

## Committee Meeting Minutes

Committee: Parks and Recreation Advisory Board

Date: March 29, 2018

Time: 6:30pm

Present: Molly Ferguson, Judy Thorp, Suzanne Serrurier, Jill Cotton, Cary Gawel, Rachel Lang, Mike Constant

Absent: Jacob Austin, Rachel Lang, Cary Gawel

Purpose of Meeting: Discuss plans for transition after Coordinator's departure, discuss status of upcoming programs and events.

### SUMMARY:

#### 1. Transition plans

Board members Jill Cotton and Judy Thorp will assist with incoming emails during transition before a replacement Coordinator is hired. Incoming Parks & Rec emails will be set up to be forwarded automatically to Jill and Judy.

Residents will be directed to call the Village office if question is of an urgent nature and Village staff will forward messages to the appropriate individual. Coordinator has advised that most of the correspondence received is via email and incoming phone contact is minimal.

Coordinator will set up a Google drop box of documents (i.e.: program flyers, registration forms, check request forms, etc.) that will be able to be accessed by all Parks advisory board members if needed.

Coordinator has organized all events and programs into folders and files for ease of use and for the new Coordinator. Coordinator created a list of contacts to assist with transition. Coordinator will also supply April calendar of programs and events being held at the Hinckley Community Building.

Board member Jill Cotton to take care of any check requests that need to be processed during the transition. Coordinator is submitting one last check request to Village office on Friday March 30.

#### 2. Status of Programs/events

##### Tumbling/Dance

Coordinator asked Tumbling and dance parents to submit their April payments prior to her departure. Most of the registrants have complied but there are still a few who have not paid as of 3/30. Coordinator sent email to those parents and advised if they are making a payment after 3/30 to please send an email to parks and rec and advise that payment was made and for what child and class. Jill Cotton can then process another payment request if need be.

##### Art Classes

These are new classes with no registrations yet. Jill Cotton and Judy Thorp to check to see if registrations have been received and will then advise the art instructor.

##### Zumba Toning

New class beginning April 7. Zumba instructor is aware of invoice timing and will submit accordingly.

Play in the Dirt and don't get into Trouble

Program coming up April 21. 2 registrations thus far. Board members to follow up as more registrations come in. Coordinator asked Jeff Wielert (conducting the program) to check in via email the week of the event to check on registration status as well.

Spring Wildflowers

Program coming up April 27. Board members to follow up as more registrations come in. Coordinator asked Emily Dombrowski (conducting the program) to check in via email the week of the event to check on registration status as well.

Safety Village June 12-14

Program has been confirmed and details have been sent to the participants. Flyer sent to elementary school Board members to follow up as registrations come in.

Hinckley Hustle

5K flyers have been printed, copies at Village office. Coordinator advised that board members can take flyers and distribute. Coordinator had not sent sponsorship letters to businesses yet as we had not decided on the status of the outdoor movie night(s) yet. Board members decided to hold off on any movie nights this summer and will work on a sponsorship form to get out to businesses shortly.

Decorated Bike Parade

Event is listed on Facebook as an event and will still occur as of now.

Tennis Camp June 18-22

Flyers have been sent to schools via email. Board members to follow up as registrations come in,

DISCUSSION NOT ON AGENDA

Coordinator advised there are 2 individuals interested in the Parks & Rec coordinator position and will send their contact information to President Nelson. After meeting another individual expressed interest and her information was forwarded to President Nelson as well.

- OPEN DISCUSSION
- ADJOURNMENT 7:40PM