

WESTWOOD RECREATION DEPARTMENT

RECREATION ADVISORY BOARD

Minutes of February 7, 2011

1. MEETING CALLED TO ORDER at 8:05 P.M.
Present: Chair Sherman Taylor, Vice Chair Heidi Catalano, Board Members Janine Borgersen, Michael Griffin, Joan Hluchan, Don Smith, Director Gary Buchheister, Admin. Asst. Margaret McDonough
Absent: Councilmember Ingrid Quinn, Member Christopher Codner
2. APPROVAL OF MINUTES of January 10, 2011: Chair Heidi Catalano made a Motion to accept the Minutes as presented. Member Griffin seconded the Motion; the Motion passed.
3. ADMINISTRATION OF OATHS OF OFFICE: Chair Taylor administered the Oaths of Office to all Board Members for the 2011 Term of Office. Chair Taylor congratulated Members Borgersen and Hluchan on their re-appointment to the Board.
4. OPEN PUBLIC FORUM:
5. COUNCIL LIAISON REPORT:
6. DIRECTOR' S REPORT:
 - a. Winter Program Update: Director Buchheister reported the current revenues and enrollments of the Winter Programs. Specific discussion followed on various aspects of the programs.
 - b. Banner Sponsorship Program: There are currently four banners hanging in the Community Center Gym. Several more organizations have expressed interest in participating. Sample materials were distributed to the Board Members to obtain additional sponsors. Director Buchheister stated that if every Board Member could obtain one additional sponsor by the March Board meeting, the Program would be 100% successful.
 - c. New Program Ideas: Director Buchheister sent an e-mail to all Recreation Department Program participants requesting ideas for new programs. The person suggesting any program which is implemented will receive a free registration for the first session of that program.
 - d. Summer Staff Meeting: A meeting was held with the Director and the Senior Program Staff to review the upcoming season. All but one Senior Staff member will be returning for 2011. A before-care program from 7:30-9:30 a.m. and an after-care program from 2:30-5:30 will be implemented for the six-week program at the Berkeley School and Brookside Park sites. Many residents have been requesting this for years and it is expected to be greatly successful. The program will be run at a nominal cost, covering Program Staff salaries and required school custodian staff. Discussion followed.
 - e. Teen Center Snow Tubing: The special event trip to Campgaw was very successful. Participation numbers were low due to reservation confirmation required several days in advance. Last minute reservation requests would have been at full capacity. Early reservations are expected for 2012.

7. OLD BUSINESS:

- a. Westvale Park Renovation: Director Buchheister presented two preliminary plans for the proposed playground at Westvale Park. The Board reviewed the plans and extensive discussion followed on the various aspects of the proposed equipment and the entire renovation project. The Board concurred with the Director's preferences for the proposed equipment. These recommendations will be forwarded to the Mayor and Council.
- b. Community Center Use Policy: Director Buchheister presented facility use fee schedules from other municipalities to compare to Westwood's current fee schedule. Discussion followed on the current and proposed fee schedules for the Community Center and Borough Parks. The proposed fee schedule is tiered for resident's use and various categories of organizational use.

Further discussion followed on the current and anticipated use schedules of all facilities.

- c. Westwood Regional School System Field Renovation: During the field renovation project, the freshman baseball team will use Westvale Field the school's softball team will use the Berkeley School field. The School System will assist with field improvements in anticipation of their scheduled use.
- d. Member Borgersen presented a request from resident John Bonkowski for a field for a Jr. High school aged team due to the elimination of J.V. school teams. Mr. Bonkowski requests Director Buchheister's approval to coordinate this team and use the fields under the auspices of the Alliance League with coordination of scheduling with the Westwood Baseball Assn.

8. NEW BUSINESS:

- a. Financial Disclosure Statements: The statements were distributed to Board Members. Each Board Member is required to return two, original, signed copies at the March 14 Board Meeting.

9. ADJOURNMENT: Motion to Adjourn was made at 9:04 P.M. by Member Griffin seconded by Vice Chair Catalano. The next meeting will be Monday, March 14, 2011 at 8:00 P.M. in the Community Center.