

Green Valley Recreation and Park District

Meeting Minutes

Date: February 13, 2013

In Attendance: Dennis Ross, Cadi Stephenson, Geoff Liggett, Cindy Larson, Doug Messer

1. Harriet Plummer
 - a. Signed a two year agreement (2013-2014)
 - i. \$10,400 per year
 - ii. Harriett proposed extending hours from Noon to 1:30 during the Summer (6/17-8/22).
 2. February Invoice Transmittal
 - a. Transition from Dave to Doug
 - b. Doug is now the Treasurer. Transition is complete.
 3. February Financial Report
 - a. Update on outstanding invoices
 - i. Allied Waste Services & PG&E
 - ii. Allied Waste Services was cancelled due to non-payment (5 months behind).
 - b. Set up online bill pay (PG&E and Allied Waste Services)
 - i. Doug to pay bills bi-monthly to avoid late payments and fees
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- ii. Add Doug and Dennis to Mechanics Bank account. Cadi to be removed

- 4. 2013 GVP Officer Assignments
 - a. Geoff Liggett to assume vacant board seat
 - i. Doug to submit paperwork so Geoff becomes an official board member.

- 5. Bathrooms
 - a. Roto Rooter snaked main sewer line.
 - b. DO NOT need a new sewer line
 - c. Refresh/Update
 - i. Pressure wash (Craig)
 - ii. Repaint/replace (mirrors, toilets)-Cindy to get quote

- 6. Marketing Materials
 - a. Approve brochure
 - i. Approved
 - b. Prepay for postage (mailing)
 - i. Once prepaid we can mail the brochure to residents in 1 mile radius of GVP.

- 7. Website
 - a. Update
 - i. We need to find someone to update. Jill? Or hire someone.

- 8. Staffing
 - a. Contact Justin for manager position
 - i. Geoff contacted Justin for pool manager position. He has accepted. School ends 6/14 but we'll engage him much sooner.

- b. Hire for open positions
 - i. Justin will be responsible to hire staff along with the board. Kristian Plummer will forward resumes that don't hire for us to look at.
 - c. Identify Board Member to supervise
 - i. All board members to help supervise pool staff. Provide support to pool manager.
9. Cadi to resign as board member effective 2/28/13.
- a. Doug Messer to become Treasurer
 - b. Dennis Ross to become Secretary
 - c. Add Doug & Dennis to Mechanics Bank account (remove Cadi)
10. Next Meeting
- a. March 12, 2013 @ 7pm (230 Cameo)