

Record of Proceedings
BALDWIN CITY RECREATION COMMISSION
BCRC—705 High St.—Baldwin City, KS
April 20th, 2022
7:00 p.m.

CALL TO ORDER BCRC MONTHLY BOARD MEETING

There was a quorum present and the meeting was called to order at 7:00. Present were:

- Chad Dick
- Dustin Ward
- Ginny Honomichl
- Melissa Stultz, President
- Matt McClure, Director

PRESENTATIONS

1. Sean Hare Appreciation

Former board member Sean Hare was recognized for his years of service.

APPROVAL OF AGENDA

Commission Member Honomichl made a motion to approve the agenda, Commission Member Dick made a 2nd, motion passed 4-0.

PUBLIC COMMENTS

None

CONSENT AGENDA

1. Approval of Minutes from the March 9 BCRC Board Meeting and the March 24 Special Meeting.

Commission Member Dick made a motion to approve the Consent Agenda, Commission Member Ward made a second and the agenda passed 4-0.

OLD BUSINESS

None

NEW BUSINESS

1. Approval of Financial Statements from March 2022.

Commission Member Dick made a motion to pass the Financial Statements from March 2022, Commission Member Honomichl made a 2nd, it passed 4-0.

2. New Board Member Review

The board reviewed 7 candidates that applied for the open board position. This position is board appointed. The board went through the scoring process and discussed each candidate. After discussion, the board voted to appoint Taylor Ganoung to the open position. Commission President Stultz made the motion, Commission Member Honomichl made a 2nd and the motion carried 4-0.

3. Staff Anniversaries

Director McClure made a proposal to the board to reward staff anniversaries within the agency. McClure shared with the board several examples of what other agencies do for employee anniversaries. The board voted in a system that that will reward employees beginning year 5 with the organization and every 5 years after that. Commission Member

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Ward made a motion to approve the process, Commission Member Dick made a 2nd, motion carried 4-0.

4. Recreation Software / Website Upgrades

Director McClure brought the board options to potentially upgrade BCRC's website and registration software. Options from CivicRec, RecTrac and its current provider RecDesk were shared. McClure shared proposals and made a recommendation that the website needed to be improved from both a staff and customer service standpoint. This follows in line with the feedback received during the strategic planning process. Current limitations with RecDesk and certain aspects that are not being renewed with the website have led the desire for improvement. The following proposals were shared, these are yearly costs:

<i>RecDesk</i>	<i>\$3,600</i>
<i>CivicRec</i>	<i>\$9,500</i>
<i>RecTrac</i>	<i>\$14,403</i>

All proposals include website hosting and registration software. McClure made the recommendation to move to CivicRec for both website hosting and registration software capabilities. Commission Member Honomichl made a motion to move to CivicRec for website hosting and registration software, Commission Member Dick made a 2nd, motion carried 4-0.

DISCUSSION ITEMS

1. USD Strategic Plan Committee

McClure and the board discussed upcoming opportunities for BCRC in partnership with the school district as part of USD 348's strategic planning process.

2. Technology

McClure discussed with the board looking for an IT option for needs that may arise in the future. The board discussed options and McClure will follow up on them.

COMMISSION REPORTS

Staff Reports-

- Spring Sports Info:
 - Spring soccer concludes April 30.
 - Two clinic dates left for Micro Soccer (no session on Easter)
- Finalizing staff for summer – facility supervisors, umpires and concessions
- Baseball/Softball/T-Ball/LS registration ended on Friday, April 8.
 - Practices will begin first week of May
 - Games begin week of May 23
 - Coaches Meeting is on April 24
- Pickleball is playing on Monday/Thursday nights at the Primary Center Gym.

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- Adult Volleyball only had 3 teams registered so we were not able to have a season. Planning to see about having a season over the winter months instead of the Spring. Spring may just be too busy for some to participate
- Cornhole began Monday, April 11th with 26 teams total. Teams will play for cash prizes this season. Flatlanders is also selling pizza on Monday nights in Sullivan Square during season.
- Still in need of 14 more team sponsorships for Baseball/Softball/Little Sluggers/T-ball in order to get every team sponsored.
- The Complex Concession stand has been open for 4 dates now during the High School Baseball/Softball season. We went back to using the Square POS System instead of RecDesk.
- Registration is now open for SNAG and Jr Golf at Twin Oaks. BHS Head Golf Coach, Greg Capps will be the instructor for these programs again this summer. We are doing one session in June for each program
- After a lengthy wait, DICK's Sporting Goods sent us our sponsorship agreement. We are still waiting on the actual package of coupons, cash and gift cards to arrive
- Baldwin City Blues will start their season June 2 on Field 1 at the sports complex.
- Whitney attended the Sysco Concessions Food Show on April 12th to explore some of their product offerings that we do not currently sell.
- Before School Care
 - 19 participants
- After School Program
 - 45 participants
 - Hired two new staff members and they are doing a great job. One works on Tuesday's, and one works Monday through Thursday.
- Senior Programming
 - April 5 – Meet with Megan Poindexter from the Douglas County Senior Resource Center
 - Tuesday – Chair Yoga (average about 3 a class)
 - Tuesday/Thursday – Cards
 - Wednesday – Domino's (2nd and 4th Wednesday)
 - Friday Evenings – Pitch & Snacks (1st and 3rd Friday)
 - April 23 – Wamego Tulip Festival; 8am-4pm (7 participants as of now)
 - May 9 – Dutch Country Café and Arnold's Greenhouse Trip; 10am-4pm
 - May 13 - Meet & Greet with Douglas County Senior Resource Center; 5-7pm. We will have a fried chicken dinner at the Lumberyard Arts Center.
 - May 18 – Lunch Bunch to Whataburger (Requested by a senior)
- Fitness Class
 - Fitness -Tuesday /Thursday's Monthly 5:45pm (5 participants) taking a break the month of May
 - Chair Yoga – Tuesday's (3 participants)
 - HIIT Class – Tuesday's (7 participants average)
 - Zumba – Sunday's (7 participants average)

- Zumba – Wednesday's (7 participants average)
- 8th Grade Promotion Dance
 - May 16; 8-10pm
 - DJ Jami
 - Say Cheez Photo Booth
 - Cookies and Drinks
 - Stony Point Hall
- Day Camp
 - May 31 – August 5
 - Day Camp is FULL (50 participants registered full-time)
- Pool
 - Returning Lifeguard – 8
 - New Lifeguard – 19 (this is more guards than we had total last year!)
- QuickBooks
 - Staying up to date with RecDesk reports and entering in daily deposits and payments
 - Entering information daily to keep up with continuous deposits
 - New hire paperwork
- Social Media
 - In the month of March on our Facebook page we have a total of 2,267 likes. That is 365 more likes than this time last year!
 - In the month of March, we have gained 32 Instagram followers and engagement is up and accounts reached is up. I have been creating more stories and this is the boost we needed in helping get content out.
 - This month has been busy with posting information about new programs and events.
 - Posting to Twitter weekly with important information.
- Bulk Emails
 - Emails are going out every Monday at 10:00am and only Friday's when a deadline falls.
- Rentals
 - Rentals are rolling in like crazy for the Golf Course Clubhouse and Sullivan Square with spring here and summer right around the corner.
- Website
 - Updating weekly with new information
 - Made sure all information was up to date on every page
- Working on
 - Facebook Content
 - Creating daily stories; this will increase our engagement on FB and IG

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- Graphics for ALL events
- Created newsletter for May-July
- Newsletter for City Utility bill will be going out in the May bill
- Posters and FB Events for City/BCRC Events
- Accomplishments
 - School Newsletter went out on April 3rd
 - Posters for summer activities have been created and hung at the sports complex as well as businesses around downtown
 - Created Smoke on the Bricks PDF
- Gathering bids
- Meeting with vendors
- Prepping for spring sports

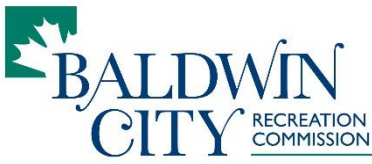
Director Report-

- Have been meeting with organizations that provide software and website services to see how to improve/update what BCRC offers.
- Staff goals and objectives have been set for 2022.
- Recreation Commission Summit through KRPA is May 4-5 in Hays, KS.
- Continuing to acquire sponsorships for events in 2022.
- Dates and entertainment for Summer Concert/Movie Series is set:
 - June 11- The Steve Bankey Band and Sing 2
 - July 9- The Recliners and Field of Dreams
 - September 10- Run With It and Hotel Transylvania: Transformania
- Talent for Independence Day has been secured. Dillon Carmichael will headline, Tigirlily will be middle act and Big Time Grain will open.
- Have partnered with the City to coordinate entertainment and food/drink partners for events on June 18 and September 17, 2022 in Sullivan Square.
- Part of a committee overseeing the development of an economic impact calculator for KRPA. My subcommittee pertains to home values related to proximity to parks, trails, greenspace.
- Will co-chair the Professional Development committee through KRPA beginning in 2022 moving forward.
- Continue to serve on the executive board as the East Region Representative for the Kansas Recreation and Park Association.
- Continue to meet monthly as the Secretary of the Board for the Baldwin City Chamber of Commerce.

OTHER

FUTURE AGENDA ITEMS

EXECUTIVE SESSION



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ADJOURNMENT

Commission Member Honomichl made a motion to adjourn the meeting, Commission Member Dick made a 2nd, meeting adjourned at 9:32 p.m. Motion passed 4-0.

Next meeting currently scheduled for Wednesday, May 18, 2022, at 7:00 p.m. at the BCRC Office.