

Minutes of the November 21, 2018 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 3:03pm.

Establish Quorum: Board Members Present –Jenny Selin, Patrick Hathaway, William Hutchens, Danielle Trumble, Rick Landenberger. Director Melissa Wiles present as well.

Minutes: William Hutchens and Rick Landenberger discussed corrections to the October minutes. Minutes will be updated and submitted for approval at the December meeting.

Correspondence: No additional correspondence to review.

Oral Communications: The presentation by Nikki Byrne-Hoffman rescheduled for the December meeting.

Financial Report: Director Wiles reviewed the Financial Report in Jim Goff's absence, noting that the refund line shows an amount over budget due to refunds on a portion of the Myrtle Beach trip this fall. These were related to the group returning early due to a hurricane. These refunds were offset by refunds that BOPARC received from various venues for that portion of the stay. William Hutchens asked for additional details on the trip and the Board discussed the changing storm patterns in September and the reduced rates enjoyed by travelers during that time period. William indicated that since we are in a process now of trying to revamp, redesign and make things better we might assess this program. Director Wiles stated that she could provide revenue and expenditure reports for the Board. Danielle Trumble requested further information on sponsorship/vendor registration fees and the small percentage that had been received. Director Wiles verified that those amounts were currently low due to the timing in which they are generally received. Regarding facility and equipment maintenance, budget adjustments may need to be made and Director Wiles will research these amounts. Director Wiles told the Board that budget adjustments would be done periodically, with the probability of one in December and another before the end of the third quarter. Danielle also requested information on the contributions from other entities line, and Director Wiles stated that it has received some unplanned funding for items such as the money from the City to repair the chillers at the ice arena, monies from YCF for expenditures to close BOPARC pass-thru accounts. William Hutchens also reminded that he had asked last month for the "due to the City" amount to be addressed. Director Wiles will follow up with Jim Goff on this. Danielle Trumble motioned and Jenny Selin seconded to approve the Financial Report. Motion passed unanimously.

Executive Director's Report: Director Wiles reviewed her report and advised the Board that the Manager of Administrative and Business Services would be taking notes and preparing the minutes of future meetings. The Board discussed the Secretary's role and felt that since the Secretary is technically responsible for "keeping an accurate record" of meeting minutes the position should do so by providing the first review of them monthly. Other items discussed included updates on the pressure testing at Krepps Pool in preparation for the Aquatic Play Area installation, the Enterprise vehicle timetable, an upcoming meeting with Paul Brake to discuss next steps for the Ice Arena project, including dehumidification work and a business plan. Danielle Trumble requested that we address sooner rather than later the issue of the wording in the personnel policies regarding the Board having final approval of full-time employment status for staff other than the Director. Director Wiles shall draft an update to be reviewed by Ryan Simonton and place it on next month's agenda. Other discussion items included the City's acquisition of Eaten Park, planning opportunities for things like BOPARC turf management components and the Marilla tennis court renaming and interpretive sign concept presented to a prior iteration of the Board. **Regarding the latter, the Board members that were present for the meeting in which the renaming request and interpretive sign were discussed gave their recollection of the matter. The current Board discussed whether a memorial sign might be more appropriate than renaming.** Jenny Selin motioned and Rick Landenberger seconded for approval of the Director's report. Motion passed unanimously.

Unfinished Business: None

New Business: None

BOARD COMMENTS:

- Jenny Selin opened discussion regarding the tree guidelines that Rachel Fetty requested be placed on the agenda. The tree guideline document provided by Marchetta was reviewed. This document is now a part of BOPARC's standard contractor packet. Jenny mentioned as well that she was interested in bringing policy ideas to the Board regarding opportunities related to things like utility corridors and other mixed us acquisitions.
- William Hutchens relayed his interest that BOPARC become more professional, citing factors beyond money and stated he is encouraged.
- Danielle Trumble stated she would echo William's comments and stated that the Board should work to make things better and right. She thanked BOPARC for the work on the Wiles Hill playground opening and haunted house and stated she enjoyed being a part of them.
- Rick Landenberger extended his support for a difficult journey over the next several years and stated that he also echoed William's thoughts.
- Patrick Hathaway mentioned the Snowflake 2k coming up as well as a fundraiser for MRTC.

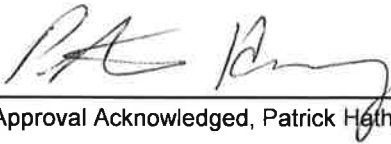
ADJOURNMENT: Rick Landenberger motioned for adjournment and the meeting adjourned at 5:06PM

Melissa Wiles

12-19-18

Respectfully Submitted, Melissa Wiles, Executive Director

Date



12/19/18

Approval Acknowledged, Patrick Hathaway, Board President

Date