

Burrillville Extended Care (BEC)

Board of Directors

Minutes

March 7, 2011

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Dr. David Van Dyke at 6:35 p.m.

Members Present-Dr. David Van Dyke, Juliette Lopez-Recinos, Christine Hammond and Newt Stevens

Members Absent-None

Members Excused-None

Others Present: BEC Program Director Lisa Nault; BEC Program Director Kelly Cournoyer; Parks & Recreation Director, Cheri Hall; and Town Council Liaison Steve Rawson.

Minutes of the December 6, 2010 regular meetings to be accepted:

Motion to accept by Juliette Lopez-Recinos. Second by Christine Hammond. Motion carried 3-0.

Welcome:

Dr. David Van Dyke thanked the board members for coming.

Correspondence:

The Director received an e-mail from Richelle Wheeler apologizing for not being able to attend the meetings, Richelle gave her resignation from the Burrillville Extended Care Board of Directors. The application from Burrillville Extended Care Callahan parent Jen Briere to become a Burrillville Extended Care board member is currently on the Town Council agenda.

Good and Welfare:

The BEC Program Directors reported nothing new to report at this time.

Director Cheri Hall made note that she has been elected to the Rhode Island Recreation and Parks Association Hall of Fame. The awards dinner will take place on March 18, 2011 as part of R.I.R.P.A. annual conference which includes informative workshops. The Director, Program Directors and the Burrillville Parks & Recreation Administrative Aide and Town Manager will be in attendance. The BEC Board offered their congratulations.

Old Business:

1. Program Updates-Vacation Week

Lisa Nault reported that April vacation plans are not available at this time. During the recent February vacation visits to movies and Mystic Aquarium took place with approximately 50 children per day in attendance.

2. Financials/2011-2012 Budget–

The Director shared the BEC operating budget request presented to the Budget Board. The annual wages and benefits line item have increased to \$375,000 of the \$475,000 total budget. The Budget Board was made aware that this request did not include \$30,000 for salaries for Parks and Recreation employee salaries since the program is not able to sustain this funding at this time. The prior funding for the Parks and Recreation salaries was not taken from the operating budget. This funding was taken from the BEC investment account. If this funding was ongoing it would deplete the investment account.

A review of the operating budget took place line by line per the request of the Dr. Van Dyke. The seasonal help has been adjusted to higher accurate funding. An explanation from the Town Manager regarding depreciation, auditing services, liability insurance, and Parks & Recreation part-time administrative aide funding amounts has been requested. The BEC program will be cutting back on busing costs by limiting the visits to the Spring Lake Beach Facility this summer.

Motion to accept proposed \$475,000 operating budget made by Juliette Lopez-Recinos. Second by Christine Hammond. Motion carried 3-0.

Newt Stevens arrived at the meeting.

3. Parent and Employee Handbook Changes-

The Director reviewed the updates to the Parent and Employee Handbook previously discussed with the board. A new Drug Policy and Bullying Policy have been added. Copies of the revised Parent and Employee Handbook have been given to the Town Manager and recorded with the Town Clerk's office.

New Business:

1. Easter Egg Hunt

Flyers were shared with the board regarding the annual Easter Egg Hunt scheduled for April 16, 2011 sponsored by the Burrillville Extended Care division of the Parks & Recreation Department.

2. Summer Programming

Nothing new to report at this time.

The Director advised the Board of the upcoming Earth Day event scheduled for April 23, 2011.

3. Election of Officers

The Director requested that the Board's Secretary be responsible for the recorder and keeping notes at the meetings. Dr. Van Dyke relinquished the Chair position.

Dr. Van Dyke nominated Juliette Lopez-Recinos to Chair Second by

Newt Stevens. Carried 4-0.

Juliette Lopez-Recinos nominated Newt Stevens to Vice Chair. Second by Dr. Van Dyke. Carried 4-0.

Juliette Lopez-Recinos nominated Christine Hammond to Secretary. Second by Dr. Van Dyke. Carried 4-0.

Secretary Christine Hammond made a request to nominate the slate of officers as presented. Motion made by Newt Stevens. Seconded by Juliette Lopez-Recinos. Motion carried 4-0.

Director Cheri Hall suggested that during the budget process the Board of Directors meeting every other month versus quarterly. According to the ordinance meetings are required to take place at least quarterly.

Meeting adjourned: Motion to adjourn at 7:15 p.m. by Juliette Lopez-Recinos. Seconded by Christine Hammond. Motion carried 4-0.

Next Meeting: Monday, May 2, 2011, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway, Administrative Aide

Burrillville Parks & Recreation Department