

Minutes from February 3, 2010  
Richlandtown Borough Parks and Rec Board

**1. Announcements and Reports**

- Jim Bowman, effective immediately, turned Park and Rec Board over to Councilwoman Jocelyn Myers as President.
- Jocelyn provided agenda for today's meeting.
- Carol Seibert absent- so no minutes to approve from last meeting.

A. Treasurer Report

- Erin Scheetz- \$3655 in the operating account. Fundraising account has \$2983.98
- Jocelyn has fundraising event checks to be deposited \$75 check from Chick-Fil-A and \$90 check from 5 Below.
- Abitibi- group agreed to deposit the checks to the Park Funk. Joe will verify where that money was previously being deposited. We are on a 4 week pick up schedule as long as we maintain current volume levels.
- New Years Eve- Waiting bill from Frank's Beerstein. But we made \$580. Where do we want to deposit that \$? Operating or Fundraiser accounts? Group will wait till august to see where we want to deposit.
- Checking account- Approved signers on account will now be Joe Geib, Erin Scheetz and Jocelyn Myers. Prior signers were John Wassmer, Jim Bowman and Erin Scheetz.
- Debit Card to access our operating account funds was approved. In lieu of volunteers having to tie up their personal funds for items needed, and it is easier to purchase last-minute expenses involved with rentals of Benner Hall.
- Joe Geib suggests no debit cards used in municipal finance, but since this is not the Boroughs general fund, and it is a low balance fund, he was in agreement with Debit card usage. Checks can be written quickly on this Benner Hall account. Users must keep receipts and be very careful to track all usage.
- Erin Scheetz and Jocelyn Myers will have possession of the Debit Cards.
- Benner Hall checking account will be submitted for the Richlandtown Borough Audit on Monday, February 22.

B. Rentals Report

- Tracey Jarrell- 2009 Benner Hall rentals \$17,325.
- As of 1/8/10 we have 20 rentals booked fro 2010. \$1950 earned from January Rentals. We have a very busy March for BH rentals coming up.
- Wi-Fi update requested from Joe. We'd like to have the Wi-Fi up and running by March 9-16<sup>th</sup> when "Clothing Tree" folks are using BH.
- Group discussed having a "survey question" on the back of the Rental Agreement about "how did you hear about BH Rentals?" Tracey will work on that.
- Working on a post rental survey- send form with the deposit refund. SASE.

- Gatheringguide.com- we had 4 hits from that in 2 weeks.

#### C. Events Report

- New Years Eve Party 2009- 77 Attendees. Group felt this year's party was the best year thus far and that it will grow next year.
- Restaurant Nights Earnings- 5 Below \$90, Chick-Fil- A \$75 + our labor, Burger King \$(not stated), Based on these results group agreed these nights were not worth the expense and effort. We will consider another "Friendly's Night" as no coupons are required to earn \$.
- Red Robin does fundraiser nights- Erin Scheetz will research that.
- Movie Night- Group could not come up with a movie to show at next movie night, but everyone would think about it and email Jocelyn their movie ideas.
  1. Opening Movie Next year should be Toy Story III.
  2. Soldier donations- we will organize for March Movie Night.
- Home Party Bingo- 23 Donating companies so far
  1. 23 Donating companies so far.
  2. 14 confirmed tickets sold thru Erin, but she estimates thru word of mouth, she alone thinks that could be more like 40. Folks are just not calling. Our Ad was on the Front Page of Penny Power this week!
  3. Food- Pulled Beef & hot dogs will be donated by Fredericks Meats
  4. Dave Gerstenberg will handle making the soup.
  5. Group discussed the great need for full volunteer support for this event. Jocelyn will bring the need for volunteers up at Council next Monday and ask members to sign up.
  6. Kitchen- Dave G, Joe G, Mike Myers, Tracey, Polly,
  7. Jim Bowman will call the Bingo.
- Flea Market- 4/10/10- Bowman's will work the kitchen for event. 25 spaces filled already!
- Star Party – confirmed for April 16 (rain date 17th). No movie night on the 17<sup>th</sup> if event is held.
- New Ideas-
  1. Polka & Pierogies- idea from Carol- group likes the idea but out in the long term.
  2. Oldies Dance over the summer maybe- Ron F could DJ?
- Community Day- Sept 18,2010.
  1. Jocelyn's Brother in law offered to be the band. \$400 for 4pc band. "rock-a-billy" type music. Group liked the idea- Jocelyn will look into setting up a contract with the band.

#### D. Grants Report

- Jocelyn & Joe attended a DCNR Grant Writing workshop last week. They are looking into the possibility of obtaining a grant from DCNR. This would eliminate the large need to fundraise. DCNR grant is 50/50. Grant Paperwork is due 4/21/10. We'd still need a site visit from DCNR, drawings and inter-municipal partnership. Floyd Bless advised that site plans of Benner Hall property do exist.

#### E. Website/Networking/Advertising

- Jocelyn advised website had 344 Unique IP Visitors.
- She mentioned kaboom.com is offering a \$5000 grant for non profit who submits 1 minute video about their group as prize. Group will think of ideas, but no one took the lead to get this together.
- Disney- Give a day- Get a day Program. Park & Rec is signed up as an eligible volunteer program. Jocelyn will post this on our website.

## 2. Unfinished Business

- WORK DAY- planned for April 17<sup>th</sup> 9am. Volunteers encouraged to attend. Jim B will speak with John W about door installation in new bathroom. Painting bathrooms & storage room.
- Concerns raised about the board relying on the volunteer services of John Wassmer too much. Jocelyn will ask John to review his list of items promised and have that list prioritized.
- Matt Scheetz will have a list of outside work to be done.
- Corner Cabinets- Group felt these were a priority to get done due to time and effort that was put into gathering the information to be placed in them. Group decided to get bids for the job. Troy & Johnny will be asked for a bid, as well as John Wassmer.
- Donation plaque for the AED from Phoebe. Jocelyn will handle wording with Joe Geib.
- Jocelyn presented idea to frame old photos from around town to showcase the borough and hall's history. Group discussed options as to where to hang photos, no final decision made.
- Dave G – was given a “6-pack cooler” fridge to sell and donate the funds to Benner Hall.
- Stove hood for rear stove discussed. Tilley Fire suppression offering to install at no cost, BH would provide supplies. Fire Company is only group that uses that back stove- costs associated with installing hood fan was discussed.
- Tracey J had a few items regarding BH Rentals-
  1. Butt bucket” from the back is missing.
  2. Holes in the floor- Jim purchased patch material and he will take care of it soon.
  3. Trash Cans- unsightly and very heavy for anyone to empty. Joe will look into “park friendly” trash receptacles for BH.
  4. Round Tables- at last Saturday morning set up she noticed the edges were starting to break. Concerned about rolling them. She is thinking of a rack to move them around, similar to the racks for chairs/long tables. She research and found that new racks are about \$500. Maybe we can build one?

5. Mailbox Values- Jocelyn will contact them for the Workday and Star Party.
  6. Jeff Jarrell made us a new table dolly- group said ok to not paint it and put it into use.
- Sign for out front—the sandwich board is gone. Erin S saw a sign shop on Portzer road with similar signs for around \$200. Joe G suggested looking into a sign similar to the one at Veterans Park in Richland Township. Group liked the Permanent sign idea vs. another portable sign. Joe will get an estimate from Horizon Signs.
  - Pamphlets- for Benner Hall rental info- group agreed good summer project.

### 3. New Business

- Summer Camps- Mad Science camp. One week long 9am to noon.
  1. Richland Township has approached Joe about jointly sponsoring the event. Using Benner Hall as the venue. Splitting the profits 50/50 (cut per registrant). Camp would be advertised in the Twp Newsletter. All registration is done online. No cost for us. Group agreed to participate. Joe G will contact Richland Township and get the ball rolling
- Park Ordinance-
  1. We need a more formal ordinance. Joe Geib suggests adopting similar ordinance that Richland Township has in place for Veterans Park. He will have Laura, the Borough solicitor, review. Richland Township Police would appreciate the park having an ordinance- to assist with enforcing it.

Meeting adjourned at 8:50pm.

LMG