

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION  
**Meeting of the Board of Commissioners**  
**Thursday, December 15<sup>th</sup>, 2016**  
**1:30pm**  
**150 S. Leroy St.**  
**Fenton, MI 48430**

**Call to Order**

Chairperson, Ray Culbert called to order at 1:30pm.

**Pledge of Allegiance**

**Attendance**

Present: Ray Culbert, Shaun Shumaker, Brad Dick, David McDermott, Pat Lockwood

Absent: Bob Krug

Roll Call: Mr. Culbert declared there was a quorum with five board members.

Staff Present: Vince Paris, Shirley Ciofu, Kristen Archambeau, Andrea Wolfram

Public Present: None

**Approval of Consent Agenda**

- Approval of November 17<sup>th</sup>, 2016 Regular Board meeting minutes
- Approval of Treasurer's Report:
  - Bills paid prior to December 15<sup>th</sup>, 2016 in the amount of \$56,820.72

Motion by Ms. Lockwood, seconded by Mr. Dick to approve the consent agenda.

Motion Carried: 5 Ayes, 0 Nays

**Call to the Audience:** None

**Programmers Report:** Andrea Wolfram introduced herself to the board as the new Administrative Assistant. Ms. Archambeau highlighted the swim meet hosted by SLPR FAST Swim Team at Fenton High School stating an estimated \$14,000 was brought in. She also noted the Winter/Spring brochure had gone out in the Tri County Times and that they would be running a free ad in their next paper to let people know it was out. Also highlighted was the marketing accomplishments for 2016 which include the repainting of the Van, Kiosks for brochures, SLPR logo apparel and the continuing social media campaigns. Mr. Culbert noted that channel 191 would be 'on demand' soon and SLPR should coordinate with the station to get programming on there.

**Director Report:** Mr. Paris noted the election of officers and committee assignments would take place at the January meeting. A list of committees will be emailed to the board for their consideration. He also stated the personnel committee had met to discuss the Director's evaluation and staff compensation.

**Accounting Report:** Ms. Ciofu reported the bottom line was looking very strong and will end the year with a net income that exceeds expectation. She noted program growth, lower than expected administrative expenses, and other variables. A discussion followed and Ms. Lockwood suggested the finance committee meet to recommend how much can be set aside into the Facility Fund.

**Action Item:** The Executive Director's 2016 evaluation was presented by Personnel Committee Chair, Brad Dick who asked Mr. Paris if he'd prefer executive session. Mr. Paris stated no. The evaluation was discussed and Mr. Paris received an above average score.

Motion by Mr. Culbert, seconded by Mr. Shumaker to accept the Director's evaluation.

Motion Carried: 5 Ayes, 0 Nays

A discussion followed regarding the budgeted staff increases. Mr. Paris noted the finance committee had reviewed the budget and the personnel committee had met to discuss salaries. It was the board's consensus that the Director and full time staff receive a salary increase noting Mr. Paris would handle the administrative staff increases.

Motion by Mr. Culbert, seconded by Ms. Lockwood to approve the 2017 3% salary increase for the Executive Director effective January 1<sup>st</sup>, 2017 as presented by the personnel committee and previously reviewed by the finance committee.

Motion Carried: 5 Ayes, 0 Nays

**Action Item:** Mr. Paris noted how the board had recognized staff's performance in the past stating he met with the personnel committee to discuss recognitions for 2016.

Motion by Ms. Lockwood, seconded by Mr. Dick to approve the 2016 Recognition Awards for SLPR Staff Members as follows:

Executive Director - \$400

Accounting Coordinator - \$250

Athletic/League Administrator - \$250

Arts/Enrichment Administrator - \$250

Marketing Coordinator - \$200

Morning Office Receptionist - \$200

Afternoon Office Receptionist - \$200

And to approve 2016 Recognition Awards for SLPR Independent Contractors as follows:

Dance Director - \$200

Gymnastics Director - \$200

AAU Volleyball Director - \$200

Motion Carried: 5 Ayes, 0 Nays

**Action Item:** Mr. Culbert presented a letter from the Loose Senior Center requesting an appointment of a SLPR board member to their board noting an amendment to the agenda to include the action.

Motion by Ms. Lockwood, seconded by Mr. McDermott to reappoint Ray Culbert to represent SLPR to the Loose Board for a new two year term commencing January 1<sup>st</sup>, 2017 – December 31<sup>st</sup>, 2019.

Motion Carried: 5 Ayes, 0 Nays

**Commissioners Comment:**

Mr. McDermott discussed the \$25 AAU volleyball tryout fee. A discussion followed and the board agreed that the fee should be eliminated. Mr. Paris stated he would discuss this with the AAU Coordinator and Mr. Cypher who is the administrator of the program and report back.

**Next Meeting:**

Regular Board Meeting: Thursday, January 26<sup>th</sup>, 2017 at 6:00pm at the Fenton Community Center.

**Adjournment**

Chairperson Culbert adjourned the meeting at 2:18 pm

Respectfully Submitted,

Recording Secretary, Shirley Ciofu