



RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORWOOD PARK AND RECREATION DISTRICT

**Held: Monday, February 11th, 2019, at 7:00 P.M. at the Oliver House,
1555 Summit Street, Norwood, Colorado, 81423**

Attendance

The regular meeting of the Board of Directors of the Norwood Park and Recreation District was called and held, as shown, in accordance with Colorado law. The following directors were present and confirmed their qualifications to serve on the Board:

Kelvin Verity
Diane Muniz
Daiva Chesonis
Nola Svoboda

Olivia Coe, Recreation Program Coordinator also attended. Michelle Liljegren, NPRD Administrator joined by phone. Director Newens' absence was excused.

Call to Order

The regular meeting was called to order by President Verity at approximately 7:09 pm on February 11th, 2019. President Verity noted that a quorum of the Board was present.

Changes to the Agenda

- Director Chesonis requested that SNL be added to recreation reports going forward.
- Director Verity noted the Leila Seraphin would not be presenting until the March meeting.

Approval of YTD Financial Reports

Ms. Liljegren presented the financial reporting for the month of January.

- The budget for 2019 had not been uploaded.
- Director Verity asked about the contract labor for Leslie Currie's invoice not showing on the financial reports. Ms. Liljegren noted that the bill Director Verity asked about would show in the March report.
- Director Verity discussed the fixed asset of the Livery in regards to depreciation. As the District is tax exempt it would not be of any benefit to depreciate the Livery.

With a motion from Director Chesonis, and a second from Director Svoboda, the board unanimously voted to approve the financial reports for January as presented.

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$4,879.63 with \$4,048.22 paid from the General Operating Fund, \$831.41 from the JFK Grant Fund.

- Director Verity mentioned that he would prefer to purchase supplies for the facilities locally in order to support local businesses. [Ms. Coe will ask about case discounts at the store or hardware store.](#)
- Ms. Liljegren also mentioned that Ms. Coe should also consider the shipping when ordering online

because it may be cheaper to buy locally when shipping is considered.

With a motion from Director Muniz, and a second from Director Chesonis, the Board unanimously voted to ratify the bills as presented.

Approval of Meeting Minutes from the January 14th regular meeting

Ms. Coe presented the minutes from the January 14th meeting for approval.

- Ms Liljegren noted that all but one of her tasks from prior meeting have been completed.
- Director Verity noted that the section indicated about the year end financial numbers being \$1000-\$2000 not needing to be included based on the fact that it was speculation.
- Director Verity noted that Nextcloud is not a hosting service, and a specific host does not yet need to be indicated.
- Director Verity noted that Dropbox is now charging the District \$99/year. [Ms. Coe will email Ms. Liljegren a request to cancel the automatic renewal for Dropbox.](#)
- [Director Verity mentioned that it might be best to start completing and sending out the minutes within one week after the meeting.](#)

With a motion from Director Svoboda, and a second from Director Muniz, the Board unanimously voted to approve the January 14th board meeting minutes with aforementioned changes.

Presentation of Pioneer Trails Proposal

Tabled until March board meeting

Website Discussion

- Ms. Coe presented information for CivicRec that she received from Jessica Kehler. Ms. Kehler had planned to have the board watch a demo she created that would showcase how all of the management of facility rentals, memberships, credit card processing, forms, etc. could be done in one place.
 - Directors requested to push back the presentation to the March meeting if possible.
 - Director Svoboda mentioned that there should be a plugin that creates a link between the calendar and the rental application form.
 - Director Svoboda recommended that any program that is used interfaces with Facebook.
- Ms. Coe sent a sitemap that she prepared and a report from Wordpress.
 - Discussion ensued around how to organize the current pages and which new pages to build.
 - Sitemap work session - [March 11th 6:30. Ms. Coe will have the sitemap in sticky notes on the board with extra notes on the table for the board to write new pages on and move around.](#)
- [Director Verity will send Ms. Coe demos for sites for cloud storage.](#)
- [Director Verity will present his top 3 suggestions for web hosting and domain in the March meeting. After that, Michelle can purchase \[norwoodlivery.com\]\(http://norwoodlivery.com\) \(org\).](#)

Items of Agenda:

Recreation Reports

Cross Country

- Director Verity reported that the skiing has been the greatest ever.
- The Fat Tire Bike Race was also great and NNA had a presence.
 - No membership were taken, but many people held conversations with representatives.
 - WETA also had a presence and lots of giveaways

Skating Rink

- Ms. Coe reported that no one has come out of the woodworks to become the new hockey coach.
 - Ms. Coe reported that there are people who are very interested in hockey and playing on the ice, but they are not appropriate as coaches
- Ms. Coe reported that she has given skates to Andrya Brantingham for her 5th grade class.
- Discussion ensued around not continuing the ice hockey program until an appropriate coach approached the District.
 - Ms. Coe reported that a community member approached her about NPRD taking over the soccer program from NNA in the coming year. Director Verity mentioned that if that is needed, NPRD would be willing to consider it.
- Discussion ensued around how to title time on the ice to create a schedule. [Ms. Coe will reach out to Karen Bellerose to get her recommendation.](#)

Open Gym update

- Ms. Coe reported that the pickleball and climbing open gyms have both had regular high attendance.
- Pickleball -
 - Montrose has a tournament that overlaps with the dates originally planned, but there are no tournaments in July or October.
 - Ms. Coe will communicate with Kyle Dinsmore at the school to evaluate which dates work best for the school.
 - Rio Coyotl is applying to become the USAPA ambassador to support the tournament effort
- Climbing -
 - The climbing gym has mostly turned into climbing team practice.
 - The climbing team is now done with their season, but the kids are still excited about learning more about climbing.
 - Ms. Coe discussed how the 5th day Tri-County Health Networks survey showed that the youth would like be offered more active, outdoor programs. It is her intention to plan a Spring, Summer, and Fall Friday climbing activity with the middle and high school students teaching elementary students how to climb. She will ask Ms. Gipner if additional credit can be offered to the High School student for participation in this program. [Ms. Coe will submit a proposal with a budget for the March meeting.](#)
- Director Verity asked about the background check information.
 - Ms. Coe reported that there would be up to 10 coaches that would need to be background checked the first year.

- Ms. Coe will ask the Protect Youth Sports representative about a lower amount for the deposit around \$100.
- Discussion ensued around who would need to be background checked.
 - Ms. Coe noted that all youth coaches should be background checked.
 - It would also be beneficial to background check volunteers who are in charge of the open gym activities if it is open to youth.
 - Director Verity asked if there was any kind of waiver for volunteers. [Director Verity will forward Ms. Coe the NNA version to use as a template to create an NPRD version.](#)
 - It was noted that NYO ran background checks for soccer when it originally started in 2015, and not NPRD.

Facilities Discussion

Maintenance/repairs update –

- Ms. Coe reported that Leslie Currie has been maintaining the deck shoveling schedule regularly, and that she has been able to cover the facility checks after events if needed.
- Discussion ensued around the facility rental fees report from the task list.
 - Directors were able to find a few facilities that had fees that were much greater than what NPRD is charging.
 - More discussion will take place in the March meeting when Director Newens returns.
- Director Verity reported that the library is moving out at the end of the month.
 - There is a counselor that expressed interest in the office space when it is available
 - [Director Verity will mention it to her.](#)
- Director Verity mentioned that Ken Watt offered to bring down the skid steer to do some new landscaping.
 - Director Muniz recommended to ask Mary Olson about a plan. [Ms. Coe will email her.](#)
 - Discussion ensued around asking Lory Herndon, the garden club, Lori Hunter, community garden, etc. for help or sponsorship throughout the process.
 - [Director Chesonis will approach the Apple Core Project about planting apple trees in the park.](#)
- SNL
 - Director Chesonis reported that there will be two SNL events in March and April.
 - Joe and Fiorella Coniglio will present a slideshow of their trip to Italy on February 23rd. There is no liquor license for this event. Clay and Jenny will offer an olive oil tasting during the event.
 - Glade Hadden will present on March 23rd. [Ms. Coe is working on the liquor license application.](#)

Program Coordinator

- [Director Verity asked if Ms. Coe could request posters for events that are open to the public in the rental application process in order to increase the posts on the website and Facebook.](#)

Executive Session

N/A

Public Comment

No comments from the public.

New Business

Director Chesonis mentioned that the Dark Skies initiative will be going through. She mentioned that they need to schedule an event possibly in May to celebrate the designation.

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:12 p.m., after a motion from Director Muniz and a second from Director Chesonis. The next regular meeting of the Board is scheduled for Monday, March 11th, 2019 at 6:30 P.M.



Secretary for the District

Action Item	Assignee	Date Assigned	Date Completed	Notes
Complete a digital Burn Canyon map for the April meeting	Director Verity	3/12/2018		
Meet with Shawn Fallon to decide on a plan of action for Disc Golf course	Director Verity	12/10/2018		Postponed until Spring
Look into planning special tournaments for activities that cannot be open gyms	Ms. Coe	12/10/2018		
Email Capital Outlay line item information to the board	Ms. Liljegren	1/14/2019		
Gather pictures of the facility to update the website	Director Chesonis	1/14/2019		
Contact Ken Watt about the sliding door in the Oliver House	Director Verity	1/14/2019		Is this completed?
Review Director Olson's maintenance forms	Director Newens	1/14/2019		
Research similar recreation district facility fee structures and report to Director Newens	All Board Members	1/14/2019		
Ask about case discounts at the Clark's and/or hardware store	Ms. Coe	2/11/2019		
Cancel the automatic renewal for Dropbox.	Ms. Liljegren	2/11/2019		OC emailed ML on 2/22/2019
Complete and send out the minutes within one week after the meeting.	Ms. Coe	2/11/2019		OC emailed on 2/22/2019

Prepare Sitemap sticky notes for March 11th board meeting work session	Ms. Coe	2/11/2019		
Send demos for sites for cloud storage	Director Verity	2/11/2019		
Present top 3 suggestions for web hosting and domain	Director Verity	2/11/2019		
Purchase norwoodlivery.com (org) after new web hosting is selected.	Ms. Liljegren			
Reach out to Karen Bellerose to get her recommendation	Ms. Coe	2/11/2019		
Submit a proposal for Friday Climbing activities with a budget for the March meeting.	Ms. Coe	2/11/2019		
Ask the Protect Youth Sports representative about a lower amount for the deposit around \$100.	Ms. Coe	2/11/2019		
Forward Ms. Coe the NNA version of the volunteer waiver to use as a template to create an NPRD version.	Director Verity	2/11/2019		
Email Mary Olson about recommendations for landscaping.	Ms. Coe	2/11/2019		Emailed 2/22/2019
Approach the Apple Core Project about planting trees in the park	Director Chesonis	2/11/2019		
Submit March 23rd SNL liquor license application	Ms. Coe	2/11/2019		
Request posters for events that are open to the public in the rental application process	Ms. Coe	2/11/2019		