

Egg Harbor Township Board of Recreation Commissioners Meeting
Egg Harbor Township, NJ

SPECIAL MEETING - MINUTES
Wednesday, August 29, 2018 8:00pm

I. Call to Order

The meeting was called to order to Chairperson Rispoli at 8:06 p.m.

II. Pledge of Allegiance

III. Opening Statement Pursuant to the Open Public Meetings Act

IV. Roll Call:	Toni Rispoli, Chair – Present	Kevin Stetser – Present
	William Warrell, Vice Chair – Excused	Amy Smith – Present
	Charles Gallagher - Present	Paul Trinkle - Present
	Paul Weldon - Present	Christine Gras (Alt. 1) – Present
		Jonathan Parker (Alt. 2) – Excused

V. Public Comment

None

VI. New Business

Meeting with EHT Youth Organization on Response to 2017 Audit Report

Toni Rispoli thanked the YO Board for attending and explained the purpose of the meeting. Amy Smith summarized the findings of the finance subcommittee as well as explained the process and purpose as to why the Recreation Commission helps examine the financial statements and procedures of the sponsored youth groups. The YO had performed its 2017 Audit report in accordance with procedures. The auditor found a number of missing items during the audit and summarized such finding for the YO Board. The YO board prepared an audit response memo detailing the items summarized and answers to each question. It was noted by the Recreation Commission subcommittee that two expenses had not been sufficiently explained by the response letter or reimbursed to YO at the time of the response letter. It appeared as though an Uber ride and Playstation gaming was purchased with YO debit card by the Booster Club coordinator and not reimbursed at the time the response letter was written.

Monica Brunetti, 75 Marsh Road, EHT Youth Organization Treasurer, explained that the expenses in question total \$31.00. The person responsible for the charges fixed the problem and reimbursed the organization as soon as they became aware of it. Ms. Brunetti explained that she is an accountant and has experience in audits and related financial matters. At the time of the monthly review of all expenses, based on the volume of expenses for the entire organization and their three accounts, she generally scans all expenses and had not noted them at the time.

Toni Rispoli stated that there was a recent incidence in the Township of an EHT resident stealing funds from a school parents club. Ms. Rispoli explained that we do not want to see anything such as that in our

sponsored youth groups and that is why we expect the policies and standards be followed and why the Commission helps to review financials.

The Commission asked the YO Board who has debit cards in their organization. It was stated that Bayta Dickens (Stand), Nikki Fox (Booster), and Monica Brunetti (Treasurer) have debit cards. Ms. Dickens explained how she operates the stand, orders supplies and uses the debit card. Nikki Fox explained the same for the Booster Club account.

Toni Rispoli stated that YO has lost cash and misappropriated funds in the past and we are trying to prevent any further issues. Ms Dickens stated that the bag of cash that went missing at a banquet was from a 50/50 raffle done on site.

It was confirmed by Ms. Dickens and Ms. Brunetti that two people count the snack stand money together every night, sign off on a form that summarizes each night. The Treasurer then compares each future deposit matches the nightly counts.

The Recreation Commission advised that all groups should have one debit card. Additionally, a debit card should only be used in emergencies. Ms. Brunetti advised that she can't make all of the purchases personally for both the stand and booster club it would be too much on any one person. Ms. Brunetti explained IRS regulations that pertain to non-profits and the use of cards. Further, Ms. Brunetti has filed a 990 form for the past seasons to attempt to have the 501(c)(3) status of Youth Organization reinstated. Their status had been revoked by the IRS. She is doing a form and working to be reinstated as a 501(c)(3).

Ms. Fox, 411 Glenn Avenue, explained that the Uber purchase was made from her PayPal account and the wrong card on her PayPal account was used. Kevin Stetser stated that YO should set up a Youth Organization only account with PayPal to avoid future issues.

Ms. Rispoli informed everyone that the State Police Prosecutor's office had performed an investigation in Youth Organization in 2017 and included multiple people in the organization. She continued that we are trying to keep everyone out of trouble and not be put into a compromising position. Ms. Rispoli further stated that the snack stand is the easiest place for monies to be misappropriated.

Toni Rispoli then asked the cheer coordinators who were in attendance why a person in the organization was being charged \$350 for a missing uniform. Denise Savastano, 311 Gravel Bend Road, explained what happened in the particular matter and the costs of uniforms when it includes embroidery. Additionally, YO lists this amount as the charge for replacement on every registration form. Toni Rispoli asked why cheerleading costs so much more than football. The costs of cheerleading and the choreography camp and competition fees were discussed. The cheer coordinators contend that their cheer program is less expensive than many other cheer programs. Jen Shaw, 39 Weeping Willow, further explained cheer fees compared to football fees. Ms. Shaw encourages people in the organization to hand down equipment such as cheer shoes and crop tops to younger cheerleaders.

Toni Rispoli discussed the upcoming EHT Pride Event to be hosted by the school district. She encouraged YO to fully participate in the event. Rick Audet stated that we are also trying to coordinate a YO activity to be hosted at the EHT High School stadium field before the end of the season. He would follow up with Tony Savastano on that opportunity.

Jen Shaw asked about Elite football program's use of the school fields. She asked the Commission if they pay for the use of the fields. She is concerned with the fees being charged to YO cheerleading for the cheer program to use the school and how they compare to what Elite football is charged. The Commission informed her that she would have to ask the School District business administrator or Board of Ed that question.

Motion	For the Recreation Commission to go into closed executive session. Motion made by Paul Weldon Seconded by Paul Trinkle
Vote	7-0

VII. Closed Session

Authorizing the Recreation Commission to convene into a Closed Executive Session to discuss matters which may involve personnel and/or legal matters.

Toni Rispoli discussed the recent park use request made by Prestige Soccer Training. She informed the Commission of the details of the park use and the information she obtained from the owner of the company. Our field use fees were presented to the owner, he wrote back to us that they were too high for him. The Commission discussed our field use fees, and agreed to examine them further to make sure they were fair for all applicants, especially those that apply for multiple weeks or uses. No action was taken on field use fees.

Motion	For the Recreation Commission to end closed executive session. Motion made by Amy Smith Seconded by Christine Gras
Vote	7-0

VIII. Public Comment

None

IX. Adjournment

Motion	To adjourn meeting of Recreation Commission. Motion made by Kevin Stetser. Seconded by Christine Gras.
Vote	Motion carried 7-0. Meeting adjourned at 9:50 p.m.

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

Toni Rispoli, Chairperson

Rick Audet, Director of Parks and Recreation

These minutes were approved at the September 12, 2018

Recreation Commission Meeting
