

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION
ADVISORY BOARD
September 19, 2011

Present: Melissa Cannon, Melinda Bookwalter, Faye Little, Penny Usilton, and Myra Butler.

Absent: Bryan Williams, Ron Jordan, Joyce Moody, Laura Karns, and Commissioner William Pickrum.

I. CALL TO ORDER AND ACTION ON MINUTES

The meeting was called to order at 7:10 p.m. Minutes of the June and August meetings were not approved, as a majority of the Board members were not present to vote.

II. OLD BUSINESS

A. Merger

- i.** On September 6, the County Commissioners passed Code Home Rule (CHR) 4-2011, dissolving the Community Center Authority and bringing it under the authority of the Parks and Recreation Advisory Board (PRAB). Board Members were provided copies of the legislation, which will be effective October 21. Ms. Butler highlighted the following items related to the legislation:
 - a.** The PRAB will remain as 11 members, as the Commissioners wished to keep the Board small.
 - b.** Ms. Bookwalter questioned whether or not two student members are necessary, given the limited number of memberships available on the Board and the potential inability of students to attend monthly meetings due to conflicts with their other personal and/or scholastic commitments. Ms. Butler plans to look into whether or not the number of student memberships on the Board can be revised to one student member in the new by-laws. A recommendation will be submitted to the Commissioners this week for approval of one of the two student vacancies.
 - c.** CHR 4-2011 requires that the Director of Public Works, or the Director's designee, sit on the Advisory Board.
 - d.** CHR 4-2011 also increases the terms of the Chair and Vice-Chair from one year to two years. If there are no objections, the current Vice-Chair and Chair, who were appointed in January 2011, will remain in their positions for another year.

III. NEW BUSINESS

A. Board Member Commitment

- i.** Given the important tasks ahead of the Advisory Board (i.e. development of by-laws, development of a Comprehensive Strategic Plan, and establishment of Advisory Board sub-committees), and the need for greater member participation in the coming months, Ms. Butler plans to contact those members who have been inactive on the Board individually to determine if they are interested in continuing service on the Advisory Board. Personal commitments may be hindering the abilities of these members to actively participate. Additionally, members of the now dissolved Community Center Authority may be interested in continuing their service by becoming a member of the Advisory Board.

- ii. Ms. Butler questioned whether any of the members in attendance may need to reconsider their commitment to the Board. Ms. Cannon responded that she will likely resign from the Board at the end of this year due to increased personal commitments. However, Ms. Cannon expressed interest in potentially returning to the Board in the future if vacancies are available. The remaining board members in attendance did not feel the need to reconsider their commitments at this time.

B. Board Member Call to Action

i. Future of the Advisory Board

a. By-laws

- Ms. Butler informed that she and Denisha Brown, Office Manager, have been gathering By-laws for Parks and Recreation Boards in the surrounding counties to assist in establishing Kent County Parks and Recreation Advisory Board by-laws.
- Ms. Butler hopes to have a draft of the proposed by-laws, to include a list of proposed subcommittees with their functions, prepared for the Board's review during the October meeting.

b. Meeting Schedule

- Ms. Butler feels that meetings should be carried out monthly for the remainder of 2011; however, beginning in January 2012, Ms. Butler suggested that meetings be held in January, March, May, July, September, and November. The Board members in attendance agreed with this suggestion.
- The Board members in attendance agreed with the monthly meeting time being moved up to 5:30 p.m.
- Board members also agreed that they are satisfied with meetings continuing to be held on the third Monday of the month.

c. Sub-Committee Formation

- The new by-laws developed will establish Advisory Board sub-committees, including but not limited to a Program Development Committee, Park Development Committee, Budget Committee, Marketing and Publicity Committee, and potential ad-hoc committees for development of a Comprehensive Strategic Plan.
- Board members are encouraged to submit names and functions of sub-committees that may also be beneficial.
- Sub-Committees will likely meet during months that the full board is not meeting.
- Ms. Butler hopes that the Budget sub-committee, which may meet on a quarterly basis, will be at the table with full-time Parks and Recreation staff as budget numbers are established, or reviewing the budget projections established by the Department before they are submitted to the Commissioners.

d. Comprehensive Strategic Plan

- The proposed Parks and Recreation Comprehensive Strategic Plan will be a five year plan intended as a guide in the future growth of the Parks and Recreation Department.

- The plan will be revisited at the four year mark for potential revisions and additions.
 - Ms. Butler plans to gather Strategic Plans from other Parks and Recreation Departments to assist in the development of the KCPR Strategic Plan.
- e. Other
- In response to concerns raised by Ms. Bookwalter regarding student members being active on the Board, Ms. Butler suggested that the new by-laws require student members to submit a report for meetings in which they are unable to attend. The Board members agreed with this suggestion.
 - At the first meeting of 2012, it is planned for each Board Member to receive a PRAB binder, to include Board documents such as phone lists, rosters, policies, etc.

IV. Programming Update

- A. Scott D. Livie Memorial Blue Crab Grand Masters Lacrosse Tournament
- i. Seven teams competed in this year's tournament, which was held on September 17-18. Although there were no local teams, there were local players on the competing teams.
- B. 2011 Softball Tournament
- i. The 2011 Softball tournament was rescheduled from September 10-11 to September 17-18 due to the effects that recent weather conditions had on the ball fields.
 - ii. Rick Coffin, Program Coordinator, chose to utilize an alternate bracket format this year that would decrease the possibility for an emphasis on competition and allow lower seeded teams to win; however, the new bracket proved to be less than popular for the softball teams, despite the fact that teams were given an opportunity to review the new bracket format in advance. The bracket format was revised for the second day of the tournament.
 - iii. Ms. Butler plans to address complaints received during the tournaments regarding conditions at the park (i.e. bathrooms, field maintenance) at an upcoming meeting with the Public Works Department. Following this meeting, Ms. Butler is hopeful that the Parks Maintenance Division, which now falls under the Public Works Division, will return to giving priority to parks needs.
- C. Fit Club
- i. Beginning October 3, County Employee Gregg Bird, who recently underwent a weight loss/health transformation, will begin hosting a Fit Club at the Community Center. The Club will be free to the public and will be held on Mondays from 5:30 p.m. – 6:30 p.m.
 - ii. During the Fit Club, Mr. Bird will demonstrate P90X workouts, including toning and cardio.

V. REPORTS

Turner's Creek:	<i>Nothing to Report.</i>
Worton Park:	<i>Nothing to Report.</i>
Bayside/Ingleside:	<i>Nothing to Report.</i>
Betterton Beach:	<i>No Report.</i>

Millington Pool:	<i>Nothing to Report.</i>
Edesville Park:	<i>No Report.</i>
Toal Park:	<i>No Report.</i>
High School:	<i>No Report.</i>
County Commissioner:	<i>No Report.</i>
Board of Education:	<i>No Report.</i>

Ms. Bookwalter commented that the Parks and Recreation Fall 2011 Newsletter looks great, as well as the recent activities listing in the local newspaper. Ms. Bookwalter questioned why the bicycle trail associated with the Rails to Trails project will no longer extend to the Worton area. Although Ms. Butler was not part of the planning of this project, she informed that she will look into whether or not the trail will extend to the Worton area.

VI. ADJOURNMENT

At 8:00 pm, a motion was made by Ms. Usilton, seconded by Ms. Cannon, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha C. Brown, Office Manager