

**RECREATION & COMMUNITY ACTIVITIES COMMISSION
SPECIAL MEETING
September 23, 2010, 7:30 PM
Hampton Community Center**

AGENDA

CALL TO ORDER 7:35 by Vice Chair Troy Lake

ROLL CALL OF COMMISSION MEMBERS

Present: Gordon Hansen, Laura Petix, Juan Arriola, Gay Wagner, Troy Lake, Tara Murphy, Mark Davis

Excused: Anne Flammang, Kaye Johnson

SEATING OF ALTERNATES

None

APPROVAL OF MINUTES of 8.26.10

Unanimous

TREASURER'S REPORT

Treasurer Kaye Johnson is out of town on business. Treasurer's Report will be offered at the Commission's next regular meeting 10.28.10

OLD BUSINESS

Discuss and take action on reporting requirements for Rec Commission event chairs

Se page 2 attached.

6 voted yes, 0 votes no, and one abstention, Tara Murphy.

NEW BUSINESS

Acknowledge resignation of Bob Johnson

Bob was a hardworking member and chair. Troy will discuss with Bob a measure of thanks the Commission would offer.

AUDIENCE FOR CITIZENS

Brian Murphy spoke about the valuable contribution of Bob Johnson to the work of the Rec Commission. He emphasized the importance of the Commission working together for community and children, not for individual agendas. He stated he will be attending the Commission's next meeting and will be seeking public apologies, or other recourse may be taken.

ADJOURNMENT

Motion to adjourn offered by Mark Davis and seconded by Juan Arriola. Approved unanimously.

REPORTS TO BE COMPLETED BY COMMISSIONERS

The work of the Commission is more complex, now that it is eleven members with numerous public activities, significantly different from its prior status with three members and a single program. Because we are a public commission we need to document our work and finances more completely. After lengthy discussion the Commission developed and approved the following series of reports, to be prepared and submitted by Commission event and program chairs.

1. OK of idea for event/program
 - Forecast Budget
 - Designation of team (reminder that any such subcommittee must post agendas of any meetings)
 - Decisions and actions to be recorded in meeting minutes.
2. Contracts if any are required (e.g., contract with Flock theatre for Shakespeare play) (TBD, future Commission discussion concerning committing to contracts to be added to Bylaws.)
3. Plan for event publicity and promotion
4. Reports to commission
 - Extended activities may require interim reports at Commission meetings
 - Reports to include action to date, participants, and financial reports (participants' fees, tickets, and donors as appropriate)
 - Contact information to be collected at registration and attendance at events/programs, as appropriate. Such information may be used (if agreed to by resident) to inform residents of similar programs that may interest them.
5. Annual summary report to Commission
 - Participant counts by registration category
 - Income and expenses, including fees and tickets, donors as appropriate
 - Recommendations and forecast for future years, including budget
6. Scholarship reports
 - Eligibility to be determined by participant's request on the registration form at time of registration ("honor system")
 - "TPI" two people involved – acknowledging that we manage public funds, the TPI system protects all involved.