIL 28TH, 2021 VIA ZOOM

PRESENT:

Board members present were Laura Allen – President, Tom Harvey – Vice President, Meghan Vickers – Director, Marcie King – Secretary, and Scott Yard - Treasurer. Staff present were Cameron Marlin - General Manager, Ruth Baker – Director of Operations, Samantha Dhyne – Director of Marketing and Special Events, Gwen LaGrow – Administration Manager and Rose Morris – Director of Childcare. Others in attendance included Scott Harman, Rich Barrows, Jake Regehr and Paul Dalpes.

Call to Order:

President, Laura Allen, called the regular meeting of the Clear Creek Metropolitan Recreation District to order, at 6:00 pm on the 28th day of April 2021.

Approval of Agenda:

Scott Yard motioned to approve the agenda, Meghan Vickers seconded, and the motion passed unanimously.

Approval of Minutes:

Marcie King motioned to approve the minutes from the Regular Meeting on March 24th, 2021, Meghan Vickers seconded. Laura Allen asked that the spelling of Zak Gosney's name be amended, and the motion passed unanimously.

Marcie King motioned to approve the minutes from the Special Meeting/Retreat on April 3rd, 2021, Meghan Vickers seconded, and the motion passed unanimously.

Public Comment: N/A

CCMRD Youth Sports Analysis Project:

Scott Harman provided the Board an overview of a proposed 'Youth Sports Analysis', which would include an assessment of current youth participation in programs, creating a foundation for quality programs and the needs of the community. The Board discussed the proposal, including costs and projected timeframes. The Board requested further time to review the proposal.

Staff Presentations:

Rose Morris provided the Board a presentation of Kidz Korner, including information on current and future collaborations with other community organizations, the success of the spring break wilderness camp, plans for the summer and the growth of enrollment in childcare over the past few months.

General Manager & Staff Updates:

Cameron Marlin informed the Board that she had been contacted by the Pickleball group that practices at the Rec Center, with a request to give a donation towards t-shirts that the Pickleball group would wear at an upcoming Pickleball Tournament. Tom Harvey motioned to donate up to \$100 for pickleball t-shirts, Meghan Vickers seconded. Tom asked if the CCMRD logo would go on the shirts, and Cameron stated that the logo would be on the shirts. The motion passed unanimously.

Laura Allen asked where the Rink was going to be located at the ballfields, and Cameron relayed that it will be next to the batting cage, in order to ensure that the maintenance shed access is not blocked.

Laura asked about any new developments with Peak Elevator, and Cameron stated that she needed to submit a letter to the corporate office.

Laura asked when the mid-day closure of the rec center facility would be eliminated. Cameron updated the Board that the closure would be removed starting on June 1st, and that the building would be open on Memorial Day from 8:30 – 3pm.

Ruth Baker informed the Board that the COVID-19 membership sale generated \$11,238.

Marcie King asked when group fitness classes would be moved back outside, Ruth relayed that this was dependent upon the weather, however likely the move would happen by the end of May.

Tom Harvey asked about the upcoming Volunteer Appreciation Night, and Cameron confirmed it would be held on May 19th and further discussion would be held at the next Volunteer Committee meeting.

Financial Reports and Business:

Treasurer's Report

Scott Yard provided an overview of the treasurer's report, stating that there was a revenue of \$251,755 vs expenses of \$215,414 resulting in a net income of \$36,341 for the month of March. Laura Allen motioned to approve the Treasurer's Report, Scott Yard seconded. Scott noted that the Kidz Korner budget is at 92% of revenue. Gwen LaGrow clarified that that was likely due to the additional grant money that Kidz Korner has received. Laura Allen noted that the Rink expenses were higher than the revenue for the month of March, Samantha Dhyne noted that she would need to look at the exact numbers to provide more detail. Laura also noted that the salaries did not match up for the General Manager, Administration Manager, Director of Operations and Director of Marketing. Gwen noted that she will need to check where each line is pulling from. Marcie King requested further information on the budgeting of \$55,000 for rentals, Gwen noted she will look at this further. The motion passed unanimously.

Approval of Check Register

Laura Allen motioned to approve the Check Register; Marcie King seconded. Tom Harvey asked where the room rental from Vertical Motion Physical Therapy shows up, Cameron noted it was likely under line 215, Facility Rental at \$500 a month. The motion passed unanimously.

Committee Reports:

Volunteer Committee Update

Meghan Vickers relayed that there are no updates at this time, however Cameron Marlin is to be the new staff liaison for the committee.

New Business/Action Items:

Program Coordinator Job Description Update & Approval

Cameron Marlin provided an overview of the updated Program Coordinator, noting that staff felt it important to include collaboration with the Director of Childcare, and to strengthen the additional skills and qualifications needed. The Board discussed the job description, the importance of future consistent performance reviews (across all departments) and the hiring process. Laura Allen motioned to approve the Program Coordinator job description as presented, Marcie King seconded, and the motion passed unanimously.

Recreational Generalist Job Description Approval

Cameron Marlin provided an overview of the new Recreation Generalist job, including the reasoning behind the need for the position. Key points behind this job are to have a set person to assist with program and event set up, on site program facilitating and team support to several departments. Laura Allen made a motion to approve the Recreation Generalist position, Meghan Vickers seconded. The Board discussed the position in depth, including the need for the position, budgetary concerns, and part time vs seasonal. The Board also discussed if the position should be voted on now or tabled for a later date, with the decision being made that a decision be made now. Meghan Vickers amended the motion to state that the job is temporary, and the motion passed unanimously.

Aquatics Coordinator Job Description Update & Approval

Cameron Marlin provided an overview of the updated Aquatics Coordinator position, noting that this was now being presented as a full-time position. Meghan Vickers motioned to approve the Aquatics Coordinator job as presented, Scott Yard seconded. The Board discussed the challenges of being able to find a qualified person to fill the position, the need that someone may need to obtain qualifications after hire and gain further experience on the job. The motion passed unanimously.

Mission Statement Development Continuation

Cameron Marlin provided an update on the Mission Statement Development, and the feedback received from staff thus far. The Board briefly discussed the several presented mission statements and agreed to discuss further at a later date.

Old Business/Pending Matters:

PAWs Park

Discussion on whether the District would like to sell PAWS park to the town of Empire or retain it, was tabled until the next meeting.

Vehicle Sales

Cameron Marlin informed the Board that she would be listing one of the trucks on Gov.com

Rec Pool Boiler Update

Samantha Dhyne relayed to the Board that the new Rec Pool boiler had been installed and was running well.

Cloud Migration

Discussion on Cloud Migration was tabled until the next meeting.

Adjournment:

The Board discussed setting up a special meeting to discuss the budget and mission statement, further discussion to be held. Laura Allen motioned to adjourn the meeting at 8:20pm, and the motion passed unanimously.

Minutes submitted

Marcie King

Approved by:

x _____

Marcie King, CCMRD Board Secretary