



MEETING MINUTES
HAYDEN RECREATION BOARD MEETING
TUESDAY, NOVEMBER 14, 2017
6:00 P.M.
HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE

1) CALL TO ORDER & ROLL CALL

A. Meeting was called to order at 6:05pm by Board Chair Frank Case.

B. In Attendance:

- Board Members: Alicia Doolin; Connie Johnson; Zack Johnson; Frank Case; Roger Muhme; Heidi Mendisco; Cassie Turnipseed; Tim Redmond
- Guests: Mark Lehman (Yampa River State Park)

2) CONSIDERATION OF MINUTES

A. Recreation Board Meeting Minutes from October 11, 2017 were motioned for approval by Heidi Mendisco; Cassie Turnipseed seconded, all were in favor and minutes were unanimously approved.

3) CORRESPONDENCE

A. No correspondence presented

4) GUESTS/PUBLIC COMMENT

A. Wendy Lind – Ice Rink- TABLED to December 6, 2017 meeting

B. Mark Lehmann from Yampa River State Park reported on the Halloween Hike and Treat.

- 279 total people clicking – good turnout.
- Handed out 60-75 # of candy. Sent remainder to operation gratitude (troops overseas).
- Roger, Tammie and Kimmi made cookies.
- Approximately 80 hours total of volunteer service for that particular day.
- Received \$190 in gift cards & donations.
- Really appreciate the help. Lots of suggestions from participants (costume contest etc). Lunch/Fundraiser/Canned Good drive possibilities? Went through almost all of the baked goods and candy. Friends and Family of Rec Department/High School volunteers great. Handed out a report for Hike or Treat Summary with above info.

5) FINANCIAL REPORT

A. Tammie presented the Year to Date (YTD) Statement for Recreation Revenues and Expenses. This report follows format and presentation as given to Town Council.

B. Tammie asked Board what information is important/critical to them for financial reporting

- a. Comments that the summarized statements are good, yet the detail on programs and events is important (e.g. Hayden Harvest Festival 2015-2016 comparisons)
- b. 2-3 years comparisons are helpful with event details for revenues and costs

Upcoming Hayden Recreation Board Meeting: WEDNESDAY, DECEMBER 6, 2017 at 6:00pm at the Hayden Town Hall.

NOTICE: Agenda is subject to change. If you require special assistance in order to attend any of the Town of Hayden's public meetings or events, please notify us at (970) 734-4168 at least 48 hours in advance of the scheduled event so the necessary arrangements can be made. Hayden Recreation Board Meetings are normally held the 2nd Wednesday of the month at 6:00 pm at the Hayden Town Hall (unless specified otherwise). Public input is encouraged and welcome! Agenda Items are due to the Recreation Coordinator seven days prior to the meeting date.

- c. ***Tammie will be querying other recreation departments for what registration/participation/accounting software programs they utilize.*** With premise of the need to monitor so progress can be measured, would help to have program that utilizes a master database to keep track of volunteer hours, participants, registration fees, donations and more that would also interface with Casselle, the Town accounting program.

6) OLD BUSINESS

- A. **Harvest Festival Thank You Cards** were passed around for signatures to send to volunteers, donors and vendors.
- B. Harvest Festival Debrief:**
- Frank updated that it worked out amazing with weather change. 24 pumpkins left over – took some to each church, the Haven and State Park. Thanks for all the help.
 - 183 pumpkins sold at \$5; 28 at \$8; \$157 in DCP Playground donations. Sponsors – Curbside; case; Trapper \$620. 60# of canned goods for Lift-Up.
 - Toys are a great addition
 - What else? Quarters in the corn bin great – hide nickels/pennies in the bales? Petting Zoo.
 - NEXT YEAR: Need to set up an area for family photos/booth – with Hayden Harvest Festival 2018. Cut-out face boards etc are also fun.
- C. Toddler Open Gym**
- Great turnout past two weeks. Some interest from parents wanting to extend over holiday period and to add a second weekday (possibly Tuesdays or Wednesdays); 12 participants on Friday, November 3rd; 23 participants on November 10th
 - Discussion - Moving to 2 days can dilute the groups, keep to one. If Exhibit Hall allows and time of staff and/or volunteers permits, the Board is willing to extend program through the Holiday period. With availability of staff and several Board members, will not extend complimentary attendance in exchange for parent assistance.
 - **Tammie will look at extending Toddler Open Gym into the holiday period & coordinate with Exhibit Hall schedule**
- D. PeeWee Wrestling Open Gym**
- First session is Thursday, November 16, 2017 from 6-7:30pm. Open Gym 'Play' format with no formal coaching, rather an opportunity for kids to have fun and informally practice some moves.
 - **Frank Case; Zack Johnson and Roger Muhme will assist.** Frank will attend this Thursday – not a drop and go.
 - Alicia suggested reaching out to High School wrestlers for assistance – **Zack and Frank will talk with Chad about high school wrestlers assisting.**
- E. PeeWee Wrestling Committee Appointments**
- Pee Wee Wrestling Committee responsibilities include Coordination Meeting, sign up to be a coach, show up at every tournament, every practice.

PWW Committee Members

- Chad Jones;
- Danielle Campbell;
- Frank Case;
- Monica Case;
- Zack Johnson
- Roger Muhme
- Nancy Muhme;
- Nick Planansky;
- Craig Preston
- Mandy Preston;

Alicia Doolin motioned to approve the Committee slate as presented; Heidi Mendisco seconded; all were in favor, none opposed; Committee was approved as presented.

F. Adult Open Gym

- Cassie Turnipseed has been working with the schools to schedule the Hayden Valley Elementary Gym for Adult Open Gym, hosting volleyball and basketball at elementary school. There is no rental fee for Hayden Valley Elementary – need to sign a damage waiver. Will enforce cleaning - Bring gym shoes – wet rag to clean shoes upon entry
- Tentative schedule is Volleyball on Tuesdays, Basketball on Thursdays 7-9pm; January through April/May, can extend to August if warranted. Will try to do every other Sunday 2-4pm and gauge interest on best days/times.
- March 22nd HS Gym opens up
- Softball planning May-September – Tuesdays 7-9:30pm (Needs from Recreation Department include balls and chalk on the field – Tuesdays 7-9:30pm). Cassie also priced out baseball bats/mask and gloves. Ideally all games at Dry Creek Park – first do a sign-up for interest

G. Scholarship Opportunities

- Heidi Mendisco put together a scholarship form updating from past – consistency on income from Lift-up qualifications. Based on program or income. When program has a cost, possibly reach out to Lions Club for assistance with helping subsidize those costs.

H. Christmas Tree Auction Update

- Cassie Turnipseed is planning on making a swag and a wreath – Cassie has outlined sketches. Cowboy theme last year was big. ***Tammie will bring in horseshoes for Cassie and submit entries of Swag & Wreath to Tree Festival.***

I. Playground Public Process Update

- Tammie spoke with Madison Brannigan at GoCo regarding 2018 Grant preparation. She gave us samples of successful applications. At this time her recommendation is to focus on public process with 3-5 opportunities for community input and guidance on playground design and what the community wants. Last week's "Placemaking" process was a great first public process opportunity and Dry Creek Park emerged as a priority (official results in February 2018). This weekend's (11/18) Turkey Trot at Dry Creek is another opportunity as well as upcoming Holiday Stroll. ***Tammie will prepare info and attend Turkey Trot and Holiday Stroll for collecting additional community feedback for playground concept structures along with additional 'ideas' (e.g. splash pad; ninja course; etc.).***

- Tammie has completed a DRAFT RFP for Design and Build that will incorporate the findings from the first three public input sessions. Will first review with Mat then gather sub-committee on how best to proceed.
- The example of the Nucla splashpad was brought up and the importance of reaching out to other organizations and communities for how they completed their playgrounds

7. NEW BUSINESS

A. Placemaking Process (Nov 8) Update

- Excellent program last Wednesday, November 8th with DOLA and Community Builders looking at the Challenges, Assets and Strategies for enabling Gathering Places in Hayden. Dry Creek Park emerged as a priority with the Playground and Amphitheater as aspects to work towards. Final report will be forthcoming in February which allows us ample time to incorporate into GoCo grant.
- Zack Johnson added how wayfinding was discussed and the ability to easily find Dry Creek Park and the ballfields from Highway 40.
- The amphitheater aspect would enable movies for kids in summer, bands and more.

B. 2018 Board Term Expirations/2018 Renewals

- Cassie Turnipseed; Roger Muhme; Frank Case are all willing to renew for another 3 year term. All submitted letters of intent as required in by-laws. Formal approval and selection of officers will be at December meeting.
- Alicia Doolin moved to approve the renewals of Cassie Turnipseep; Roger Muhme and Frank Case for three years. Roger Muhme seconded. All were in favor and Board Renewals accepted.

C. 2018 Board Meeting Dates

- Meeting Dates for 2018 are proposed for the second Wednesdays of each month with some exceptions*:
 - January 10
 - February 7*
 - March 14
 - April 11
 - May 9
 - June 13
 - July 11
 - August 8*
 - September 12
 - October 10
 - November 14
 - December 5*
- Next meeting will be on Wednesday, December 6, 2017. *Due to holidays February meeting will be on the 7th and December on the 5th. An August meeting will be added on the 8th. Next meeting is December 6, 2017.
- Alicia Doolin motioned to approve the 2018 meeting dates; Roger Muhme seconded, all were in favor and dates were unanimously approved.
- ***Tammie will share both Google and Outlook calendars with Board Member dates and events for 2018***

D. 2018 Board Annual Calendar

- The Annual Events calendar was distributed. Dates/Times on the calendar for Open Gym were tabled to December meeting. Comments for additions were discussed:
 JANUARY – Need to add PWW Committee Meeting first week of January; Toddler Open Gym wording needs consistency
 - FEBRUARY - SCHEDULE 2/24 & Tiger Cub Camp
 - It's Summer Somewhere February Cornhole Tournament (Saturday, February 24, 2018)
 - MARCH – ADD CUTOFF for PWW Open Gym before Tiger Cub Camp starts (week of Thursday 2/22)
 - APRIL – PWW 6-7:30 – leave Arbor Day
 - Easter Egg Hunt (Sunday, April 1, 2018)
 - PeeWee Wrestling Hayden Tournament (Saturday, April 21, 2018)
 - Arbor Day Celebration – USFS and TOH Parks plant trees at DCP (Friday, April 27, 2018)
 - MAY –
 - Cog Run (Saturday, May 5, 2018)
 - Hayden Clean Up Day (Saturday, May 12, 2018)
 - JUNE - Cornhole Tournament (with Huck Finn Day)
 - Huck Finn Day (Saturday, June 2, 2018)
 - JULY – Hayden Daze and Cornhole tournament
 - Hayden Daze (Friday & Saturday, July 13-14, 2018)
 - Hayden Disc Golf Tournament (Saturday, July 14, 2018)
 - AUGUST – Cornhole tournament at Fair
 - SEPTEMBER – Basketball Clinic, Tea & crumpets at Hayden
 - OCTOBER – B/B Youth League
 - Harvest Festival (Saturday, October 13, 2018)
 - NOVEMBER -
 - Hayden Tree Lighting (Saturday, November 24, 2018)
 - DECEMBER – omit 2nd Sunday listed
- Alicia Doolin motioned to approve calendar of events as amended and subject to change, Connie Johnson seconded; all were in favor and calendar was unanimously approved.

E. 2018 Goal Setting and Prioritization **Update from 2017*

- Frank Case encouraged the Board to continue with what we have before taking on more in 2018
 1. Keep #1 seniors and including all ages for activities
 2. Keep commercial kitchen a priority
 3. Alicia Doolin commented while developing public input can we tie in a&b together (DCP playground and fitness trail) and incorporate into GoCo grant
 4. Dog Park – schedule a Sunday afternoon for Rec Board to finish in April.
- Heidi Mendisco motioned to approve 2018 Goals as Final Completion of Dry Creek Park kitchen; Playground and Fitness Trail with lighting and Dog Park, Alicia Doolin seconded, all were in favor and unanimously approved.

9. STAFF AND MEMBER REPORTS**A. Recreation Coordinator**

- Tammie asked for Board input on meeting food – suggestions to order light finger for meetings (e.g. pizza; chips & salsa; cheese & meat trays etc)

- Tammie will do at least one report a month prior to Board meeting with Coordinator Update of what's going on
- Action item reminders will be sent out in advance of Board meetings
- Looking at ways to track community involvement and participation
- Cassie suggested a volunteer celebration with food to bring in various volunteers from events, such as a volunteer appreciation day and look at how to partner on a volunteer level with other entities (e.g. Hike or Treat with many organizations helping). Suggestion to mix up meetings for locations and such.

B. Recreation Board Member Reports

- Roger Muhme commented that Coke wants to start selling products rather than donating products – place a value on pricing Coke products (e.g. they sell to us for \$1 we sell it for \$2). New manager at Coke.
- ***Tammie will compile a charitable donation for Coke for review of 2017 donations and send a thank you letter and acknowledgement of donations.***

10. ADJOURNMENT

Frank adjourned the meeting at 8:32pm

TO DO's:

- ZACK and FRANK will talk with Chad about high school wrestlers assisting at Open Gym.
- FRANK, ZACK and ROGER will assist with PWW Open Gym
- CASSIE will create centerpiece and wreath – other Board members encouraged to assist
- FRANK and TAMMIE will compile Tree City information and submit for renewal of certification
- TAMMIE will look at extending Toddler Open Gym into the holiday period/coordinate Exhibit Hall
- TAMMIE will bring in horseshoes for Cassie and submit entries of Swag & Wreath to Tree Festival.
- TAMMIE will query other recreation departments for what registration/participation/accounting software programs they utilize
- TAMMIE will prepare info and attend Turkey Trot and Holiday Stroll for collecting additional community feedback for playground concept structures along with additional 'ideas' (e.g. splash pad; ninja course; etc.).
- TAMMIE will share both Google and Outlook calendars with Board Member dates and events for 2018
- TAMMIE will compile a charitable donation list from 2017 for Coke products