

Minutes of Meeting
Wheatland Recreation and Cultural Commission
January 26, 2015

Members present: Mark Turner, Scott Birnie, Cheryl Marginean, Edd Kuhn, and Kerry Hallock

Also present: Recreation Coordinator, Diane Jennings; Recreation Director, Donna Fitzgerald; and Councilwoman, Lisa Wasson

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:00 P.M.

Approval of Meeting Minutes:

Cheryl Marginean made a motion to approve the meeting minutes of November 24, 2014, seconded by Edd Kuhn, unanimously approved and motion carried.

Public before the Board:

No public before the board

Coordinator's Report presented by Diane Jennings:

Incoming vouchers:

Collamer Jones	\$945.00	Afterschool karate instruction
Scottsville Ice Arena	\$ 54.00	50/50 split for Learn to skate
Cyndi Temperato	\$ 70.00	Refund for cancelled art class
Jerry Erb	\$ 70.00	Refund for cancelled art class

Program	Start date	Participants
Group swim	2/2	14
Tiny Tots swim	2/2	3
Stroke Refinement	2/2	0
Lap swim	1/5	4
Parent/child	2/3	12
Family swim	2/3	2
Water Walking	2/3	3
Private Swim	2/4	13
Total body conditioning	1/19	5 (1 day) 3 (2day)
Gentle Yoga session 1	1/12	9
Vinyasa Yoga session 1	1/28	6
Adult Co-ed/Men's b-ball	1/28	3
Adult indoor soccer	1/27	0
Painting with Acrylics	1/20	2 (class cancelled)
Indoor soccer	1/27	9
After School Karate 2	12/9	14
After School Karate 3	3/24	0

Vinyasa Yoga session 2	3/18	1
Vinyasa Yoga session 3	5/6	1
Gentle Yoga session 2	3/16	3
Gently Yoga session 3	5/4	3

Diane updated the commission on the program status of the winter programs.

Program proposals for February break:

Cheryl Marginean made a motion to approve the Learn to Skate program proposal as written, seconded by Scott Birnie, unanimously approved and motion carried.

Edd Kuhn made a motion to approve the Youth Art class program proposal as written, seconded by Cheryl Marginean, unanimously approved and motion carried.

Old Business:

No old business.

New business:

Election of Vice Chairperson:

The commission nominated Edd Kuhn as Vice Chairperson. Cheryl Marginean made a motion to elect Edd Kuhn as Vice Chairperson for the Recreation and Cultural Commission for the year 2015, seconded by Scott Birnie, unanimously approved and motion carried.

Kerry Hallock arrives at 7:12 p.m.

Wheatland Recreation Financial Management:

Mark Turner presented a Financial Management presentation to the Commission members. Mark indicated that the main issue facing the recreation department is the lack of an overall financial management process. Highlights of the presentation included:

What Recreation needs to do:

1. Provide Town leadership with substantiated budgets, timely financial performance, tracking and forecasting.
2. Enable ability to identify potential financial issues and opportunities, then initiate appropriate and timely actions.
3. Facilitate utilization of quantitative analysis to formulate actions that are aligned with established annual plans and longer terms strategic objectives.
4. Elevate Commission focus from reviewing program minutia to higher level plans and execution, providing the Commission with time to work on more impactful, longer term, strategic activities.

Actions to move forward:

1. Establish a comprehensive, “closed-loop” financial management process with integrated, purposeful practices.
2. Establish process to develop an annual budget baseline using a “bottom-up” paradigm.
3. Develop improved tools and techniques to facilitate more efficient and effective Commission reviews.

Following the presentation, Mark showed Commission members the current excel workbook that Diane is currently working detailing how it will aid in aligning strategic objectives.

Quad Chart Report:

Mark Turner showed the commission the new quad chart that will now be used for Town Board reporting. Highlights for January are:

New adult art program successful

Other business:

The ad for new commission members has gone out. It was suggested to put the ad on the Town of Wheatland website and to include in the Wheatland Chili School district electronic newsletter.

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:33 P.M.

Next Regular Meeting

February 23, 2015

Meeting room B

7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
February 23, 2015

Members present: Mark Turner, Cheryl Marginean, Edd Kuhn, and Kerry Hallock

Also present: Recreation Coordinator Diane Jennings and Councilwoman Lisa Wasson

Absent: Scott Birnie and Recreation Director Donna Fitzgerald

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:03 P.M.

Approval of Meeting Minutes:

Edd Kuhn made a motion to approve the meeting minutes of January 26, 2015, seconded by Cheryl Marginean, unanimously approved and motion carried.

Public before the Board:

No public before the board

Coordinator's Report presented by Diane Jennings:

Incoming vouchers:

Kathy Merritt	Vinyasa Yoga	\$ 240.00
Lourdes Roa	Gentle Yoga	\$ 240.00
Christine Destounis	Water walking	\$ 90.00
Helen Bilak	Total Body Conditioning	\$ 350.00
Be-Mar Associates	Skate rentals	\$ 119.00

Winter Recess Report:

Learn to Skate	2/16 & 2/17	cancelled
Open Swim	2/17	40 participants
Candy Bar Bingo	2/18	cancelled
Youth Art Classes	2/18 & 2/20	cancelled
Roller Skating Party	2/19	28 participants
Johnson Park Winterfest	2/20	cancelled

Diane reported on the mixed success of winter recess. Despite the cold temperatures and programs being available every day during the recess only two programs were successful which happen to be the two least expensive programs indicating that price may have been a factor.

Program proposals for spring recess break:

Edd Kuhn made a motion to approve the Easter Party program proposal as written, seconded by Cheryl Marginean, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the Roller skating program proposal as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the Spring Recess fun day program proposal as written, seconded by Edd Kuhn, unanimously approved and motion carried.

Old Business:

Caledonia Recreation:

Councilwoman Wasson has previously been in contact with Ashley Cummings, the head of the Caledonia recreation commission with the anticipation of working towards some joint co-events. Councilwoman Wasson shared Ashley's contact information with Mark, Donna, and Diane. Mark suggested that Diane and Donna come up with some possible meeting dates to begin working on ideas. Diane reported that she and Donna have met previously and discussed some ideas and look forward to working with the Caledonia Recreation Commission.

New business:

New Members:

Councilwoman Wasson informed the commission that Councilwoman Spear and herself had conducted interviews on February 19, for new commission members. The interviewees were Lisa Bates and Vicki Cappotelli.

- Lisa has worked in the hospitality business and has established committees and events during that time.
- Vicki lives in Mumford and is a past town employee of the Wheatland Assets Initiative. She currently works in the Fairport school district and is familiar with recreation and assets.

The Wheatland Town board will be voting on Lisa and Vicki at the next Town Board meeting scheduled for March 5. Both Councilwoman Spear and Wasson will forward a motion for approval and feel that the two candidates have a lot to offer the Commission.

The commission looks forward to meeting and working with Lisa and Vicki.

Kerry Hallock arrives at 7:30 P.M.

Review updated By-laws:

Mark Turner asked the commission for a meeting date change for March. The by-laws will be voted on at this meeting and Mark will be out of town during the regular scheduled meeting. March's meeting will now be held on **Monday, March 16**. Diane will inform Donna Fitzgerald of this meeting change and will forward the meeting dates to Lisa Bates and Vicki Cappotelli.

Mark presented to the Commission the objectives for updating the by-laws from 2004.

- Align by-laws with current and planned commission responsibilities and operations
- Remove recreation department details, will be incorporated into a separate guidebook
- General document clarifications and cleanup

Mark will be emailing commission members a draft of the by-laws for review along with the current outdated By-laws of 2004. Mark briefly highlighted some of the changes that he is suggesting.

- Change the name back to “Wheatland Recreation Commission”
- Defining the Commission as an advisory and steering group that works with the recreation department
- Include the strategic framework, vision, and mission statement
- Core values
- Specific duties and responsibilities of the commission to include:
 - Review of these by-laws on an annual basis
 - Develop, review, and approve strategic objectives
 - Review and approve recreation program proposals
 - Review and approve recreation expense vouchers
 - Review and approve recreation advertising/promotion
 - Periodic review of recreation financial performance
 - Annual review of recreation assets
 - Development, review and approval of governance policies regarding the content and methods for advertising and promotions.
- Collaborative duties and responsibilities
- Commission membership to include:
 - Seven members with three year terms
 - Two officers: Chairperson, Vice-chairperson
 - Quorum of three (needs to include one officer)
 - Members encouraged to observe or participate in one or more recreation programs
- Operation

Mark has asked that Commission members review the by-laws for content, clarity, and details, indicating that questions and discussion can occur via e-mail prior to the March 16 meeting so final changes and approval can take place.

Financial Review:

Mark showed the Commission the financial investment trends and the projected total participants for 2015, understanding that when we get a year in with current figures the forecasts will be more predictable. Mark highlighted that last year recreation brought in over \$40,000 in revenue and currently for the year 2015 we have over \$7,000 in revenue.

Quad Chart report:

Programs-Key status and plans:

- Winter recess program results mixed
- Open swim, roller skating very good
- Winterfest, learn to skate cancelled
- Spring proposals review and approved
- Using financial management tools

Strategic Initiatives:

- Working forecasting model calibration
- Updates to By-laws being reviewed by Commission; finalize in March
- Next working on Recreation department guidebook

Other business:

Kerry asked about the possibility of online registration. It was discussed that there are software programs out that allow for online registration. Issues with the current website were discussed.

Adjournment:

There being no further business, Edd Kuhn made motion to adjourn the meeting at 8:08 P.M.

Next Regular Meeting

March 16, 2015
Meeting room B
7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
March 16, 2015

Members present: Mark Turner, Cheryl Marginean, Lisa Bates,
Vicki Cappotelli, Edd Kuhn, and Kerry Hallock

Absent: Scott Birnie and Recreation Director Donna Fitzgerald

Also present: Recreation Coordinator Diane Jennings and Councilwoman Lisa Wasson

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:00 P.M.
Commission members welcomed Lisa and Vicki to the Commission.

Approval of Meeting Minutes:

Edd Kuhn made a motion to approve the meeting minutes of February 23, 2015, seconded by Cheryl Marginean, unanimously approved and motion carried.

Public before the Commission:

No public before the board.

Recreation Department Report presented by Diane Jennings:

Incoming vouchers:

Chase Credit card	56.69	Oriental Trading for Easter Party
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Program updates:

Diane reported that this winter session had two snow days, a Monday and a Tuesday. The snow days affected the swim program, indoor soccer program as well as the gentle yoga session.

- Gentle yoga has extended each session by one week
- Swim programs will finish on Thursday, March 19 and Friday March 20 with an open swim
 - The pool cannot be used after March 20 for renovations

Recreation Financial Review:

Mark previously to the meeting updated the financial summary with the data input from Diane. Mark indicated that once a quarter has been completed the Commission will have a better view of the financial investment trends and the total program participation.

Old Business:

Recreation by-laws review and approval:

Bylaws were previously sent to Commission members for review. With only minor changes to the draft Cheryl Marginean made a motion to approve the by-laws, seconded by Edd Kuhn, unanimously approved and motion carried.

Lisa Wasson stated that the Wheatland Town Board will vote on the by-laws at the April 2,2015, Town Board meeting, including the name change from Wheatland Recreation and Cultural Commission to Wheatland Recreation Commission.

New business:

Recreation Department guide book:

A recreation department guidebook will ensure consistency and continuity of Department operation during normal execution and transitions. The guidebook will consist of:

- Purpose
- Departmental duties and responsibilities
- Organization
- Policies
- Operational Procedures
- Program planning

Kerry Hallock arrives at 7:35 p.m.

Promotions and advertising brainstorm:

The commission is going to focus on how to advertise, promote and what methods and techniques to use to market the services we offer.

- Logos, slogans and branding
- Delivery methods
- Promotion ideas

Quad chart report presented by Mark Turner:

- New, shorter sessions for yoga working well and has increased participation
- WCHS pool renovations will start on March 23
- Focusing on department guidebook procedures
- Completed Commission By-laws updates, review and approval
- Meeting with Caledonia Recreation to explore possible shared activities.

Other business:

No other business.

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:16 P.M.

Next Regular Meeting

April 27, 2015
Meeting room B
7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
April 27, 2015

Members present: Mark Turner, Cheryl Marginean, Lisa Bates,
Edd Kuhn, Kerry Hallock, and Scott Birnie

Absent: Vicki Cappelletti

Also present: Recreation Coordinator Diane Jennings, Recreation Director Donna
Fitzgerald and Councilwoman Lisa Wasson

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:00 P.M.

Approval of Meeting Minutes:

Cheryl Marginean made a motion to approve the meeting minutes of March 16, 2015, seconded by Edd Kuhn, abstained by Scott Birnie, approved and motion carried.

Public before the Commission:

No public before the board.

Recreation Department Report presented by Diane Jennings:

Incoming vouchers:

Chase charge-Walmart	\$112.68	Easter Party
Chase charge-Joann	13.13	Display case
Chase charge-Dollar General	23.10	Display case

Previously submitted vouchers:

Collamer-Jones	\$810.00	Karate instruction
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Lisa Wasson arrives at 7:03 P.M.

Johnson Park Proposal:

Cheryl Marginean made a motion to approve the Johnson Park proposal with a fee of \$150 per participant, seconded by Edd Kuhn, unanimously approved and motion carried.

Program Financial Plan	Expenses	Revenue	Program Net	Program Cost Ratio
Totals	\$19,218.55	\$17,050.00	(\$2,168.55)	113%

Before and After care Proposal:

Scott Birnie made a motion to approve the Before and After care proposal with a fee of \$50 for before care and \$80 for after care, seconded by Kerry Hallock, unanimously approved and motion carried.

Program Financial Plan	Expenses	Revenue	Program Net	Program Cost Ratio
Totals	\$2,683.66	\$2,600.00	(\$83.66)	103%

The Commission discussed ways to expand the marketing coverage to include Berkshire and Caledonia. Included in the discussions were survey monkey for responses to increasing the length of time for aftercare, creating a comment box, and starting recognition of counselors program.

New Recording Device:

Diane requested the purchase of a new recording device due to continual problems with the current recorder. Edd Kuhn made a motion to approve the purchase of a Phillips Voice Tracer DVT2700 Digital Voice recorder at a price of \$98.42, seconded by Scott Birnie, unanimously approved and motion carried.

Diane has also requested additional shelving in the storage area. She has reached out to other departments to see if anyone has any storage shelving not in use.

Recreation Financial Review:

Mark reported that the Winter Quarter was successful. The current status shows \$1800 ahead of the projected figures.

Old Business:

Finalize guidebook outline:

Mark reported that Diane had some additional ideas to include in the guidebook. Due to time restraint of the meeting, Diane and Mark will work on and update the guidebook outline. Mark stated he is looking for Commission members to volunteer to help write parts of the guidebook.

Lisa Wasson stated that the Wheatland Town Board will vote on the by-laws at the May 7, 2015, Town Board meeting, including the name change from Wheatland Recreation and Cultural Commission to Wheatland Recreation Commission.

New business:

Quad chart report presented by Mark Turner:

- ❖ Johnson Park: Promo display in Foyer
 - Continuing towards market based fees
 - Expand marketing
- ❖ Low Easter Party participation due to overlap with Spring Recess
- ❖ Working on Department Guidebook
- ❖ Financial model calibration continues
 - Winter participants 279 vs. 292 plan
 - Winter net projection of +\$1800
 - Reviewing 2015 expense projections
- ❖ Recreation Department Guidebook content
- ❖ Caledonia Rec meeting pending

Other business:

Action items:

- ❖ Kerry Hallock will get prices from the Post Office on pricing for mailings of fliers and postcards
- ❖ Diane Jennings will get prices from the Pennysaver for additional coverage of fliers, and cost of mailings
- ❖ Donna Fitzgerald and Diane Jennings will work on fliers
- ❖ Lisa Wasson will get a number of homes in Berkshire

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:45 P.M.

Next Regular Meeting

May 18, 2015
Meeting room B
7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
May 18, 2015

Members present: Cheryl Marginean, Lisa Bates, Vicki Cappotelli, Edd Kuhn, and Kerry Hallock

Absent: Mark Turner and Scott Birnie

Also present: Recreation Coordinator Diane Jennings, Recreation Director Donna Fitzgerald and Councilwoman Lisa Wasson

Call to Order, Roll Call:

Edd Kuhn called the meeting to order at 7:05 P.M.

Approval of Meeting Minutes:

Cheryl Marginean made a motion to approve the meeting minutes of April 27, 2015, seconded by Kerry Hallock, unanimously approved and motion carried.

Public before the Commission:

No public before the board.

Recreation Department Report presented by Diane Jennings:

Previously approved vouchers:

FM Office Products	\$102.90	recorder
Kathy Merritt	\$240.00	Session 2 Vinyasa yoga
Lourdes Roa	\$240.00	Session 2 Gentle Yoga

Safety Plan Approval:

Diane reported that the safety plan is the same as 2014 except for page 35, how will medications be administered was changed to self-administered, which was a recommendation by the health department. Cheryl Marginean made a motion to approve the 2015 Johnson Park Safety Plan, seconded by Lisa Bates, unanimously approved and motion carried.

Program proposals:

Diane reported that Lourdes Roa would like to take the summer off from yoga instruction and Kathy Merritt would like to do another introduction to yoga class like last year, a four week session. Kerry Hallock made a motion to approve the 4-week Vinyasa Yoga proposal, seconded by Cheryl Marginean, unanimously approved and motion carried.

Tennis lesson-Cheryl Marginean made a motion to approve introductory tennis lessons, seconded by Vicki Cappotelli, unanimously approved and motion carried.

Learn the Ukulele-Lisa Bates made a motion to approve Learn the Ukulele, seconded by Kerry Hallock, unanimously approved and motion carried.

Recreation Financial Review:

Tabled until the June meeting.

Old Business:*Recreation Department guide book volunteer assignments:*

Previous to the meeting, Mark Turner had asked that we ask the Commission who would like to volunteer to work on some policies. Mark stated that he has examples to use as guidance and figures it would be about five to ten policy statements per section. Mark intends to work on the safety program policies and asked that Donna Fitzgerald and Diane Jennings work on the organizational section.

Commission seemed a little uneasy writing policies and Lisa Wasson suggested that Diane send out Town Policies to the Commission so they have a better understanding of what policies should look like.

Advertising:

Donna Fitzgerald passed out an example of the postcards advertising Johnson Park. With some discussion and pricing the Commission opted to hand deliver postcards around the surrounding area and still do a pennysaver insert for this year. Planning of Johnson Park Camp needs to start earlier next year.

Lisa Bates made a motion to approve the Johnson Park postcards, amount not to exceed \$25, seconded by Vicki Cappotelli, unanimously approved and motion carried.

Cheryl Marginean made a motion to approve the Pennysaver insert amount not to exceed \$400, seconded by Lisa Bates, unanimously approved and motion carried.

Diane reported that one counselor would not be returning to summer camp and asked the Commission to approve Abbie Hogan as a replacement. Abbie has been with the camp since kindergarten and was a CIT last year. Vicki Cappotelli made a motion to approve Abbie Hogan as a recreation attendant, step 1 at a rate of \$8.25 per hour, seconded by Kerry Hallock, unanimously approved and motion carried.

New business:*Quad chart report presented by Diane Jennings:*Johnson Park

- Expand marketing with postcards
- Pennysaver insert for summer programming

Summer Programming

- Offer two new programs: introduction to tennis lessons and learn the ukulele
- Offering an introductory class to Vinyasa Yoga.

Other business:

No other business.

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:12 P.M.

Next Regular Meeting

June 22, 2015
Meeting room B
7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
June 22, 2015

Members present: Cheryl Marginean, Lisa Bates, Mark Turner and Scott Birnie

Absent: Vicki Cappotelli, Edd Kuhn and Kerry Hallock

Also present: Recreation Coordinator Diane Jennings, Recreation Director Donna Fitzgerald

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:03 P.M.

Approval of Meeting Minutes:

Cheryl Marginean made a motion to approve the meeting minutes of May 18, 2015, seconded by Lisa Bates, unanimously approved and motion carried.

Public before the Commission:

No public before the board.

Recreation Department Report presented by Diane Jennings:

Previously approved vouchers:

Kathy Merritt	\$240.00	Session 3 Vinyasa yoga
Lourdes Roa	\$240.00	Session 3 Gentle Yoga
Helen Bilak	\$375.00	Spring total body conditioning

Diane asked for a motion to amend the previous pennysaver insert amount not to exceed \$400 to amount not to exceed \$461.58. Cheryl made a motion to approve the amended amount, seconded by Scott Birnie, unanimously approved and motion carried.

Summer Programming updates:

Program	Participants	Start date
Johnson Park	40	June 29
Before care	11	June 29
After care	14	June 29
Intro to Tennis	0	July 20
Ukulele	0	August 6

Recreation Financial Review:

Nothing new to report.

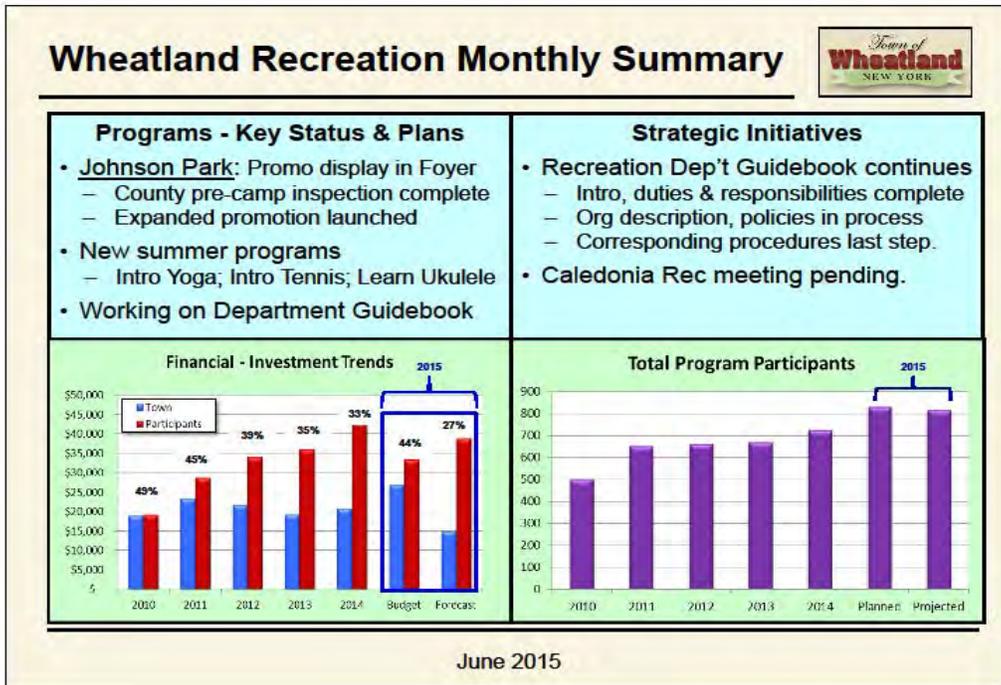
Old Business:

Recreation Guidebook:

The commission continued to work on the guidebook. A group discussion included policies for refunds, guidelines for program leaders. Mark will email out an updated format as we continue to work on the guidebook.

New business:

Quad chart report presented by Mark Turner:



Other business:

No other business.

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:17 P.M.

Next Regular Meeting

July 27, 2015
Meeting room B
7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
July 27, 2015

Members present: Cheryl Marginean, Lisa Bates, Mark Turner , Vicki Cappotelli,
Edd Kuhn and Kerry Hallock

Absent: Scott Birnie

Also present: Recreation Coordinator Diane Jennings, Recreation Director Donna
Fitzgerald

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:02 P.M.

Approval of Meeting Minutes:

Cheryl Marginean made a motion to approve the meeting minutes of June 22, 2015, seconded by
Edd Kuhn, unanimously approved and motion carried.

Public before the Commission:

No public before the board.

Recreation Department Report presented by Diane Jennings:

Previously approved vouchers:

Michelle Ingham	\$ 25.00	Refund for intro to tennis
Roni Jo Bellos	\$ 25.00	Refund for intro to tennis

Chase receipts:

Dollar General	\$ 5.50	JP supplies
Art Store	\$ 8.97	JP supplies
Jo Anne	\$ 10.47	JP supplies

Kerry Hallock arrives at 7:05 PM

Summer Programming updates:

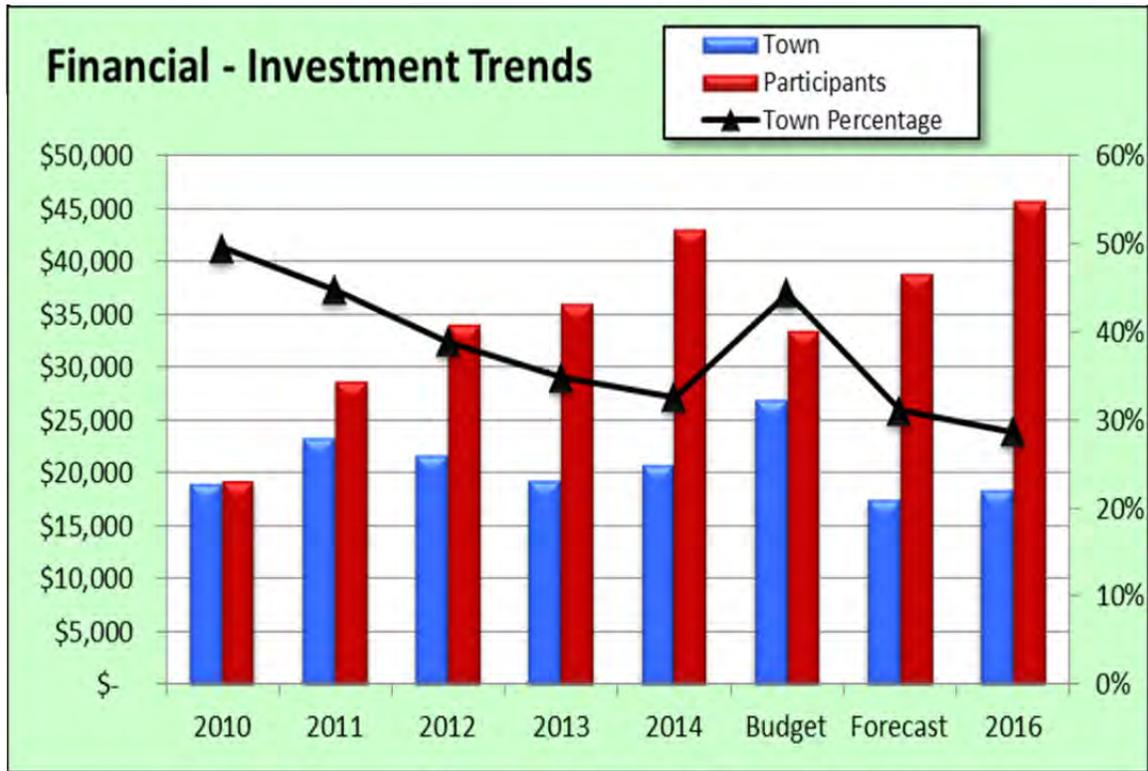
Program	Participants
Johnson Park	85
Before care	17
After care	25
Intro to Tennis	0
Ukulele	0

Tennis camp was cancelled and to date no one has signed up for the ukulele class.

Program proposal:

Diane reported that Dennis Nothnagle has stepped down from running the flag football program and Kevin Skidmore, assistant coach from previous year has agreed to run the program. Lisa Bates made a motion to approve the flag football program as written, seconded by Cheryl Marginean, unanimously approved and motion carried.

Recreation Financial Review:



Mark Turner went over the financial investment trends since 2010 and the percentage of town investment versus participant investment with a current projection for the year 2016.

New Business:

2016 Budget

The commission reviewed all programs in the recreation portfolio for the year 2016 including fee adjustments, expenses and anticipated participation. This allowed the commission to view the anticipated revenue, expenses, and payroll for the year 2016. The commission will request the following for 2016:

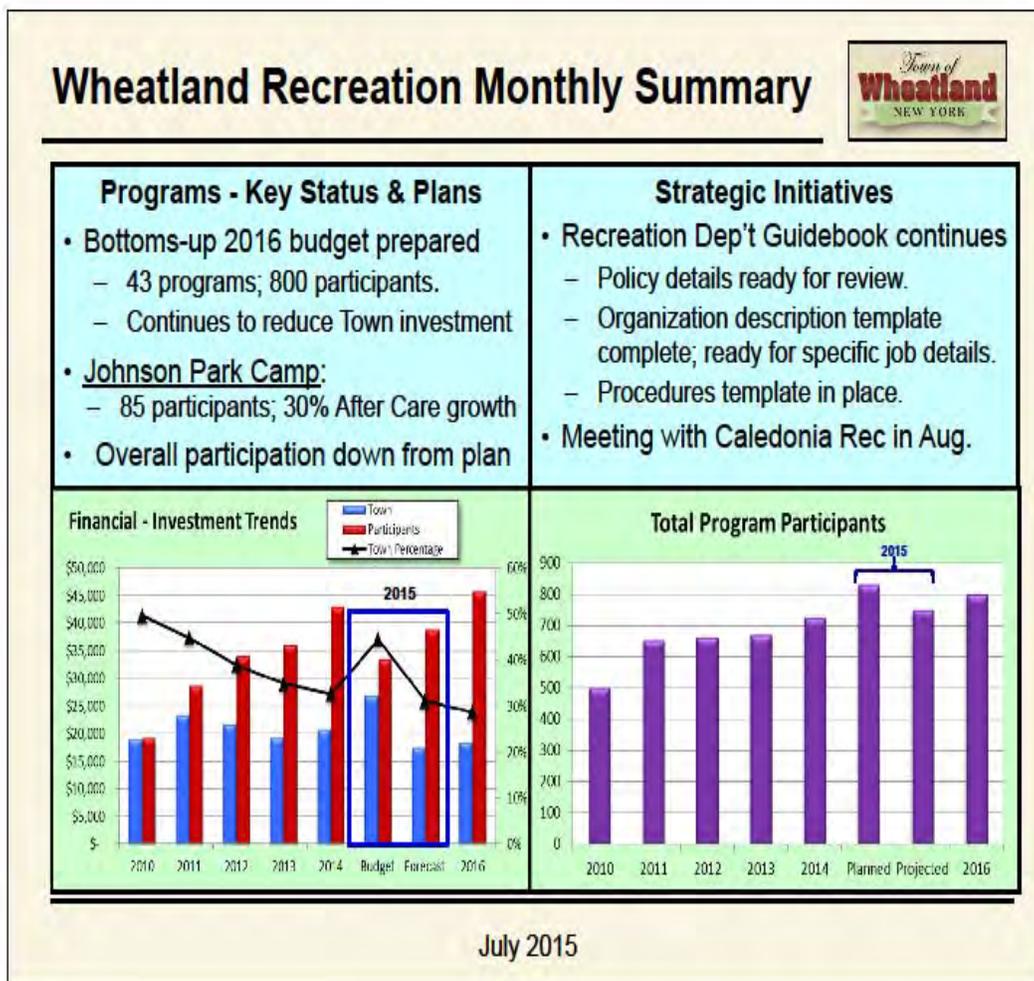
Operating Expense	\$19,109.68
Employee Labor	\$42,475.93
Revenue	\$45,745.00

Program Name	2015 Fee	2016 Fee	change	cost ratio	planned participants
Winter Gentle Yoga (W) R0001	\$ 54.00	\$ 55.00	1.9%	39.7%	22
Winter Power Vinyasa Voga (W) R0002	\$ 54.00	\$ 55.00	1.9%	54.5%	16
Winter Total Body Conditioning (W) R0003	\$ 90.00	\$ 91.00	1.1%	44.6%	8
Winter Painting with Acrylics (W) R0004	\$ 70.00	\$ 70.00	0.0%	0.0%	-
Winter Group Swim Lessons (W) R0005	\$ 40.00	\$ 42.00	5.0%	59.2%	35
Winter Tiny Tots Swim (W) R0006	\$ 40.00	\$ 42.00	5.0%	18.1%	4
Winter Swim Stroke Refinement (W) R0007	\$ 40.00	\$ 42.00	5.0%	0.0%	-
Winter Lap Swim (W) R0008	\$ 33.00	\$ 36.00	9.1%	47.0%	8
Winter Parent Child Swim (W) R0009	\$ 40.00	\$ 42.00	5.0%	28.7%	8
Winter Family Swim (W) R0010	\$ 60.00	\$ 65.00	8.3%	88.1%	3
Winter Water Walking (W) R0011	\$ 44.00	\$ 45.00	2.3%	59.7%	8
Winter Private Swim Lessons (W) R0012	\$ 77.00	\$ 80.00	3.9%	92.8%	15
Winter Youth Indoor Soccer (W) R0013	\$ 35.00	\$ 37.00	5.7%	46.5%	30
Winter Adult Indoor Soccer (W) R0014	\$ 20.00	\$ 25.00	25.0%	49.7%	10
Winter Men's Basketball (W) R0015	\$ 22.00	\$ 25.00	13.6%	0.0%	12
Winter Candy Bar Bingo R0016	\$ 4.00	\$ 4.00	0.0%	462.5%	4
Winter Rollerskating Party (W) R0017	\$ 5.00	\$ 6.00	20.0%	70.8%	20
Winter Open Swim (W) R0018	\$ 2.00	\$ 3.00	50.0%	78.2%	36
Winter Youth Art Class R0019	\$ 30.00	\$ 30.00	0.0%	0.0%	-
Winter Winterfest R0020	\$ 25.00	\$ 25.00	0.0%	55.2%	12
Spring Easter Party R0021	\$ -	\$ -	0.0%	100.0%	40
Spring Rollerskating Party (SP) R0022	\$ 5.00	\$ 6.00	20.0%	70.8%	20
Summer Johnson Park Camp R0023	\$ 150.00	\$ 155.00	3.3%	110.8%	90
Summer Before and After Care R0024	\$ 50.00	\$ 60.00	20.0%	89.5%	40
After Care	\$ 80.00	\$ 90.00	12.5%		
Winter After School Karate (W) R0025	\$ -	\$ 80.00	0.0%	87.5%	10
Summer Flag Football R0026	\$ 45.00	\$ 45.00	0.0%	33.9%	20
Spring Lifeguard Training R0027	\$ 248.00	\$ 248.00	0.0%	96.2%	7
Winter Low Impact Cardio Fusion R0028	\$ -	\$ -	0.0%		
Summer Open Swim (SU) R0029	\$ 10.00	\$ 10.00	0.0%	128.4%	10
Fall Kettle Bell Workout (F) R0030	\$ -	\$ -	0.0%	0.0%	-
Summer Group Swim Lessons (SU) R0031	\$ 40.00	\$ 42.00	5.0%	46.1%	45
Fall Gentle Yoga (F) R0032	\$ 54.00	\$ 55.00	1.9%	43.6%	20
Fall Power Vinyasa Voga (F) R0033	\$ 54.00	\$ 55.00	1.9%	54.5%	16
Fall Resita Ball R0034	\$ 45.00	\$ 45.00	0.0%	0.0%	-
Fall Painting with Acrylics (F) R0035	\$ 70.00	\$ 70.00	0.0%	58.3%	5
Fall Total Body Conditioning (F) R0036	\$ 90.00	\$ 91.00	1.1%	41.2%	10
Fall After School Karate (F) R0037	\$ -	\$ 80.00	0.0%	87.5%	10
Fall Defensive Driving R0038	\$ -	\$ -	0.0%	0.0%	-
Fall Youth Indoor Soccer (F) R0039	\$ 35.00	\$ 37.00	5.7%	46.5%	30
Fall Adult Indoor Soccer (F) R0040	\$ 20.00	\$ 25.00	25.0%	49.7%	10
Fall Men's Basketball (F) R0041	\$ 22.00	\$ 25.00	13.6%	0.0%	12
Fall Flashlight Candy Cane Hunt R0042	\$ -	\$ -	0.0%	100.0%	-
Fall Halloween Party R0043	\$ -	\$ -	0.0%	0.0%	-
Fall Learn to Skate (F) R0044	\$ -	\$ -	0.0%	0.0%	-
Fall Group Swim Lessons (F) R0045	\$ 40.00	\$ 42.00	5.0%	51.8%	40
Fall Lap Swim (F) R0046	\$ 33.00	\$ 36.00	9.1%	47.0%	8
Fall Parent Child Swim (F) R0047	\$ 40.00	\$ 42.00	5.0%	28.7%	8
Fall Open Swim Holiday (F) R0048	\$ 10.00	\$ 10.00	0.0%	64.2%	20
Spring Gentle Yoga (SP) R0049	\$ 54.00	\$ 55.00	1.9%	43.6%	10
Spring Power Vinyasa Voga (SP) R0050	\$ 54.00	\$ 55.00	1.9%	54.5%	8
Spring Total Body Conditioning (SP) R0051	\$ 90.00	\$ 91.00	1.1%	41.2%	10
Winter Adult Co-Ed Basketball (W) R0052	\$ 22.00	\$ 25.00	13.6%	0.0%	10
Fall Adult Co-Ed Basketball (F) R0053	\$ 22.00	\$ 25.00	13.6%	0.0%	10
Winter Investing for Retirement R0054	\$ -	\$ -	0.0%	0.0%	-
Winter Indoor Walking (W) R0055	\$ -	\$ -	0.0%	0.0%	-
Winter Financial Planning R0056	\$ -	\$ -	0.0%	0.0%	-
Spring One Stroke Painting R0057	\$ -	\$ -	0.0%	0.0%	-
Fall Before School Care (F) R0058	\$ -	\$ -	0.0%	0.0%	-
Winter Before School Care (W) R0059	\$ -	\$ -	0.0%	0.0%	-

To be deleted

Program Name	2015 fee	2016 fee	change	cost ratio	planned participants
Spring Before School Care (SP) R0060	\$ -	\$ -	0.0%	0.0%	-
Winter Learn to Skate (W) R0061	\$ 5.00	\$ 5.00	0.0%	0.0%	-
Spring After School Krate (SP) R0062	\$ 75.00	\$ 80.00	6.7%	87.5%	10
Spring Spring Recess Fun Day R0063	\$ 10.00	\$ 10.00	0.0%	69.6%	15
Summer Intro Vinyasa Yoga R0064	\$ 25.00	\$ 25.00	0.0%	0.0%	-
Summer Intro Tennis R0065	\$ 25.00	\$ 25.00	0.0%	0.0%	-
Summer Learn to Ukulele R0066	\$ 45.00	\$ 50.00	11.1%	80.0%	5

Quad chart report presented by Mark Turner:



Old business:

Mark Turner updated the commission on the guidebook.

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:25 P.M.

Next Regular Meeting

September 28, 2015

Meeting room B

7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
August 24, 2015

Members present: Mark Turner, Cheryl Marginean, Lisa Bates, Vicki Cappotelli, Edd Kuhn, and Kerry Hallock

Absent: Scott Birnie

Also present: Recreation Coordinator Diane Jennings, Recreation Director Donna Fitzgerald and Councilwoman Lisa Wasson

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:01 P.M.

Approval of Meeting Minutes:

Edd Kuhn made a motion to approve the meeting minutes of July 27, 2015, seconded by Lisa Bates, unanimously approved and motion carried.

Public before the Commission:

No public before the board.

Kerry Hallock arrives at 7:03 P.M.

Lisa Wasson and Vicki Cappotelli arrive at 7:04 P.M.

Recreation Department Report presented by Diane Jennings:

Incoming Expense Vouchers:

Marilyn Johnson	\$288.60	Bus driving services
Seabreeze	\$948.75	Balance of Seabreeze field trip

Previously paid vouchers:

Seabreeze	\$862.50	Field trip
Minnehans	\$234.00	Field trip
Bounce It Out	\$406.00	Field trip
Diane Jennings	\$ 9.00	Petty Cash-Johnson Park supplies

Johnson Park Update:

- Second camp inspection was held on July 31, one week before camp ended.
- Ended up with a total of 86 campers
- Had a successful Seabreeze field trip with 116 total campers, family, and staff.
- Had a pizza party with staff on August 20, went over some items and received some feedback from staff.
- Received 15 surveys back from campers.

Program proposals:

The following program proposals were made:

Gentle yoga, vinyasa yoga, total body conditioning, youth karate, youth soccer, adult soccer, men's basketball, co-ed basketball, learn to skate, group swim, lap swim, parent child swim, holiday open swim, family swim, private swim, tiny tot swim and water walking. Motion was made by Cheryl Marginean to approve program proposals, seconded by Kerry Hallock, unanimously approved and motion carried.

Motion was made by Edd Kuhn to approve a pennysaver insert advertising the fall program amount not to exceed \$465, seconded by Cheryl Marginean, unanimously approved and motion carried.

Diane passed out the current t-shirt inventory and asked the commission to approve the purchase of t-shirts.

Indoor Soccer inventory

T-shirts	Youth Medium	Youth Large	Adult Small	Adult Med.	Adult Large
Yellow	6			2	
Black	8	3	2	11	
Green				3	
Blue	6		6	6	1
Red	3	6	10		2

Prices

Number of Shirts	Child size	Adult size
50	5.35 each	4.55 each
100	5.05 each	4.25 each
150	4.90 each	4.10 each

Cheryl Marginean made a motion to approve the purchase of t-shirts amount not to exceed \$1000, seconded by Kerry Hallock, unanimously approved and motion carried.

Recreation Financial Review:

Mark showed the commission the current financial investment trends. Currently we are over \$41,000 in revenue.

New business:

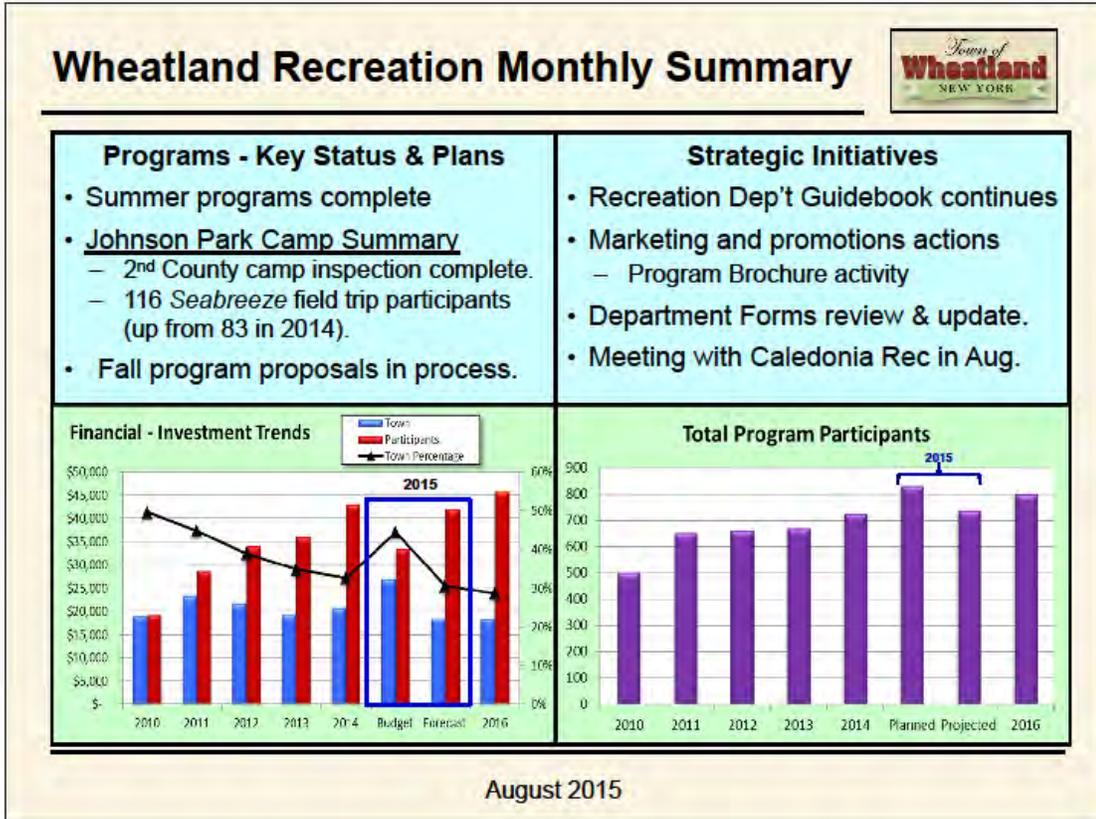
Promotional Brochure

Mark would like Wheatland Recreation to create a brochure that can be posted on the website. Hard copies could be left in the Town Clerk's office. Mark showed the town of Pittsford as an example of what information the brochure could offer. Mark will email a link to the website to commission members and asked for volunteers to work on ideas and formats for a brochure.

Recreation Forms Review

Mark also showed commission members the current forms used by Wheatland Recreation. Diane will email out a copy to commission members to view and make suggestions/changes to the current forms. Mark Turner also suggested changing the name of Johnson Park camp to another name for next year.

Quad Chart: presented by Mark Turner



Old business:

Recreation Department guide book policies and procedures
 Mark, Donna, and Diane continue to work on the guide book.

Other business:

No other business

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:08 P.M.

Next Regular Meeting
September 28, 2015
Meeting room B
7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
September 28, 2015

Members present: Mark Turner, Cheryl Marginean, Edd Kuhn and Scott Birnie

Absent: Lisa Bates, Vicki Cappotelli and Kerry Hallock

Also present: Recreation Coordinator Diane Jennings, Recreation Director Donna Fitzgerald and Councilwoman Lisa Wasson

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:01 P.M.

Approval of Meeting Minutes:

Edd Kuhn made a motion to approve the meeting minutes of August 24, 2015, seconded by Cheryl Marginean, unanimously approved and motion carried.

Public before the Commission:

No public before the board.

Recreation Department Report presented by Diane Jennings:

Incoming Expense Vouchers:

Dick's Sporting Goods (chase charge)	\$124.99	Flag football
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Previously paid vouchers:

J-B Sportswear	\$985.30	T-shirt inventory
Penny Lane Printing	\$461.58	Fall Flier
Wheatland Chili CSD	\$693.00	Bus use

Fall Program Updates:

- Fliers went home to TJ Connor students on Wednesday, September 9.
- Fliers went out in the electronic newsletter on Friday, September 12.
- Fliers were scheduled to be a Pennysaver insert the weekend of the 12th.
- Community Night registration was held on Tuesday, September 15.
- Registration table was set up at the Welcome Back picnic for TJ Connor families on Thursday, September 17.
- Swim program was delayed one week due to a heater problem in the pool.
- Tiny tot, private swim, and karate classes are all full.

Johnson Park report:

JOHNSON PARK 2015

Expenses for JP Camp	Projected expenses	Actual Expenses
Salaries for camp	\$14118.50	\$15441.08
Field trips	3400.00	3322.25
Bus lease	570.00	693.00
Bus driver fee	310.00	290.20
Misc. supplies	420.00	238.15
Staff shirts	160.00	129.00
Contract fee for training	50.00	under salaries
Red Cross cards	140.00	154.00
Total Expenses	\$19168.50	\$20,267.68

Revenue for reg. camp	Projected revenue	Actual Revenue
Registration fees	\$13,650.00	\$12,900.00
Field trip revenue	\$3,400.00	3,672.00
Total Revenue	\$17,050.00	16,842.00

Johnson Park

Total collected from registrations:	\$ 12,900.00
Total collected from field trips:	\$ 3,672.00
Total collected:	\$ 16842.00
Total expenses	\$ 20,267.68
Net Profit/Loss	(-\$ 3,425.68)

Expenses for Before/after care	Projected expenses	Actual expenses
Salaries	\$2683.66.00	\$2,649.25

Expected Revenue	Before care	After care	Actual Revenue
\$2,600.00	\$1,000.00	\$1,600.00	\$2,670.00

Total collected from registrations:	\$2,670.00
Total expenses:	\$2,649.25
Net Profit/Loss	+ 20.75

Field trip breakdown

Place	Amount Collected	Amount paid	Number of participants
Sky Zone	\$561.00	\$511.00	33 new field trip
Seabreeze	\$1924.00	\$1811.25	125 last year was 106
Minnehans	\$260.00	\$234.00	26 last year was 29
Long Acre	\$420.00	\$360.00	42 last year was 46
Bounce it Out	\$507.00	\$406.00	39

Notes:

Total Johnson Park participants: 86 (in 2014 we had 91)

Total before care participants: 15 (in 2014 we had 15)

Total after care participants: 24 (in 2014 we had 23)

School bus lease in 2013 was \$3.06 per mile; 2014 it was \$3.12 per mile; 2015 it was \$3.50



Wheatland Recreation Johnson Park Survey Results 2015

1. The Camp Staff interacted well with the campers.
Agree 15
Disagree 0
Comments: Kids always greeted in the morning
Most of the time

2. The Camp Staff was approachable.
Agree 14
Disagree 0
Comments: Didn't have occasion, they were friendly

3. Johnson Park was clean and safe.
Agree 14
Disagree 1
Comments: Clean except bathrooms
Camper feels "in the middle" when he sees non-campers at the park
Couple of pieces of glass
Kids don't want to go in the boy's bathroom

4. Which of the following field trips would you like to see again?
Sky Zone 6
Bounce it Out 4
Minoans 5
Long Acre Farms 3
Sea Breeze 9
Other Suggestions: Altitude, Strong Museum, Walk Around Town, Genesee Country Museum,
Trampoline Park, Bill Grays Ice Arena, Stake Farms, Darien Lake

5. Looking ahead to June 2016 I would be most likely to:
Attend June 27th for a full week, and then have Monday, July 4th off 9
Send my Child to camp beginning Tuesday, July 5th 3
Not Sure 3

6. I would like to comment the following Staff members for a job well done:
Sam-Abbie- Abbey- Elizabeth- Ms. Hagan- All of Them- Emily- Zach- Kyle-Elizabeth R.

Johnson Park Survey Results 2015

Additional Comments or Suggestions:

1. Longer After Care please.
2. Add the cost of 1 field trip in the camp cost so we can go on more.
3. I would like the counselors stationed around the park at drop-off. I feel like the bathrooms are hideouts
4. Great Camp - Austin had a lot of fun!
5. Thank you all for working with Marlochi this summer. He enjoyed the program so much and has grown so much.
6. Would like to see camp be the full summer. The girls love Sam!
7. Thank you my kids love going.
8. I believe the younger kids K and 1st grade should have a bathroom break after lunch. Line them up and ask them if they have to use the bathroom.
9. Camp should be 8 weeks in length.

Recreation Financial Review:

Mark reported that we are currently looking at a 33% town investment level.

New business:

Promotional Brochure

The brochure was tabled until the October meeting. Mark said that Vicki was working on some brochure ideas.

Weight room

Diane told the commission that Deb Leh has asked recreation if they would be interested in offering some type of program utilizing the newly renovated weight room at the high school. Diane will make arrangements to visit the facility to see what is offered and inquire about availability.

Old business:

Forms Review

2

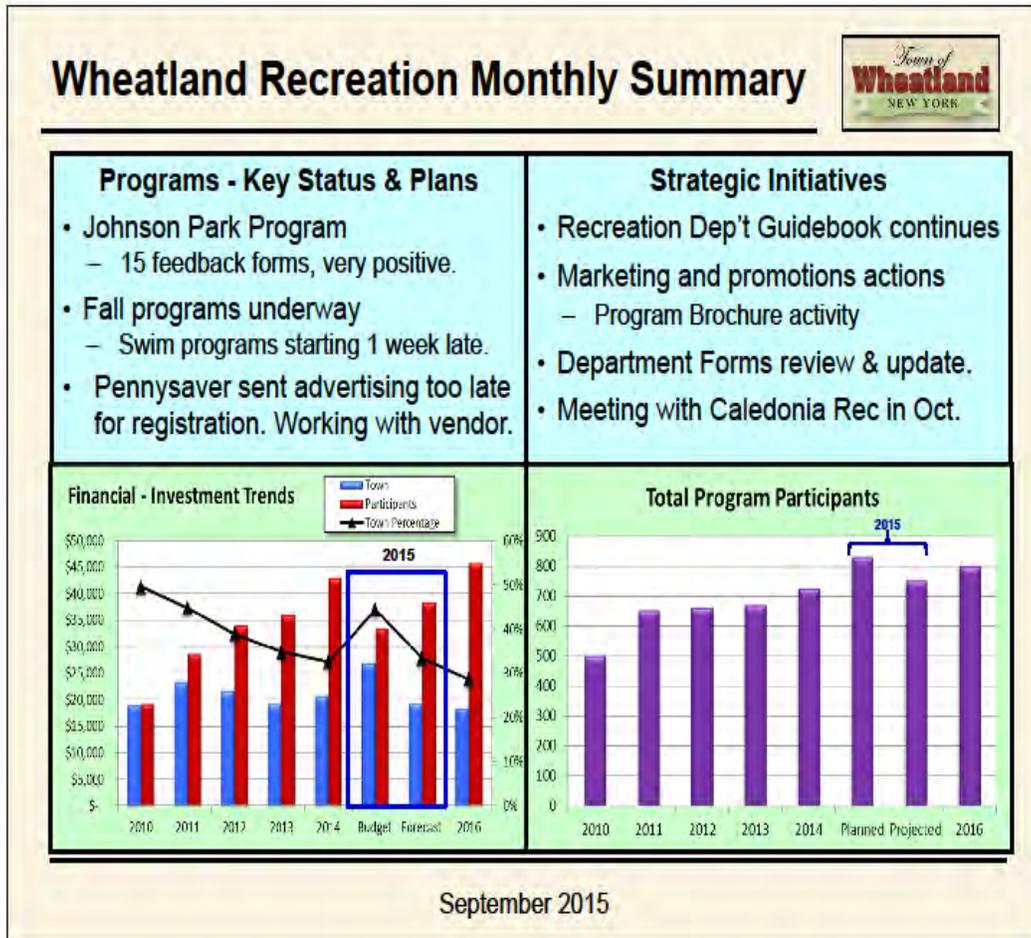
Mark presented updated recreation forms for the commission to review. Forms included all forms necessary for summer camp as well a general registration form. Mark will send all forms electronically to commission members to review prior to next meeting.

Recreation Department Guide Book

Mark, Donna, and Diane continue to work on guidebook.

Mark got a response from Ashly of Caledonia Recreation to set up a meeting. Mark will send out his available dates to Diane and Donna so a meeting can be set up.

Quad Chart



Other business:
No other business

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 7:55 P.M.

Next Regular Meeting
October 26, 2015
Meeting room B
7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation and Cultural Commission
October 2015 meeting held on:
November 2, 2015

Members present: Mark Turner, Cheryl Marginean, Edd Kuhn, Vicki Cappotelli and Scott Birnie

Absent: Lisa Bates, Kerry Hallock

Also present: Recreation Coordinator Diane Jennings and Councilwoman Lisa Wasson

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:03 P.M.

Approval of Meeting Minutes:

Edd Kuhn made a motion to approve the meeting minutes of September 28, 2015, seconded by Cheryl Marginean, unanimously approved and motion carried.

Public before the Commission:

No public before the board.

Recreation Department Report presented by Diane Jennings:

Incoming Expense Vouchers:

Penny Lane Printing	\$510	flag football shirts
Kathy Merritt	\$240	Vinyasa yoga instruction
Lourdes Roa	\$240	Gentle Yoga instruction

Fall program updates:

- Only co-ed basketball is running
- First session of yoga is ending and new session will be starting

Vicki arrives at 7:05

Program proposals:

A motion was made by Cheryl Marginean to approve the flashlight candy cane hunt proposal as written, seconded by Scott Birnie, unanimously approved and motion carried.

- The venue was changed for the event to remain on Main Street and for candy canes to be passed out by various businesses.

A motion was made by Edd Kuhn to approve the water walking second session program proposal as written, seconded by Cheryl Marginean, unanimously approved and motion carried.

A motion was made by Cheryl Marginean to approve the Karate winter session as proposed, seconded by Edd Kuhn, unanimously approved and motion carried.

- Increased the fee for participants and will set up a contract with Collamer Jones Karate for a fixed rate per student rather than a percentage rate.

Diane asked the commission if they would mind moving the November meeting to November 30, due to Jury duty. The commission agreed to move next meeting to November 30.

Recreation Financial Review:

Mark reported that we are currently looking at a 33% town investment level.

New business:

Promotional Brochure

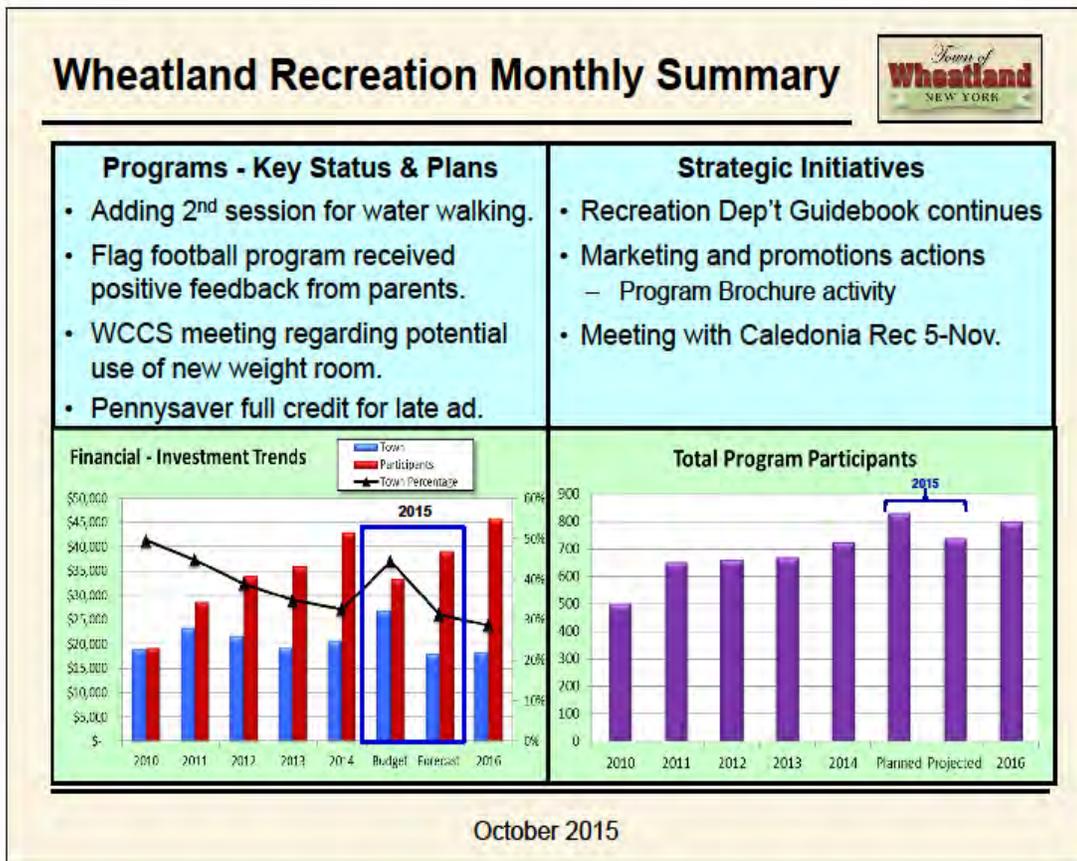
Mark reported that the brochure will be sent electronically through the Town website. Hard copies will be available in the municipal building as well. Vicki has been working on designing the brochure with the anticipated release date for the spring programming.

Old business:

Forms Review

Mark reported that the new forms are completed.

Quad Chart



Other business:

No other business

Adjournment:

There being no further business, Cheryl Marginean made motion to adjourn the meeting at 7:50 P.M.

Next Regular Meeting

November 30, 2015

Meeting room B

7 P.M.

Respectfully Submitted,

Diane Jennings,
Recreation Coordinator

Minutes of Meeting
Wheatland Recreation Commission
November 30, 2015

Members present: Mark Turner, Cheryl Marginean, Edd Kuhn, Vicki Cappotelli, Scott Birnie, Lisa Bates and Kerry Hall

Also present: Recreation Coordinator Diane Jennings and Recreation Director Donna Fitzgerald

Call to Order, Roll Call:

Mark Turner called the meeting to order at 7:05 P.M.

Approval of Meeting Minutes:

Cheryl Marginean made a motion to approve the meeting minutes of November 2, 2015, seconded by Edd Kuhn, unanimously approved and motion carried.

Old Business:

Vicki was first on the agenda to present her work thus far on the brochure. Vicki passed out an example of the brochure. The brochure will be posted on the website and hard copies will be available in the office. The color blue for the brochure was the favored color. The anticipated launch of the brochure will be with the spring programming. Diane will get information to Vicki regarding the offerings in the spring. Mark Turner showed the website to commission members.

Kerry Hallock arrived at 7:13 PM

Vicki left the meeting at 7:30 PM

Public before the Commission:

No public before the board.

Recreation Department Report presented by Diane Jennings:

Incoming Expense Vouchers:

Helen Bilak	\$300.00	low impact instruction
FM Office	\$180.28	paper, ink, receipt books

Winter program proposals:

The winter program proposals were viewed via the spreadsheet. Cheryl Marginean made a motion to approve all program proposals with various changes, seconded by Lisa Bates, unanimously approved and motion carried.

2016 Meeting dates:

Diane passed out to the commission the 2016 meeting dates:

All meetings will take place at 7 PM in meeting room B at the municipal building.

January 25
February 22
March 28
April 25
May 23
June 27
July 25
August 22
September 26
October 24
November 28
December meeting if needed

Recreation Financial Review:

We will get a better financial review as the remainder of 2015 data comes in.

New business:

Vice Chair nomination

Edd Kuhn was nominated and agreed to holding the Vice Chair position for the year 2016.

Old business continued:

School Weight Room

Mark reported to the commission that he and Diane visited the weight room located at the Wheatland Chili High School. The weight room offered free weights, two treadmills and could comfortably fit approximately eight people. There is a possibility to run a class with instruction.

Caledonia Recreation Meeting

Mark reported that he and Diane met with Janet Cappotelli and Ashley Cummings from Caledonia Recreation. The meeting was full of enthusiastic ideas from both departments. Caledonia recreation said they would be happy to share some of our programs with the youth in Caledonia. We agreed to work on a joint venture of the summer camps at Freeman Park. Ideas were shared as we look forward to some joint ventures.

Quad Chart

Wheatland Recreation Monthly Summary



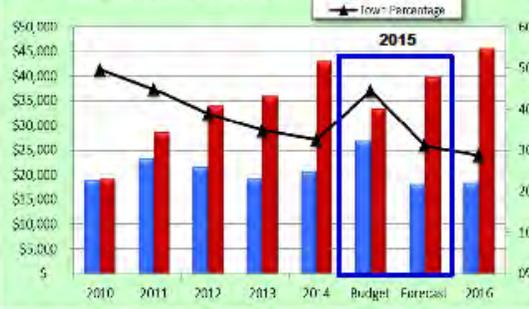
Programs - Key Status & Plans

- Water walking Yoga programs growing.
- Water polo for middle school level.
- Meeting with WCCS regarding potential use of new weight room.
- Re-start indoor walking at WC Middle/High School in January.

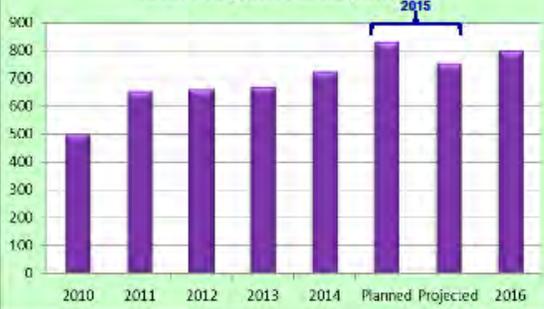
Strategic Initiatives

- Recreation Department Guidebook
 - Review and finalize in December.
- Marketing and promotions: Program Brochure, website content in progress.
- Caledonia Rec collaboration plans include Freeman Park competition/fun day.

Financial - Investment Trends



Total Program Participants



November 2015

Other business:
No other business

Adjournment:
There being no further business, Cheryl Marginean made motion to adjourn the meeting at 8:35 P.M.

Next Regular Meeting
January 25, 2016
Meeting room B
7 P.M.

Respectfully Submitted,
Diane Jennings,
Recreation Coordinator