



CEDAR SPRINGS

AREA PARKS & RECREATION

204 E. Muskegon Cedar Springs, MI 49319
616-696-7320 www.csaparksandrec.com

Agenda for the Meeting of Monday, August 5th, 2013 @ 7:00 pm

Members Present:

Stephanie Morris - CHAIR
Carissa Brown
Leigha Compson
Patricia Eary
Betty VanderWal
Shannon Vanderhyde
Sally Smith
Mark Tabor

Members Absent:

Morgan Kehoe
City of CS Representative
Courtland Representative
Solon Representative

- 1) The meeting was called to order at 7:05pm by Stephanie Morris, chair
- 2) The agenda was approved as motioned by Shannon Vanderhyde Aye all – motion carried.
- 3) Correspondence
 - a. Wolverine YMCA asked permission for us to promote some of their activities. The board discussed the option and agreed to decline for fairness and creating a slippery slope as people could use our participants to solicit. The YMCA is welcome to sponsor an event to gain access to the same marketing opportunities as other organizations (e.g., concerts in the park).
 - b. The director shared the possibility of a new after school block building class. The board agreed we should pursue this.
- 4) Public Comments: Deb Burnett, the city finance director, joined the meeting to observe and may be the city rep.
- 5) Consent Agenda: The consent agenda was motioned to be approved with the changes (Mark Tabor was absent at the July meeting and a correction needed to Solon representative) as motioned by Shannon Vanderhyde and supported by Betty Vanderwal. Aye all – motion carried.
 - a. Approval of Minutes from the Regular Meeting of Monday, July 8, 2013
 - b. Approve Financial/Banking Statements
 - c. Approve Tax Filings (941 Deposit)
 - d. Approve Payment of Bills for August 2013
- 6) Informational and Discussion Items
 - a. Director's Monthly Report
 1. Annual Audit:
 - a. The audit has been drafted.

- b. The annual audit comparison will be emailed to those board members who requested it.
2. Summer Camps - Some participant numbers are lower than ideal. Math and literacy camps wrap up on Wednesday.
3. Tigers Trip: The trip went well overall. The board discussed options to creatively lower the cost for future years.
4. Concert Door Prizes: Board members are asked to find door prizes for Thursday's concert.
5. Technology Update: The website draft is in progress.
 - a. The logo was updated and the board agreed they were comfortable with the changes.
 - b. The board expressed an interest in ordering shirts with the new logo.
 - c. New checks will be ordered with the updated logo as new checks are needed anyway
 - d. The board and director would like the "Area Parks and Recreation" font size to be larger
6. CSPA Update: Open houses
 - a. Board members are asked to help provide information at the upcoming open houses
 - b. Patricia Eary and Sally Smith will be offering crafts at the Cedar View and Red Hawk open houses.

b. Other

- a. The board discussed getting a quote from RecPro given the current financial picture.
- b. The board discussed getting info on costs for direct deposit of payroll checks.

7) Action Items: None

8) Confirm Next Meeting Date of ***Tuesday, September 3rd, 2013 @ 7:00pm***

9) Adjourn: The meeting was adjourned at 8:24 pm as motioned by Betty Vanderwal and supported by Mark Tabor.

Aye all – motion carried.

Minutes by Leigha Compson.