

examine the proper process. Amy Smith summarized that if a complaint comes in to the Commission on a volunteer coach, the Director will write a letter to the organization, the board of the organization makes a decision, and the Commission can approve the decision or mandate a different course of action. Kevin Stetser stated that the liaison to the youth group needs to be aware of all such issues and make sure the group acts as needed. Toni Rispoli stated that we should send a letter to the YO board to make sure they are aware of an incident at their banquet in which a table was flipped over and ask them for information on how they plan to address the issue. Kevin Stetser stated that in the past YO has not respected or followed the decisions made by the Commission, and that there is still a culture amongst some in the organization that gives the Township a black eye.

B. AED's in Parks

Rick Audet informed the Commission that the Township does not plan on purchasing AED's for the organizations, that such equipment should be provided by the organization as they handle all necessary purchases of equipment for their operations. The sponsored youth groups should be encouraged to purchase one and have it ready for use at their events and activities. The youth groups are strongly encourage to provide training for their volunteers on use of an AED and document such training. The Commission discussed that additional signage may be necessary in the vicinity of our buildings and programs advising that AEDs are available only when youth group activities are being held. The Parks and Recreation Department can purchase cases for the AED to be installed in their buildings to hold the AED as it did for YO last year.

C. Recreation Commission Bylaws

Toni Rispoli summarized the topic of the Commission having a secretary in its bylaws and the reason it had been added to our bylaws in the past. The Commission may wish to remove the position of secretary from its bylaws since Parks and Recreation staff are truly the ones who handle the tasks of Secretary as noted in our bylaws and that we should not have a Commissioner trying to take minutes while also closely paying attention to discussions and then possibly voting on various matters. Amy Smith added that it is difficult to do the minutes and still pay close attention as needed on the issues being discussed. Rick Audet advised that we can think about it for now and wait until our regular meeting in March to vote on possibly removing the position of secretary from our bylaws.

D. EHT YO Golf Cart

Toni Rispoli had informed the Commission that Rick Audet received a complaint from EHT Baseball on the fact that they had to purchase a shed and be compliant with all related codes in charging golf carts and store their golf carts in the new shed. However soon after they did that, YO moved their cart into the fieldhouse building and is now charging their golf cart in there. The Commission discussed in inherent unfairness of this for the Baseball group and that YO will have to make the same plans for the charging of their golf cart and be in compliance. The Commission will inform YO of this through their liaison.

E. Sponsored Youth Group Financials

The Commission discussed the topic of reporting of financials of our sponsored youth groups to the Recreation Commission. We need to make sure all sponsored youth groups are open and transparent in their reporting of financials not just to the Commission but within their own organization and to the parents in their organization. The Commission will continue to require of all sponsored youth groups that they publish a treasurer's report in all monthly minutes consisting of a beginning balance, summary of expenses, and an ending balance. Youth groups must also present their bank statements to the Commission monthly.

The sponsored youth groups are also required to submit a final annual financial report within 90 days of the close of their season. If a youth group does not report on their annual financials within that 90 day window,

use of facilities will be rescinded. The annual report is specified in our policy and procedures manual and has not changed. Additionally, all sponsored youth groups should adhere to the following in the course of the financial operations:

- Should not reimburse people or pay officials with cash. Checks only.
- No use of ATM within organization except for an absolute emergency and subsequent documentation and receipts.
- Keep all receipts.
- All deposits must be made within 48 hours of receiving any money.

F. Spouses on Same Board

The Commission discussed the topic of spouses serving on the same board and that it is generally not a best practice. Bill Warrell stated that at times it can be that the spouses were the only ones to step up and serve and that there have been no issues in the past for the most part with this practice. Toni Rispoli stated that spouses together on the executive committee can be problematic. The Commission decided that spouses should not serve together on the executive committee of any sponsored youth group. The Commission will codify this into policy and inform the youth groups and give them the necessary time to comply with this regulation.

G. Alcohol

The Commission reiterated its stance that all Beef and Beers should be named Beef & Beverages moving forward. No child will be permitted to attend any fundraiser where alcohol is present. The Commission is mandating that all end of year banquets will have zero alcohol at the event. The Commission is fully committed to removing alcohol from any sponsored youth group function and to break all past practices where this was once accepted. Rick Audet reminded the Commission that we adopted the National Alliance for Youth Sports' National Standards for Youth Sports document in our policy and procedure manual, and that this document bars the presence of alcohol at any youth sports event.

VII. **New Business**

Discussion and planning of February 28 Regular meeting.

Topics were discussed under closed session portion of meeting. The Commission discussed the goal of the next regular meeting of the Recreation Commission which is to be able to effectively communicate our stance and policies discussed tonight to our sponsored youth groups.

Toni Rispoli stated that we do have a vacancy on the Recreation Commission upon the resignation of Justin Riggs at last month's meeting and that if any Commissioners have any recommendations for a possible new Commissioner, that you encourage that person to write a letter to our Mayor stating their interest.

Toni Rispoli discussed that she has reached out to the Superintendent's office to try and set up a meeting regarding school use fees that Parks and Recreation and Travel Basketball face for use of the schools. It was discussed that based on what travel basketball has reported in their accounts and the January and February invoices for use of gyms that are forthcoming, the school use fees essentially wipe out all the funds that Travel Basketball has and leaved them with no money in their accounts upon the conclusion of their season. Toni is trying to have a meeting with Kim Gruccio to discuss our dilemma with these fees.

Minutes as heard by Rick Audet, Parks and Recreation Director.

VIII. Public Comment

None

IX. Adjournment

Motion	To adjourn meeting of Recreation Commission. Motion made by Paul Weldon Seconded by Christine Gras
Vote	Motion carried 8-0. Meeting adjourned at 8:03 p.m.

Toni Rispoli, Chairperson

Rick Audet, Parks and Recreation Director

These minutes were approved at the February 28, 2018

Recreation Commission Meeting
