

**Record of Proceedings**  
**BALDWIN CITY RECREATION COMMISSION**  
BCRC—705 High St.—Baldwin City, KS  
*December 21<sup>st</sup>, 2021*  
*6:00 p.m.*

**CALL TO ORDER BCRC MONTHLY BOARD MEETING**

*There was a quorum present and the meeting was called to order at 6:00. Present were:*

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

**APPROVAL OF AGENDA**

*Commission Member Honomichl made a motion to approve the agenda, Commission Member Stultz made a 2<sup>nd</sup>, motion passed 5-0.*

**PRESENTATIONS**

*None*

**PUBLIC COMMENTS**

*None*

**CONSENT AGENDA**

1. Approval of Minutes from the November 17<sup>th</sup> BCRC Board Meeting  
*Commission Member Honomichl made a motion to approve the Consent Agenda, Commission Member Ward made a second and the agenda passed 5-0.*

**OLD BUSINESS**

*None*

**NEW BUSINESS**

1. Approval of Financial Statements from November 2021  
*Commission Member Dick made a motion to pass the Financial Statements from November 2021, Commission Member Ward made a 2<sup>nd</sup>, it passed 5-0.*
2. 2022 Wages  
*Commission Member Stultz made a motion to approve a 3% increase for all BCRC employees for the 2022 year. Commission Member Honomichl made a 2<sup>nd</sup>, motion passed 5-0.*
3. Moving of January meeting from 01.19.2022 to 01.26.2022  
*Director McClure shared with the board that the Kansas Recreation and Park Association conference falls on the normal 3<sup>rd</sup> Wednesday of the month meeting date, therefore McClure recommended the meeting be pushed a week to January 26<sup>th</sup>. Commission Member Ward made a motion to move the January meeting to the 26<sup>th</sup>, Commission Member Honomichl made a 2<sup>nd</sup>, motion carried 5-0.*

## DISCUSSION ITEMS

*None*

## COMMISSION REPORTS

### Staff Reports-

- Youth Basketball:
  - 3<sup>rd</sup>-6<sup>th</sup> Grade basketball practices have been underway since November 29<sup>th</sup>.
  - No practices beginning December 22<sup>nd</sup> through the 2<sup>nd</sup> of January.
  - Game schedules have been distributed the week of December 6<sup>th</sup>.
  - Games begin January 8<sup>th</sup> for the league but January 15<sup>th</sup> in Baldwin. We will play with our league of De Soto, Wellsville and Eudora.
  - Official's training will take place on Thursday, January 13<sup>th</sup> at the PC.
- K/1 Biddy Basketball and 2<sup>nd</sup> Grade Basketball League registration is ongoing through January 21<sup>st</sup>
  - Pete Carr will oversee these clinics along with the BHS basketball teams. Dates are set for: February 6, 13, 20, 27 for both ages
  - We will utilize the Baldwin Junior High School Gym for those programs
- Pickleball is ongoing at the Primary Center from 6:30 p.m. to 8:30 p.m. We have added Wednesday evenings from 6:30 to 8:30 at the Primary Center as well. Attendance has been good.
- Before School Care
  - 19 participants
- After School Program
  - 45 participants (we had several out with covid last week)
- Senior Programming
  - November 18 – New Theatre; Johnny & June (20 participants - thanks to Ginny and Barb Hinton driving, as I had been out the week before super sick)
  - November 22 – Lunch Bunch at the Trails Café in Gardner (4 participants)
  - December 1 – Plaza Christmas Lights Tour (11 participants)
  - December 8 – Christmas Brunch at the Lumberyard Arts Center (26 participants) – food catered by Flatlanders, Christmas Music - Violinist and Guitar Player by Stefanie Culley and Larry Lentner
  - December 20 – Lunch Bunch Chinese in Overland Park (12 signed up as of 12.10.21)
  - Tuesday – Chair Yoga (average about 5 a class)
  - Tuesday/Thursday – Cards
  - Wednesday – Domino's (2<sup>nd</sup> and 4<sup>th</sup> Wednesday)
  - Friday – Pinochle
  - Friday Evenings – Pitch & Snacks (1<sup>st</sup> and 3<sup>rd</sup> Friday)
- Fitness Class
  - Tuesday /Thursday 5:45pm on break until January 11, 2022 (6 participants)
- Working on

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- Senior Quarterly Newsletter: January – March
  - End of Year Reports
  - Setting up next year's spreadsheets and calendar
  - Daddy/Daughter Date Night for February
  - Adopt A Child Program for Christmas
- QuickBooks
  - Staying up to date with RecDesk reports and entering in daily deposits and payments
  - Entering information daily to keep up with continuous deposits
- Social Media
  - In the month of November on our Facebook page we have only reached 2,875 people. Post engagement is up by 139% in the month of November. November has been a slower month for us than others.
  - In the month of November, we gained 9 Instagram followers.
- Bulk Emails
  - Emails are going out a couple times a month
- Rentals
  - Rentals are still continuous at both Sullivan Square and BGA
- Website
  - Updating weekly with new information
- Working on
  - Facebook Content
    - Creating events for 2022
- Graphics for ALL events
  - Job hiring posters
  - Jingle Bell Rock
  - January newsletter
  - Baseball trip
- Marketing Plan
  - Proofread marketing plan
  - Presented marketing plan to Matt
  - Present marketing plan at January Board Meeting
- Winterization of facilities
- Maintenance on machines
- Cleaning and organization of park shop

**Director Report-**

- Overseeing youth basketball program in Whitney's absence.
- Voted in for 2<sup>nd</sup> term on the KRPA Board. Second 3-year term begins in January at state conference in Manhattan in January.

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- Chairing the KRPA Awards committee this cycle and currently handing those responsibilities. Working to get the committee together mid-December to go over award winners. KRPA conference is January 19-21 in Manhattan. There is a Board Meeting on Tuesday evening, the 18<sup>th</sup> that I will be attending.
- 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. Coordinating committee to meet mid-December.
- Continue to meet monthly as the Secretary of the Board for the Baldwin City Chamber of Commerce.
- Work on annual report is beginning.
- Work on year-end report ongoing, this will be presented in February 2022.

**OTHER**

*A suggestion was made to make sure the weekly informational email comes out on Monday morning versus afternoon to in order to give people more time to see it.*

**FUTURE AGENDA ITEMS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

*Commission Member Dick made a motion to adjourn the meeting, Commission Member Ward made a 2<sup>nd</sup>, meeting adjourned at 6:36 p.m. Motion passed 5-0.*

Next meeting currently scheduled for Wednesday, January 26<sup>th</sup>, 2022, at 7:00 p.m. at the BCRC Office.