

Burrillville Extended Care (BEC)

Board of Directors

Minutes

September 4, 2007

Called to Order and Attendance/Review Agenda:

**Meeting called to order by Amy Shangraw-Ricci-Chair at
6:40 p.m.**

Members Present-Amy Shangraw-Ricci and Juliette Lopez-Recinos.

Members Absent- Newt Stevens and Dr. David Van Dyke,

**Not Present-(Mary Karmozyn, School Committee Liaison) and
(Cynthia Roe, Town Council Liaison).**

Members Excused- David Brunetti

**Others Present: Parks & Recreation Director Cheri Hall and BEC Site
Director Kelly Cournoyer.**

Minutes of the June 4, 2007 regular meeting to be accepted:

**No quorum present for acceptance of minutes. Amy Shangraw-Ricci
questioned if Town Council Liaison Wally Lees was present at the
June 4, 2007 BEC Board of Directors meeting. Juliette Lopez-Recinos
and the Director reported Wally Lees was not present due to a
workshop he was attending.**

Correspondence:

**Dave Brunetti sent e-mail requesting financial information for the
meeting. The Director reported the checking account request became**

a non-issue. The same checking account is being utilized with weekly to bi-weekly transfers being made to an investment account. The total summer expenses were \$7,100 which was less than the receipts. Consequently, the checking account has resulted in a non-issue this summer.

The Director reported of three items recently that the Finance Director John Mainville was questioning:

1. Gift cards that were approved for the summer staff which was approved by Town Manager Mike Wood. The check was made out to cash. In the future checks should be made out to the vendor. The Director reported that since it was gift cards being purchased at CVS, they only accept cash and not a check. That is why it was documented that the Director approved a check to be written to cash. Consequently, a check could not be run through MUNIS either. The Director responded that the manual checkbook was approved for unexpected expenses.

2. The Director reported that the one time raffle process was approved for only the summer seasonal help and not the full-time staff as approved by the BEC Board of Directors.

3. The Finance Director questioned the purchase of the volleyball net for Callahan gym since it is not program related and should have been approved by the Town Manager and Town Council. The Director responded it was shared with the Town Council and the Budget Board since it was purchased in April 2007. The Director reported to

the Town Manager this information and that the volleyball net purchase was included in the monthly report to the Town Council.

The Director reviewed the response to the Finance Director that Kelly, Lisa, the Director and the Board of Directors discussed how they would like to recognize the seasonal part-time employees and it was a managerial decision to handle it this way and thanked him for his input. All checks will be run through MUNIS to avoid utilizing the manual checkbook if possible. The volleyball net is program related as BEC utilizes the gym at Callahan and is the type of purchase that the Board voted on to provide which benefits all the children of Burrillville. This was shared with the council, manager and budget board during the budget process.

A meeting was called to discuss these issues but was later cancelled indefinitely by the Town Manager.

Good and Welfare:

Rink- BEC will possibly be placing a billboard at the newly renovated rink as and advertisement for the BEC program.

Library-BEC will possibly be purchasing a plaque or bench for the new library. A plaque for the reading room would be permanent advertising. The Director will contact Peggy Dudley regarding this issue.

Old Business:

Incentives -

The Director reported the contracts were finalized.

Snakes Alive Road Race-

The BEC program will provide an activity on the day of the race but no monetary donation this year and will be listed on the back of the race t-shirts.

B-PAC Grant-

B-PAC did give a \$2,000 grant for the Burrillville Junior Police Academy for field trips, luncheon, gift certificates etc. A presentation will be made to B-PAC demonstrating how the grant monies were utilized including Exchange City.

Victorian Holiday-

BEC will be contributing in some way to the Victorian Holiday but has not been determined as of yet.

New Business:

Summer Program Update –

Jr. Police Academy-(discussed previously)

Exchange City-(discussed previously)

Latest Financials:

The Director requested the numbers be updated to agree with the line

items. Playground Surfacing was purchased by BEC for the Steere Farm Playground and has been installed.

Fall Programming:

With the teacher's strike, it was difficult for BEC to keep up with need for additional staffing with the demand of having the children come to the program for extra days.

Juliette Lopez-Recinos questioned that it was discussed in the past the installation of playground equipment at Spring Lake Beach Facility to be purchased by BEC. The Director reported it has already been budgeted and can be brought up at the next meeting.

Juliette Lopez-Recinos questioned if BEC would be helping to support the Mapleville Playground at the Maplehill Trailer Park. The Director reported meeting with Chuck Ramondo of New England Recreation and representatives from Maplehill Trailer Park to possibly apply for funding from C.D.B.G.

Next Meeting: The Board will be contacted to choose Tuesday, September 18, 2007 or Tuesday, September 25, 2007, 6:30pm, Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Meeting adjourned: Meeting adjourned at 7:30pm.