



Tualatin Hills Park & Recreation District ADVISORY COMMITTEE MEETING MINUTES

Sports Advisory Committee Meeting

Date: Thursday, April 29, 2010

Time: 4:30 p.m.

Location: AC Conference Room

In Attendance

Committee Members: Janet Allison, Chair; Greg Cody, Committee Member; Carrie Fisher, Committee Member

Staff: Scott Brucker, Julie Rocha

Absent: Brian Bauman, Committee Member

I. Call to Order

Janet called the meeting to order at 4:47 p.m.

II. Approval of Minutes

Janet submitted the minutes of the February 18th meeting.

Motion: Greg made a motion to approve the minutes as submitted. Carrie seconded the motion and the motion carried unanimously.

III. Financial Report

N/A

IV. New Business

Affiliated Structure Review

Scott presented documents as follows:

Affiliated Structure Review

Work Flow Chart

Process for Requesting Use of THPRD Facilities Under Affiliated or Partner/Associate Status

These documents are attached as a part of these minutes.

Affiliated Structure Review

Because of the Westview lacrosse situation, THPRD decided to review their affiliated structure program. Rather than review a portion of this program, staff chose to do a full review and involve the Sports Advisory Committee members. A Community Sports Delivery Task Force will include members appointed by the SAC. After members have been appointed and have met, an operational structure review will begin. The process will come back to the SAC for approval.

Scott is asking for input from the SAC and the members' agreement to be involved in this process. After searching communities that have like demographics as THPRD, the tasks were developed. Janet asked how Scott found "like" communities. Scott answered through the census.

Janet asked about duplication of appointed members from the current affiliated representatives group and from the Unified Fields Steering Committee. Scott agreed there could be duplication of support for a certain sport. Julie added high school lacrosse was not represented. After discussion, the consensus was to change "BYL" as a current affiliated rep to "Lacrosse" as one of the nine. The members went on to discuss the two "members at large." Julie suggested adult soccer or youth rugby who want to be affiliated but can only qualify for partner status at this time.

Scott reminded the members these are positions appointed by the Sports Advisory Committee. Janet suggested Scott and Julie present the members with a list of possible appointees. This would make it much easier for the

members to make those appointments. Janet confirmed the timeline for appointment. After Scott and Julie bring a list to the SAC May 20th meeting, the members will discuss and be ready to make appointments at the June 17th regularly scheduled SAC meeting.

Scott went on to explain each task as defined in the document and the timeline to accomplish each task.

Process for Requesting Use of THPRD Facilities Under Affiliated or Partner/Associate Status

This document was approved approximately one year ago and now requires changes, e.g., employees of the District should not serve on the Board of any affiliated group. Scott reviewed the document with the members.

Affiliated Structure Review Work Flow

Janet complimented Scott and Julie on this work flow chart. She added if these documents had been in place previously, the Westview lacrosse issue may have been easier to deal with.

The discussion of this entire project has been shared internally only. Scott asked the members if they were willing to take on this project. All members present agreed they would be willing to do so.

V. Old Business

None

VI. Committee Time

Scott - He presented an updated financial statement and reminded the members they still have \$5,000 in matching funds that has not been spent this fiscal year. Also, \$15,000 is sitting in the competitive challenge grant fund for this fiscal year as well.

Julie - Mentioned a meeting for public input is planned on May 18th at 6:30 p.m. at Conestoga to discuss where to relocate disk golf holes 9 and 10 at Greenway Park. Neighborhood complaints still are being received. Garbage and other subjects will not be discussed.

Carrie - Asked about the 5 on 5 basketball tournament hosted by the Sports Advisory Committee. Carrie, Greg and Janet agreed it was well attended and well run. Carrie continued we needed some additional first aid to handle an injury involving blood. Janet suggested towels or other absorbent material at each court for easy access. Julie added each participant signed a waiver prior to the beginning of the tournament. Carrie and Janet staffed the sign-up sheets for the slam dunk and 3-point contests. Janet suggested there be a list of every player so if a player does not show up and another player takes their place, a waiver could be signed by the new player.

Greg suggested it be mandatory every player wear a numbered shirt.

Julie added the feedback has been good and players already are asking about the next tournament. Janet mentioned she talked to one of the players who asked about another tournament in November. Could we host two tournaments this year? Julie said yes, they discussed this in their wrap-up meeting. Adding a high school tournament is also a possibility.

Julie feels 5 on 5 is the way to go. Because of prudent spending, recycling trophies and shirts for prizes, and Intel's donation, this tournament actually will be in the black. Our biggest expense was for officials. 16 teams x \$85/each is the revenue with the cost for the officials as the only expense.

Greg - Reported on \$250,000 that would be received from the City of Portland to purchase the right of way for a pressure sewer line through the sports fields at Garden Home Rec Center. An additional \$250,000 would be received for disturbing the area and the schedule of the users. Scott added that money has not been earmarked for anything yet.

Greg - Tuesday, May 4th, is the first meeting of the Parks Advisory Committee. Greg sits on this Committee and will bring back to the SAC any discussions involving athletic fields in the parks.

Greg - Requested copies of the minutes from the Baseball/Softball Steering Committee meetings. Janet will provide those to the members as well as minutes from the January 21st meeting of the Adult Softball Steering Committee.

Janet - Asked if we still had access to the \$35,000 grant for the PCC restroom building. Scott answered we do and added there was a \$35,000 placeholder in the budget to complete this project so nothing will be deducted from the SAC budget. Greg asked where funds would be coming from to fund the balance of the expense. Scott said SDC reimbursement funding. Greg explained how SDC reimbursement funding works.

The permitting for this project should be completed this summer.

Janet - Janet commented once again that the SAC should expand. Before the restructuring of the Advisory Committees, she suggested the SAC add a representative from each of the facilities, from tennis, from the skate park (or youth rep), and from the disabled community. Some time ago, Carrie volunteered to be considered the tennis rep. Janet reminded everyone Advisory Committee members must live in district.

Julie suggested we contact Todd Griswold and ask if he would consider returning to this Committee. Janet volunteered to contact Todd.

Julie mentioned she advertised on Facebook. Greg would like to see an ad on the District website. Scott said that could be done.

Janet - Asked if the umpire clocks were ready to go. Julie answered Kyle and Eric are working on getting them ready to go for the beginning of the season. The first week of the men's leagues was rained out.

Janet - Asked how Sunset Park concession stand sales were going. Julie said sales are great. They had two weeks to get the concession stand cleaned, painted and stocked with merchandise. The first two full weeks, they made \$5,600 in gross sales.

Greg asked why managing this concession stand did not go out to bid. There are two reasons. Scott answered cash flow. We need to know exactly how much is made there. Julie answered so the affiliated groups and the BSSC each receive a share of the gross sales from the tournaments. Janet added the affiliated groups receive 20% and the BSSC receives 5%. There are 14 reps that sit at the BSSC table and at the end of the season, we will take the full amount (20% of gross sales from the tournaments) and divide that by 14 so that each affiliated group will receive an equal share. The Park District receives the money made during the week, which is \$200 to \$500/day.

Janet asked Julie for an interim financial statement to present at the BSSC meeting on May 5th. Julie said she will have that information available. Janet added she is much more confident in the whole procedure now that both staffing the concession stand and the accounting is being done in-house.

Janet - Asked Julie if Scott Clarke had contacted her regarding free hot hogs at the Cedar Mill Fun Day. Julie said they will be meeting soon.

Janet - Janet will check on the application from Kevin Rhodes who is applying to join the Unified Fields Steering Committee in place of Pat O'Connor who represented youth baseball.

Janet - Janet would like to suggest forming a new All Sports Steering Committee to include representatives from softball, volleyball, kickball and basketball for adults. Janet had discussed this with Scott some time ago and he agreed it was a good idea.

Janet feels this is the perfect way to allow members of each community to have input regarding decisions made for them. The Sports Advisory Committee discusses and decides much larger issues. But a steering committee would be the place to discuss rules and minor issues. Scott feels there are other opportunities that could be explored by a steering committee of this type.

This committee could organize an adult sports drop-in night or a family sports olympics. Tetherball, four-square and dodge ball were suggested. Janet commented about the popularity of the family triathlon that is held at the Party in the Park. We could provide this type of event throughout the year.

We will discuss this further at our next meeting.

VII. Next Meeting will be held on Thursday, May 20, 2010 at 4:30 p.m. in the AC conference room.

Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Janet Allison
Recording Secretary