

Burrillville Extended Care (BEC)

Board of Directors

“Budget Workshop”

Minutes

June 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, David Brunetti, Juliette Lopez-Recinos, Newt Stevens, Dr. David Van Dyke, Mary Karmozyn, School Committee Liaison)

Members Absent- None

Members Excused- None

Others Present: Parks & Recreation Director Cheri Hall

**Minutes of the April 30, 2007 Budget Workshop to be accepted:
Motion made by Dave Brunetti and seconded by Newton Stevens.
Motion carried 5-0.**

**Minutes of the March 5, 2007 regular meeting to be accepted:
Motion made by Juliette Recinos and seconded by Dave Brunetti.
Motion carried 5-0.**

Correspondence:

Dave Brunetti sent e-mail requesting financial information for the

meeting. E-mail was not received by the Director in time, so item has been tabled to the September meeting.

Good and Welfare:

Newton Stevens shared with the Board that he was pleased when a staff person questioned who he was when he came to pick up his son and that the staff person requested to see an ID.

Old Business:

Incentives -

1. Full time employees: Motion made by Newton Stevens to have Chair Amy Ricci send a memo to the Town Manager to review the three full time employees contracts, to recommend an incentive up to \$1,000 based on performance and availability of funds. Motion seconded by Judy Lopez Recinos. Motion carried 5-0.

2. Part time employees: A lengthy discussion was held on the incentive program and ideas were brainstormed. Items such as gas cards, CD players and items that a college student could use were recommended. Motion was made by Dave Brunetti to hold monthly raffles to be taken from the staff training line item. The amount to not exceed \$50 a month during the school session and \$100 for the entire summer session, Total amount not to exceed \$1,000 for the fiscal year, however more than one could be raffled for that time frame.

Newton Stevens seconded and motion carried 5-0.

Checking Account –

The Director stated that the Town Manager was willing to increase the checkbook balance to \$3,000. A compromise that that the Board was comfortable with. Motion was made by Newton Stevens excepting the new amount, with a recommendation that the accounting be re-evaluate at the end of the summer, as to whether the amount is sufficient for the smooth operations of the program. Motion seconded by Amy Ricci. Motion carried 5-0.

Clothing –

Recommendation was made to change the word clothing to uniform as it is a requirement of the employees. Amy Ricci stated that she would like the year to be placed on the shirts. Additionally badges with picture ID's will be implemented. The Board voted to keep the jackets. Motion by Newton Stevens and second by Judy Lopez Recinos, motion carried 5-0.

Advertising –

Board recommended maintaining the current budget for advertising at \$5,000. Discussion was held on types of advertising appropriate for the program. Advertising where the name BEC is identified is key.

Types of advertising discussed were Bargain, Buyer, Call and Journal, which are a necessary tool for operations. Other advertising may include school yearbooks, signs/banners, athletic venues and

BEC as in program booklets as solicited and deemed appropriate. In addition promotional items and activities supported, i.e., Santa on the Common, Easter Egg Hunt, Red Ribbon Parade, and Victorian Holiday will continue as in the past.

Janitorial Service –

The Director noted to the Board an increase to the janitorial line item for the maintenance of the floors at the Steere Farm Site. All Board members agreed that the staff should not have to be doing the floors.

Volleyball Set –

The volleyball set has been delivered to the Callahan Elementary School gymnasium and Lisa noted they are currently utilizing the equipment.

Open House/Council Presentation

The Director commented on the presentation made by the youth at the Town Council meeting. Acknowledging how well it was development and presented. Additionally the Open House went very well and it was noted that Chuck Mainville was the only Town Council member who attended. New families were signed up for the summer program.

Family Fair –

Participation in the Family Fair included tattoos for the children, as well as overseeing the banner for the troops.

New Business:

Summer Program Update –

Kelly and Lisa reported 150 + K-5; 37 registered for the middle school age. Discussion was held over concern that the police academy registrations slow as a repeat for many of the students. The co-directors commented that they have not received a return phone call from Dave Beauchemin and unsure whether he is still planning to implement the program this year. It was noted that Ed Pacheco has volunteered Virtual City Design as a Monday program. The Board encouraged the Kelly and Lisa to pursue this program. It was also noted that ceramic classes will be offered to this age group.

The Director asked if there was a waiting list for the program and a discussion followed on the possibility of moving the age groups – the fifth graders with the sixth and seventh, thus creating an opportunity to expand and include more children. Kelly and Lisa will call fifth grade parents for approval to make this change.

After School Conference –

Kelly and Lisa will be attending “Kid’s Count” at the Marriott in Providence. It is a conference on Before and After School programs.

Snakes Alive 5K Road Race – Sponsorship

Motion made by Newton Stevens and seconded by Judy

Lopez-Recinos to sponsor the 5K road race in the amount of \$500 for placement of the name on the back of the shirt. Motion carried 5-0. Additionally the staff will be providing an activity for the children.

Victorian Holiday –

Participation is recommended for the Holiday season, however it is noted that the program activity to be closer to Santa. The Director will contact Joyce Rowley with this information.

Financials –

The latest financials were shared with the Board.

Next Meeting: Tuesday, September 4, 6:30pm, Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Meeting adjourned: Motion to adjourn at 8:15pm by Judy Lopez Recinos. Seconded by Newton Stevens – motion carried 5-0.