



Tualatin Hills Park & Recreation District

ADVISORY COMMITTEE MEETING MINUTES

Sports Advisory Committee Meeting

Date: Thursday, March 22, 2012

Time: 5:30 p.m.

Location: AC Conference Room

In Attendance

Committee Members: Janet Allison, Chair; Greg Cody, Committee Member; Carrie Fisher, Committee Member
Staff: Julie Rocha, Scott Brucker
Absent: Jerry Jones, Committee Member

I. Call to Order

Janet called the meeting to order at 6:05 p.m.

II. Minutes for February Meeting

Janet submitted the minutes from the February 16th meeting.

Motion: Carrie made a motion to approve the minutes as submitted. Greg seconded the motion. There was no discussion. The motion passed unanimously.

III. Financial Report

N/A

IV. New Business

PCC Concession

Julie reported the PCC concession stand now will be managed in-house. She hired Bobby Dixon to oversee this project. The concession stand was gutted, deep cleaned and stocked. More cooking will be involved than is done at Sunset Park. All staff will be trained in the next two weeks and it will be ready to open for an April 7th tournament. Pepsi has delivered the cooler and an account has been set up with Food Services of America which will save time.

Janet stated revenue will not be shared with the affiliated groups or the BSSC as is done at Sunset Park. Julie confirmed that was correct. If a tournament host wishes to do so, they can request a portion of the revenue go to the hosting group.

Janet asked how much revenue Julie was expecting. She said Sunset Park brought in nearly \$32,000 gross for the season. Out of this amount, each of the 13 affiliated groups was paid \$320.78 and the BSSC received \$2,101.12. The season is defined as Fall 2010 + Summer 2011 combined.

Janet said with operating the PCC concession stand in-house, the previous concessionaire, Fun Time, would now manage only the concession stands at the softball fields and in the AC.

Greg asked if we should spend money to expand the PCC concession stand. Julie said the PCC space is almost twice the size of the Sunset Park concession stand and because of where the bathrooms are located, there is no room to expand.

Carrie asked if they would be open in the evenings. Julie said when league games are scheduled or if tennis requested it remain open, it would be.

New Shed at Softball Fields

Stuhr Center also is purchasing a shed and Julie will be contacting Tuff Shed to check if some type of discount is available for purchasing two sheds. For the softball fields, Julie is looking at the second to largest available that is within our budget. Janet confirmed \$2,500 would be covered from the SAC budget. Julie will be ordering the shed next week.

Volleyball Referee Stand Pads

Janet confirmed the cost of these pads for the six referee stands would be deducted from the All Sports Steering Committee budget, which is a combination of the money from the Adult Softball Steering Committee and the Volleyball Steering Committee. Julie found a place in Portland where they sell the pad material in rolls and is cut to fit from the roll. Janet asked how soon we could buy this material. Julie thought tomorrow (Friday, March 23) would work.

Online Registration

Janet would like to confirm adult softball registration would not be done online, but by hard copy instead. Julie confirmed it would be paper registration.

Janet asked if the spring adult coed volleyball online registration was smoother and with fewer problems than the winter season was. Julie said Julie Pacarro had used it for basketball and she and Leslie Mundt had been working on refining the system with IS. Feedback from users was key to fix the problems encountered. With the new fee structure being implemented for the adult softball program, Julie felt it was too complex to attempt online registration.

V. Old Business Soccer Update

Scott conveyed information from the March 5th meeting of the Board of Directors. Specific information will be reported in the minutes of the meeting of the Board of Directors.

VI. Committee Time

Greg - Asked the status of the work of the CSD Task Force. This was discussed at our February 16th meeting and information was to come back to the SAC for review this month. Scott reported it was not yet ready for our review and hopefully would be presented to us in April. Currently, the Board level policy is being developed by the attorneys. This generic policy will not address the specific operational details. A second document is being put together of operational procedures. In the future if things change, staff does not have to revisit the Board to change an entire Board policy; they would only change an operational policy.

Janet asked if Scott could forward the information to the members prior to our April 19th meeting so we could review and come to the meeting ready to discuss. Scott said he would.

Greg asked if there were any user groups offering pushback knowing what changes are about to take place. Julie answered reps from the groups are on the Task Force and they should be taking information back to the entire group. Julie thinks groups are worried the change would be immediate and not a phase-in process. Her best guess is implementation in January 2013. Scott added he has spoken to all groups except Willow Creek.

Julie - As discussed last month, Julie met with Accounting to sort out the BSSC's share of the Sunset Park concession stand revenue. The Field Improvement Fund should now be up to date and the balance should be approximately \$8,300. Janet said with that amount of money available, the members of the BSSC would probably vote to have Maintenance build the dugout covers on Baseball 2 for an estimated price of \$5,000. The members would rather wait for Maintenance to schedule the project for \$5,000 some time in the fall rather than bid it out for a cost of approximately \$10,000. Janet asked if we could get a ballpark figure on the timeline for construction by Maintenance. Julie said she is scheduled to meet with them next week and she will inquire. The next BSSC meeting is scheduled for November, but Janet would like to send out an email to the members with this information.

Julie - We are in the planning stages for Barsotti Park on Blanton near 170th. This site is slated to be master planned to contain a baseball/softball field. The way it is configured to leave some open multi-use space, the largest field that could be built would be 200' on the corners and 240' in the outfield. These dimensions work for girls' fastpitch and some little league. The multi-use space would be 160' x 260'. This is our initial master plan. It will be submitted to the Board and then the public meeting would be scheduled. This park was identified as having one of three baseball/softball fields called for in the bond measure.

Scott - ASA has donated \$1,000 toward the purchase of outfield portable fencing for PCC and Scott is asking the Committee members to donate a \$1,000 match. It would be the same type of roll-out fencing purchased some time ago to replace the old PVC portable fencing.

Motion: Greg moved the SAC donate \$1,000 toward the purchase of portable outfield fencing for the PCC complex. Carrie seconded the motion. There was no discussion and the motion passed unanimously.

Janet wanted to confirm the national tournament scheduled the end of July would not impact the Party in the Park on Saturday, July 28. Scott and Julie confirmed there was no conflict. The draw and the managers' dinner are scheduled for July 29; opening ceremonies are July 30; and games begin July 31.

Scott - A request has come in for discounted rates for veterans using frequent user passes. The Superintendents met and expanded the request to include active duty personnel from any branch of the military. They would receive a 25% discount on whatever the Park District offers. This would be the same discount offered seniors and would apply to in-district users only.

Carrie asked if spouses were included. Scott answered at this time, the discount would apply to military personnel only, but further discussion will be held regarding the inclusion of spouses and families. Greg felt including spouses and families was something to research down the road after we see how many veterans take advantage of the program. Janet confirmed the policy at the Stuhr Center was that if one spouse was 55, the other cannot take advantage of the programs until they also turn 55. Julie added military personnel may already be taking advantage of the senior discount, so this would apply to 55 and younger.

Greg felt the Stuhr Center policy also should apply to veterans and active duty military personnel. That way if the Stuhr Center policy changes, the military policy would change as well. Julie asked how it would work in the system. Scott said they would set up their account, prove they were military and the discount would be applied. Carrie said an ID card or DD214 form could be on file. Janet added an American Legion card would serve as proof since you must be honorably discharged to belong to the American Legion. Scott added VA benefit proof also would work.

Janet - Asked Julie if the 5-on-5 basketball tournament advertised for April 7th was considered to be the annual tournament hosted by the SAC. Julie said it was and staff had made all the preparations. Unfortunately since that would be Easter weekend, none of the members are available to volunteer as we have in the past. Julie felt staff could handle day-of needs. Julie added we received a \$601 donation from an Intel group to help cover costs. Janet confirmed the SAC would receive the net revenue generated from the tournament. Julie answered yes and seven teams already were paid in full.

Janet - Presented Julie with a compliment she and her staff received by the Park Foundation from the Juan Young Trust West Review Team as follows:

JYT West notes that recreational sports activity for middle school students in the Beaverton schools has changed over the years. Middle school students play under the THPR umbrella. The trust was impressed with the administration by THPR of the recent middle school basketball season where most of the games were at the 158th center. Communication was excellent thru the website. Kudos to you.

Janet - Had asked Jessica Collins for an update on the Who Should Play family assistance program. The Park Foundation recently gave the District \$36,877 toward the cost of this program. Janet pointed out in Fiscal 06-07, family assistance granted by the District was \$64,000. In Fiscal 10-11, the cost was \$564,000. Scott added use was approximately \$460,000.

Cathy Brucker reported through January of this year, direct payments made to affiliated sports groups were \$20,132 and registrations to District programs was \$195,128. Cathy added it has been light and we still have five months to go with April being one of the biggest months historically. Janet confirmed the District thought the total would be in the \$350,000 range, much less than last fiscal year.

Janet - Read a statement from Doug Menke regarding the Park Foundation's Director of Development Bob Schulz.

Please be advised that effective immediately, Bob Schulz will no longer be serving as Development Coordinator for THPRD and our Foundation (THPF) so that he may seek other opportunities.

During a three month interim (while he seeks other opportunities), I have asked Bob to shift his focus of fund raising specifically to NIKE where he has developed a very productive relationship and is in the process of a potential multifaceted agreement.

In addition, I will be working on a plan to address the District's (and THPF) Corporate (and Private) Development needs, including financial and program relationships.

I hope to bring recommendations to the Board mid-summer.

Janet - Reported the scoreboard on Court 1 downstairs was not working last Thursday. It kept going black and the referee on the court mentioned it happens all the time. It went black more than once.

Janet - Wanted to know if we could upgrade the ghost card program for adult softball. Years ago, the OD fee was \$25/year and a ghost card cost \$25. After the manager used the ghost card and decided to add the player to the roster prior to the add/drop deadline, we could trade a ghost card position for an OD player. Janet is wondering why we can't do the same today as long as the District receives the \$72 OD fee. A financially challenged player would buy a ghost card position on a roster for \$35. Then if the manager wanted to add the person to the roster, the player would pay an additional \$37 and become a legal player on the roster. The total of \$72 would be paid to the District, but in installments of \$35 + \$37 instead of \$72 at one time. Scott and Julie will think about the proposal and report back.

VII. Next Meeting will be held on Thursday, April 19, 2012 at 5:30 p.m. in the Athletic Center conference room.

We adjourned at 7:20 p.m.

Respectfully submitted,

Janet Allison