## Buffalo Valley Recreation Authority

**Board Meeting Minutes for Sept 27th, 2017, 8:00 am**

**Location: BVRA Conference Room**

**In Attendance:**

**Directors:** Sandra Cook (Chair), Peter Bergonia (Vice Chair), Matt Hoffman (Secretary), Rich Kuczawa (Treasurer), Kelsey Hicks, Randy Sams

**Staff**: Stacey Sommerfield (ED), Allison Ubbens (RD), Jen Delsite (CD), Marah Biddle (AC), Sarah Biddle (AC), Bob Hammerlee (Tennis) Bucknell person? (Media)

**Public:** Bob Hammerlee (Tennis)

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*The minutes will generally reflect motions. However, requests by one or more board members or attendees for statements and or comments to be considered as part of the record may also be included. Other comments may be entered into the minutes as deemed by the* Secretary.

1. **Call to Order:** Sandra called the meeting to order at 8:06am.
2. **Introductions:** Intro Bob Hammerlee who is doing tennis lessons for BVRA and donating all registration to BVRA. Intro Allison Ubbens new Rec Director.
3. **Public Participation:** Bob Hamerlee spoke about his appreciate for BVRA tennis courts and plans for future programming with focus on both youth and adult.
4. **Approval of Minutes:** (attached)

Matt made a motion to approve the August board minutes as presented; the motion was seconded by Pete. The motion carried unanimously.

1. **Operations Report:** (attached)

* Stacey reviewed the Operations Report in the board packet. Allison Ubens has started and in under 1 month has already initiate new programming.
* Warming House: Nature School is going well with visiting artists and teachers, the rosters are filled with a 35 person wait list. Looking to start an afternoon session in the Spring
* Pool and Park: Planned repairs for the cracked plaster and missing tile. Working with a company to create creative, life lasting, economical solutions and will be phased. Tree removal by Timberwolf. Pavillion repairs planned after NNO accident from Red Cross.
* Rail Trail: Restrooms closed for cooler months, porta potties available at trail heads. BVRA is seeking BVRT stories for the state media blitz about rail trails in PA
* Programming: Marah and Sarah have parent’s night out event scheduled which are filling fast, Jen has launched the super popular cupcake wars, and Alison is focused on fitness that will take place in the gym and west fields and will start the registration for a NYC bus trip.
* Gym: Construction by T Ross is underway, GreenSpace is working on HVAC, Hard Hat tour for the community planned for 10/21.
* Upcoming events:

Oct 21st: Hard Hat Tour

Oct 29th: Trunk and Treat Spooktacular with ARDs

Nov 4th: Rail Trail Clean up

Nov 11th: Flat and Fast

Dec 14/15th: Fire side chats with Santa

Feb 3rd: 4th Annual BVRA Gala

1. **Financial Report:** (attached)

* Sandra reviewed the August Financials. Stacey has been able to keep administrative costs under budget. Again gym expenses are higher but the income is also increased. The Pool did not do as well in daily sales secondary to a rainy summer but swim lessons were full and expenses were kept low this year. Revenue for the Rail Trail will see a boost Rusty Rail easement check of $15,000 before years end.

1. **Old Business:**

* Gym: The gym construction is fully underway. Stacey secured 3 bids for each of the three projects and T Ross came in at the lowest for each project. The opening for the parent lounge has already completed. The pit excavation is under way. The third project of lining the pit with concrete is expected to commence the first week in October. GreenSpace is working on HVAC and the opening for the Vault Run.
* Miller Center: The grand opening has changed to March. BVRA will have a table with information at the opening and also has the ability to demo any programming that will occur on the hard court space.
* Bridge: no new news.
* EBT Management Agreement: Not all board members had an opportunity to review the agreement prior to this board meeting. Each board member will review this week and an EMAIL vote will be called for signature by Sandra on Friday Sept 29th.
* IdentoGo Update: BVRA is awaiting set up and online testing for BVRA staff to initiate this service for the community

1. **New Business:**

* Pool update: Enicon is the company which has presented solutions for plaster issues with the pool. Potential plans include Enicon supplying the materials and BVRA maintenance crew completing the work. Await further information from Enicon.
* 2018 Capital Campaign will be to “Fill the Pit” the pit needs to be filled with foam for usage. This is will be the second phase of the gym reno that will serve more than just gymnastics. Preschool programming, Marital arts, fitness programming, birthday parties, private events, and homeschool programs as well as camp will all utilize this multi purpose space.
* 2018 Budget: See attached. The budget was discussed line by line. Consideration was taken to 2015/2016/2017 actuals as well as future planned projects. The $400+ surplus as well as any unexpected surplus will be placed in a cash account for Capital Expenses with regards to any and all BVRA facilities: Warming house, park, pool, gymnasium, rail trail. Gym programming rates will be leveled for all registrants, to account for municipal support from EBT and Lburg Borough, Rich made the motion to assess all non residents a flat $20 fee/year prior to registration for any gymnastics programs. Kelsey second, the motion carried. Rich made a motion to approve the 2018 budget for submission to EBT and Lburg Borough, Matt second, motion carried. Budget will be submitted no later than Friday 9/29/2017.

**11: Executive Session:**  Pete made a motion to enter into executive session, Rich second, motion carried

**11: Adjournment:** Randy made a motion to adjourn at 9:54pm, Matt second, motion carried.

**Next Meeting – Wednesday, October 25th, 2017, 5:00pm at the BVRA office conference room. Address: 815 Market Street, Room 183, Lewisburg. Use door #19 to enter the building.**

Submitted by:

Matt Hoffman, Secretary

*Transcribed by Marilyn Brill*