



RECORD OF PROCEEDINGS

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

**Held: Monday, June 10th, 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
Daiva Chesonis
Nola Svoboda
Jessica Newens

Olivia Coe, Recreation Program Coordinator, and Michelle Liljegren, NPRD Administrator also attended.

Diane Muniz submitted her formal resignation.

Call to Order

The regular meeting was called to order by President Verity at approximately 7:05 pm on June 10th, 2019. President Verity noted that a quorum of the Board was present.

Changes to the Agenda

- Director Verity requested the following changes to the agenda:
 - Vacant board seat discussion added after the Presentation from Norwood Fire Department
 - Soccer added to recreation section
 - Strategic planning discussion added after the Norwood Fire Department presentation.
 - Switch facilities and recreation reports (B,C,A or C,B,A)
 - Create a Facilities Programs section to separate Mountain Film event and Halloween party from SNL.

Approval of YTD Financial Reports

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

- Directors noted that
- Discussion ensued around when payments are being received from the renters.
 - Ms. Coe recommended that it would be best to automate it through the website.
 - Director Verity mentioned that it would be better to try to automate everything together than do one thing at a time.
 - [Ms. Coe will start sending invoices to all facility renters.](#)

With a motion from Director Verity, and a second from Director Newens, the board unanimously voted to approve the financial reports for May as presented.

Ratification of Payments

Ms. Liljegren presented bills to be ratified totaling \$2,405.44 paid from the General Operating Fund. With a motion from Director Newens, and a second from Director Chesonis, the Board unanimously voted to ratify the payments as presented.

Approval of Meeting Minutes from the May 13th Regular Meeting

Ms. Coe presented the minutes from the May 13th meeting for approval.

- Several dates were incorrect on the minutes.
- Director Verity mentioned that it would be more beneficial to have an outcome in each area where "Discussion Ensued" is noted on the minutes.
 - He explained that each time that happens they are small policy decisions that need to be recorded.

With a motion from Director Verity, and a second from Director Newens, the Board unanimously voted to approve the May 13th board meeting minutes with the corrections listed in his email to Ms. Coe and future recommendations for changes to the process of recording minutes.

Strategic Plan Discussion

Director Verity reported that over the years, there have been several different strategic planning sessions with the District.

- He mentioned that the master plan is a very significant document that takes weeks or months to revise.
- His recommendation is to hold a strategic planning meeting.
- April Montgomery with Telluride Foundation offered to hold a Strategic Planning meeting with the District if held in July.
- The Board agreed to meet on Monday, July 29th at 5:00 pm for a facilitated Strategic Plan meeting.

Discussion of Open Board Seat

Ms. Liljegren reported that there is no requirement to post information about an open seat.

- Ms. Liljegren reminded the Board that emails between more than two Board members could be construed as being in conflict with the Open Meetings requirement of Colorado State law which states that all meetings (including those held electronically) must be held in public. Therefore, email discussions between more than two Board members should be avoided.
- If Board members have ideas on individuals to replace Director Muniz's seat, they may email each other, being careful to avoid any violations of the Colorado Sunshine law. Prospective candidates may be invited to the July meeting.

Website Discussion Recreation Management Software and Automation

- Director Newens and Chesonis sent pictures to add to the website.
- Director Verity and Ms. Coe met to discuss the remote viewing of the server.
- Director Verity will look into payment processing and forms for the website.
- Director Verity reported that the website has officially transferred over to the new web host that is less expensive and more functional.
- Director Verity noted that he took the computer from the Livery to create a database that would allow users to remote access the computer to keep all documents in one place.

Fire Department Presentation of 4th of July Collaboration Request

Joe Conway of the Norwood Fire Department presented the plans for the Star-Spangled Saturday fun run ideas.

- Director Newens mentioned the Wright Stuff held the run and bike ride in the past.
- Mr. Conway mentioned that it would be a fundraiser for NPRD or the Fire Department.
- Director Svoboda mentioned that it might get more town participation if it goes through town instead of around Thunder Road.
- Need to pay for advertising. Costs - \$10 for adults, \$5 for kids on bikes.
- Director Newens will do the preplanning for race info from Wright Stuff.
- Director Chesonis will talk to Kara Palone about the maverick news at the store for possible promotional opportunity.
- Ms. Coe and Joe Conway will meet to finish planning the race.

Items of Agenda:

Facilities Discussion

Maintenance/repairs update –

- Director Verity mentioned that the Telluride Foundation requested usage of the linens and tables for their annual meeting being held at the Livery
 - Ms. Coe mentioned that the policy is to not charge nonprofit organizations.
 - Director Svoboda recommended charging half of what Viking would charge.
 - Director Verity will relay the message and negotiate the price.
- Director Newens noted that Ah haa donated curtains for the stage.
 - She mentioned that Buff Hooper and Ellen Metrick would be good people to talk to about what to do with them and how.
- Halloween Anniversary Party – Tabled until July meeting.
- Discussion ensued around liquor licensing for the Livery in regards to music events.
 - Directors mentioned the possibility of applying for specific dates in anticipation of events occurring on those dates or enlisting bands with those future dates in mind.
 - Ms. Coe mentioned that it would be the responsibility of NPRD to run the bar even if other organizations held an event on those dates at the facility.
 - Director Svoboda mentioned that the library has a liquor license for their facility.
 - Director Svoboda mentioned that there should be a dance after the play on July 27 to coincide with the Rodeo.
 - Karaoke, DJ, or band were all options.
 - Ms. Coe will discuss the idea with AJ and Wide Sky.
 - Ms. Coe will submit a liquor license for that date.
 - Director Verity will talk with Gretchen at the town to inquire about getting the Livery licensed.

SNL/Mountain Film -

- Director Chesonis mentioned that the summer is filling up quickly and there are no plans for an SNL event in the next two months.
 - Director Verity will talk with John Herndon about his plans.
 - Director Svoboda will talk to bands about if they would like to come down.
- Ms. Coe reported that the date has changed for the Mountain Film fundraiser on October 18th.

- Director Chesonis will not be in town until later on the 18th. Ms. Coe will ask Mountain Film if the 19th is an option.

Program Coordinator

- Ms. Coe sent the board her itemization. She summarized her May activities verbally to the board.
 - Director Verity mentioned that the dish set information.
 - Lone Cone Legacy Trust requested usage of the dish set for an event off site.
 - Director Verity mentioned that since they completed the set, they should be able to request such an activity.

Recreation Reports:

Open Gym Update

- Pickleball -
 - Ms. Coe reported that they are still running weekly, but that the wind is very difficult.
 - Ms. Coe reported that the wind shield quotes are coming in and are not very expensive.
 - She reported that Gretchen has been discussing running several tournaments each year. Ms. Coe mentioned that it might cause interest to wane because it would be all the same people each time.
- Climbing -
 - Ms. Coe reported that she has cancelled the climbing camp because the high school team members ended up getting jobs on Fridays and will not be available.
 - She has started to run only weekly on Mondays.

Disc Golf Course Progress

- Director Verity reported that the town course is still in the works.

Cross Country

- Director Verity reported that there is nothing to report.

Skating Rink

- Ms. Coe noted that there is nothing to report.

Soccer

Director Verity mentioned that Soccer may be coming back around to NPRD. He is looking for sustainable youth soccer support. May lead to a greater discussion on youth sports in Norwood.

Executive Session

N/A

Public Comment


New Business

Dark Skies event is looking like it will happen in the fall.

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at

approximately 9:41 p.m., after a motion from Director Newens, and a second from Director Svoboda. The next regular meeting of the Board is scheduled for Monday, July 8th, 2019 at 7:00 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		
Review Director Olson's maintenance forms	Director Newens	1/14/2019		Any update after review?
Ask about case discounts at the Clark's and/or hardware store	Ms. Coe	2/11/2019		
Purchase norwoodlivery.com (org) after new web hosting is selected.	Ms. Liljegen	6/10/2019		
Approach the Apple Core Project about planting trees in the park	Director Chesonis	2/11/2019		
Open US Bank documents and bring to the meeting to give to Director Chesonis	Ms. Coe	3/11/2019		
Look into getting a digital copy of policy documents from the Insurance company	Ms Liljegen	3/11/2019		IS THIS COMPLETED?
Look into setting up as much of the website automation as possible through Wordpress plugins and WooCommerce	Ms. Coe	3/11/2019		In process
Check USAPA pricing and email to the board	Ms. Coe	3/11/2019		
Email renters about checking the Oliver house calendar before using the meeting room.	Ms. Coe	4/8/2019		Completed 7/5/2019
Ms. Coe will add an item to the agenda in the fall to discuss the future of the ice rink.	Ms. Coe	4/8/2019		
Email the class renters to request that they sweep after their events each day to help keep the facility in good condition.	Ms. Coe	4/8/2019		Completed 7/5/2019

Meet to prepare a budget and proposal to continue planning for Mountain Film event.	Ms. Coe and Director Chesonis	4/8/2019		
Add agenda item to the may meeting regarding Halloween anniversary party	Ms. Coe	4/8/2019		Tabled until July
Send a usage report from 2018.	Ms. Coe	4/8/2019		
Communicate with the Chamber about utilizing the yard at the Oliver House for that activity if they choose to sponsor such an event.	Director Svoboda	4/8/2019		
Work on the website at the end of the month	Ms. Coe and Director Verity	5/13/2019		
Create an evaluation for the facilities that gets sent after their event is completed	Ms. Coe	5/13/2019		
Contact Regan in early June to request an article about NPRD happenings, including needs	Ms. Coe	5/13/2019		
Send a list of grants	Director Svoboda	5/13/2019		
Contact Ms. Liljegren about the insurance quotes and present the information to the board	Ms. Coe	5/13/2019		Cancelled Climbing camp
Forward information to Director Muniz re: Telluride Mountain Clubs request to put up a plaque to memorialize Charlie Fowler and Christine Boscoff in the climbing gym	Director Verity	5/13/2019		
Contact the county to get registered as a community service organization.	Director Newens	5/13/2019		
Contact Ms. Liljegren about the raw water tap annual payment	Ms. Coe	5/13/2019		Completed
Director Verity will contact Melissa Currie about the shoes on the walls	Director Verity	5/13/2019		
Measure and request a price quote for paint from Ace Hardware. Send to board.	Ms. Coe	5/13/2019		
Contact Yvette Henson and Primetime about doing gardening and/or a landscaping project on the NPRD yard.	Ms. Coe	5/13/2019		
Contact AJ about getting a quote from her husband Glenn for landscaping	Ms. Coe	5/13/2019		Completed, He is too busy

Ms. Coe will start to look for silent auction items.	Ms. Coe	5/13/2019		
Start sending invoice to all facility renters	Ms. Coe	6/10/2019		
Email recommendations for new board member	All Directors	6/10/2019		
Send Wright Stuff Run info to Ms. Coe	Director Newens	6/10/2019		Completed
Contact Kara Palone about the Maverick News at the Store	Director Chesonis	6/10/2019		
Meet with Joe Conway to continue to plan the run	Ms. Coe	6/10/2019		Completed
Relay message to Telluride Foundation about linen and table rental at 50% of Viking price	Director Verity	6/10/2019		Completed
Discuss dance after rodeo with Wide Sky	Ms. Coe	6/10/2019		Completed
Submit liquor license application for July 27 th	Ms. Coe	6/10/2019		Completed
Talk with Gretchen about getting the facility licensed for liquor	Director Verity	6/10/2019		Completed
Talk with bands to see if they can come to Norwood for a show	Director Svoboda	6/10/2019		
Talk with John Herndon about his plans for bands this fall	Director Verity	6/10/2019		Completed
Contact Mountain Film about changing dates	Ms. Coe	6/10/2019		Completed