

WESTWOOD RECREATION DEPARTMENT

RECREATION ADVISORY BOARD

Minutes of December 13, 2010

1. MEETING CALLED TO ORDER at 8:05 P.M.
Present: Councilmember Ingrid Quinn, Vice Chair Heidi Catalano,
Board Members Janine Borgersen, Joan Hluchan, Don Smith, Director Gary Buchheister,
Admin. Asst. Margaret McDonough
Absent: Chair Sherman Taylor, Members John Bonkowski, Chris Codner, Michael Griffin
2. APPROVAL OF MINUTES of November 8, 2010: Member Janine Borgersen made a Motion to accept the Minutes as presented. Member Hluchan seconded the Motion; the Motion passed.
3. OPEN PUBLIC FORUM:
4. COUNCIL LIAISON REPORT:

Westvale Park: Councilmember Quinn reported that the progress has been very good and the project is nearing completion. The Opening Day Ceremony has not been scheduled. In response to Member Borgersen's question regarding the playground equipment, Ms. Quinn reported that a grant for that item is pending.

Banner Program: The Mayor and Council have approved the sponsor banner program for the Community Center Gymnasium.

New Programs: The Mayor and Council discussed Use of the Community Center by private organizations for continually scheduled programs. The current season programs have been approved; the Fee Ordinance may be reviewed for 2012. Ms. Quinn conveyed the Council's confidence in Director Buchheister to properly supervise all management of the Community Center.

Home for the Holidays: Ms. Quinn inquired on the funding of various items of the event, including bands, costumes, etc. Discussion followed. Director Buchheister has discussed funding with the Home for the Holidays Committee Chair and will review the Budget for 2012. Mr. Buchheister stated that he will assist the Committee however possible.

5. DIRECTOR'S REPORT:
 - a. Fall Programs: Director Buchheister reported that the Fall Programs have concluded a very successful season. Participation numbers are included in the Year End Report.
 - b. Special Needs Program: The Fall Dance Program and Basketball Programs have concluded. A press release with pictures will appear in the local newspapers. The children's' response and the parental feedback has been very positive. The second session of Dance and the Yoga Program will begin with the Winter Program Schedule.
 - c. Basketball: The season thus far of practices and scrimmages is progressing very well. Regular game schedules will begin in January. The Co-Ed. Clinic Program now includes first graders and Director Buchheister anticipates the participation will continue to increase.

- d. End of the year report: Director Buchheister distributed the Department's year-end report, which will be presented to the governing body including 2011 Departmental goals.

6. OLD BUSINESS:

- a. Westvale Park Renovation: Previously discussed.

7. NEW BUSINESS:

- a. Community Center Use Policy: Tabled to January for full Board discussion. Director Buchheister reiterated his request for Board members to make recommendations regarding the Fee Policy for Usage of the Center compared to other local facilities such as community centers, churches, etc. The fee policy will include resident / resident fundraising; non-resident / non-resident fund-raising; for-profit; non-profit; event usage; continuing scheduled usage, etc. 2011 will gauge the types of use and the viability of the fee schedule for further review.
The current, organizational, rental schedule of the Center was discussed.

- b. Banner Sponsorship Program: The Banner Sponsor Program for the Community Center gymnasium has been implemented. Mr. Buchheister invited the Board to review the banners after adjourning from the Board Meeting. Two sponsors have already committed to the program. The cost is \$300.00 for the first year, \$250.00 per year thereafter. The Program enhances the appearance of the gymnasium as well as providing funds for Recreation Programs.

- c. Westwood High School Field Renovation: Director Buchheister reported that the field renovations will disclude field use by the baseball and softball teams. The High School teams will use the Westvale Park fields during afternoon hours prior to regularly scheduled, Recreation team use. The High School will do substantial work to upgrade the existing 'A' and 'B' fields. This will bring a wider segment of residents and non-residents to the new complex. When the new, turf field is completed there should be opportunities for Recreation to hold special games / events on the field.
It is this cooperative spirit which has created an excellent relationship between Recreation and the Board of Education which to continues to improve.

- d. Field Use Schedule: Director Buchheister will conduct a meeting on January 5 including every sports organization to verify the Policies & Procedures of Field Use and to determine the schedule for the 2011 seasons.

- e. Winter Program Schedule: The program schedule including the new programs of 'Kids Fitness', photography for kids, art for kids, and adult programs was presented and reviewed.

- f. Facility Monitoring: The new, camera security system at the train station, monitored by the W.P.D. has enabled the identification of several youths causing vandalism to the building. A similar system will be installed at the Community Center which Director Buchheister can access from other locations to monitor the usage of the building at any time.

- 8. ADJOURNMENT: Motion to Adjourn was made at 8:40 P.M. by Member Borgersen seconded by Member Hluchan. The next meeting will be Monday, January 10, 2011 at 8:00 P.M. in the Community Center.