

MOULTONBOROUGH RECREATION DEPARTMENT

ADVISORY BOARD

Mission Statement

The mission of the Advisory Board to the Moultonborough Recreation Department is to provide the public a standard of excellence in programs and services in a cooperative spirit that encourages participation in recreation, sport and leisure activities, while carefully promoting and utilizing recreational resources and facilities available in the community.

Purpose

The principal function of the Advisory Board is to serve as a communication bridge between the Recreation Director, the Board of Selectmen and the Community and to promote programs and services to encourage support from our community through input and participation.

Monday, February 4, 2008
6:00 P.M.
Recreation Department

Draft Minutes

Present: Joanne Farnham, Harry Blood, Carla Taylor, Al Hume, Donna Kuethe, Hilary Bride, Cynthia Robinson.

Also Present: several community members

I. Call to Order – at 6:05

Two documents were handed out to Board members: (these documents should be attached to these minutes)

- A letter from Board Chair, Becky Bryant, explaining her absence, and commenting on the proposed additions to the minutes from our last meeting.
- A written statement from the Recreation Director

II. Approval of Minutes of January 7, 2008 Meeting

The minutes were not accepted. Discussion points included:

- Spelling corrections need to be made to Hilary's name and Bill Lamper League name throughout the minutes.
- Joanne asked for page numbers to be included in future minutes.
- Carla had emailed a revised minutes document to the group prior to the meeting, that included several additions.
- Donna asked to comment that, though she is a non-voting member of the advisory board, she would like it noted that she does not believe that including what each person says during every discussion is necessary. She also felt that some of the additional notes were unnecessary, and some misquoted attendees.
- The group present attempted to go through the revised minutes page by page to discover where our disagreements in recalling the conversations occurred.
- There was disagreement on accepting the original minutes and accepting the amended minutes.

- Joanne suggested that, since we were missing two Board members, and that it did not appear that a resolution to this discussion would happen in a timely fashion, we should table this issue until our next meeting.
- Cynthia asked to make it clear that she will record future meetings in summary form, while identifying any specific quotes or phrases that Board members or community members in attendance, when asked to note these down.

Lydia Eaton: Commented that this is done on other committees and is noted with the phrase “for the record.”

- Carla stressed the importance of listening to input from community members and documenting that input.

III. Review of Mission Statement and Purpose of Board

a. Some members feel that the Board is off to a slow start – what ACTIONS can or should we be taking?

- Cynthia read the mission and purpose aloud.
- Al and Donna shared their notes from previous meetings that identified our brainstormed list of tasks that would implement our mission and purpose. (see minutes from November 2007 meeting)

b. Consideration of Formation of Subcommittees – Advisory Board Newsletter Committee, Community Calendar Planning Day Committee?

- **Senior Needs:** Joanne reported that she had met with Donna and with the Senior Meals person, and has begun small steps to address Senior Needs and activities.
- **Community Calendar:** Harry reported that the digital community calendar project was accepted by the MA Apprentice program (coordinator= Shannon Quinn). This is the perfect time to launch it, as they are at the beginning of the second semester, and a student could get one full credit for accomplishing this project. The next step will be to see if a student is interested in taking it on.

Suggestions for town groups, meetings, dates to include:

Mike Lancor’s “super notes” are a great source for school-related activities

Various town board meetings

Cynthia offered to collect group names, meeting days/dates, contact info, assembling a list that can be given to the student as a beginning packet.

Tom Howard: Suggested including groups that may not meet in Moultonborough, but have a large group of community members involved. (example: Meredith Kiwanis)

ACTION STEPS:

- Harry will report whether a student expresses interest in the project.
- **ALL BOARD MEMBERS** will send Cynthia their ideas for groups, with any contact info they have. **PLEASE DO THIS BEFORE THE NEXT BOARD MEETING.**
- Cynthia will send accumulated list back out to Board members for additions.

c. How will we keep Board from becoming a grievance Board?

- We reviewed the existing grievance process:
 1. Person with complaint mentions it to Rec. staff
 2. Person with complaint fills out grievance form
- Does the person present the complaint to the Advisory Board?

Some comments on our role in grievance process:

- The advisory board should be a forum for discussion.
- The advisory board should be a place that community members feel they can have issues/ideas heard.

- Can receive input, complaints, but should be ready to channel issues to the appropriate place.
- The advisory board should be a positive bridge between the Rec. Dept. and the community.

Lydia Eaton: Can we identify/ devise steps in grievance process? If an idea/problem comes to one of the Board members, is the suggestion to go to Donna first? And, can Donna bring problems to Advisory for help in resolving?

We discussed some suggestions for fleshing out/clarifying this grievance process:

1. Person should bring complaints to Donna and Rec. Staff first. Donna prefers to hear issues directly, is willing to set time to meet and discuss.
2. Advisory Board members who receive complaints from community members, should ask them to bring those to Donna first.
3. If the person is not satisfied with how Donna/staff respond, they should fill out the grievance form.
4. Public input is welcome at the Advisory meetings, especially with an eye to working on improving programming/process in the future.

Youth League Basketball Referee Challenge:

Lydia Eaton brought up a question about the reffing and safety at last Saturday's game in Meredith.

- Donna: Had heard about the problem, and would like to follow up with Meredith about their refs. Wants to make it clear that the Rec. Dept. is trying to improve ref quality, works hard on it.
- Harry: It takes a lot of experience to ref a youth league game. Takes a keener eye. A challenge for our young student refs. Get coaches involved? (Dissatisfaction with refs happens at every level of sports.)
- Donna: Considering a plan that other leagues use, which involves requiring coaches to ref a game.
- Carla: what is the proper process for coaches to use to report problems with refs?
- Donna: First, talk to Rec. Staff that is in the building. Second, file a grievance form.

Michele Shipp: Is there a standard for a ref? Certain criteria for reffing? She is hearing that this changes with age. Is there a way to have a common understanding between refs and coaches?

- Donna: Some points that figure into a complicated scenario, that is difficult to ref:
 - Refs at this level are asked to teach as they call.
 - Some 5th & 6th grade students are playing Basketball for the first time
 - So much going on in a small space
 - Officials are being taught too- Hilary speaks to them during the day
- Carla: outline of skills? Curriculum?

Mary Anne McCrae: youngest refs at 3rd & 4th grade level. Pairing adult ref with young ref?

Harry: every level has that guideline- it is the rule book.

IV. Recreation Director Report (see attached written report)

Donna read her prepared report for the past month's activities. Clearly, the Rec. Dept. staff is very busy! She closed with a request for help in recruiting volunteers for the Father-daughter valentine dance. Because this is a one-time event, it is possible to use volunteers who have not gone through the background check and training process that is required for regular volunteers. The Rec. Dept. needs help with:

- Taking photos of father/daughter couples
- Setting up and serving refreshments
- Cleaning up

Cynthia asked, given this request for help in finding volunteers, what avenues can we Board members use to get this info out?

ACTION STEPS:

- Donna will send a complete list of volunteer needs, which Board members can use to spread the word.
- Carla offered to mention this volunteer need at the upcoming PTA meeting.

V. Review of Board of Selectmen, Recreation Director & Community Requests

N/A

VI. Open Community Discussion

Youth Basketball Evaluation Forms:

One community member asked if evaluation forms are available. Donna reported that they are coming.

Youth league team size:

Eric Brewster: Commented that he has some issues. Was of the opinion until this fall that the Rec. Dept needed a boost, a refreshed approach. Has seen improvement. Would like to offer input for next year: keeping the size of 3rd and 4th grade boys teams down would help give each boy more play time, more opportunities to learn the game, and less time sitting on the bench. This year, Eric had a team with 9 boys, which was a challenge. Could we have more teams?

Donna: This is a difficulty every year, and the Rec. Dept. tries hard to balance it all. Last year a flu epidemic kept a lot of kids home, so teams ran with less players. Will definitely take this input under advisement, as they plan next year.

Basketball Youth League enrollment timing:

Eric Brewster: Also- could enrollment time happen sooner? Could we start the season earlier?

Donna: We are already planning to do that for next year. Had wanted to start sooner this year, as we knew that Meredith had an earlier start, but dates were already on the calendar. Now planning for next year to improve that.

Basketball Youth league number of practices:

Ginny Bird: How can we increase the number of practices coaches need to schedule next year?

Donna: We will be taking a look at this for next year. It is a challenge to match coaches' time with facility availability, but we will work on improving this.

Basketball Youth league non-player supervision:

Michele Shipp: Who is responsible for kids in the MCS building during weekend games?

A discussion followed that included comments and some good ideas:

- Joe, who also does clock and book during game, has been in charge of building, which is more difficult than MA because of 3 exits.
- MA rule is either you're in watching the game, or you go home
- In the past, when Donna has been present, she has allowed siblings to go shoot baskets in the MCS cafeteria, which has helped manage the roaming-the-halls problem.
- Donna has a letter, which she sends out annually to parents to remind them to take charge of their children who are not playing in the game. She will send that out.
- Is it time to take a harder line with parents on this? State that the Rec. Dept. is not in charge of supervising non-players?

Food sales during basketball season:

Lydia Eaton: Could we have parent volunteers sell food at basketball games to raise money for the Rec. Dept.?

Donna: have tried that over the years. Have had trouble with the staffing/volunteer base for this idea. Best luck has been when student groups take it on as a project. Big problem with Basketball (as compared to soccer) is that you can not eat food in the gym space. The other problem has been that there are the two separate spaces having games.

Help with handout distribution:

Carla: Offered to help label and distribute any handouts to MCS students, eliminating the multiple copies for siblings.

Hilary accepted the offer with pleasure!

VII. Next Meeting Date & Agenda

March 3 at 6pm

VIII. Adjournment at 7:58pm