



PLAYEAST!
East County Recreation

BOARD MEETING MINUTES

Tuesday, February 1, 2022
6-7:30 PM
Zoom

BOARD PRESENT:

Darren Riordan, Chair Fairview City Councilor
Mike Abbaté, Vice Chair Fairview Resident
Scott Harden, Wood Village City Councilor
Tom Miles, Wood Village Resident
Stephanie Field, Reynolds School District

BOARD ABSENT:

Patricia Smith, Wood Village Resident
Jenni Weber, Fairview Resident

STAFF PRESENT:

Nolan Young, Fairview City Administrator
Greg Dirks, Wood Village City Manager

STAFF ABSENT:

Jairo Rios-Campos, Program Manager

- 1. Call to order:** Chair Riordan called the meeting to order at 6:05pm.
- 2. Minutes for January 2022:** Harden states on page 2 of 5 his name is misspelled. Abbate moves to accept the minutes with correction, Harden seconds. Minutes pass.
- 3. Fundraising Update:**
Riordan share board members should have received link to master sponsor list. Encouraged members to identify sponsors on the list they would make the “ask” too. If board members did not see potential sponsor name to include it with contact information.

Discussion on sharing the workload of contacting elective officials and others as potential sponsors. Harden mentions he has more available at this point.

Riordan shares the committee recommends a \$30,000.00 goal for this year’s fundraiser. Last years event generated over \$32,000.00. Abbate added most of the funds we generated before the virtual event.

The board agreed with the goal for the fundraisers.

Riordan mentions the committee discussing date of the event. Wanted to bring this item to the board and hear thoughts of moving date from the Thursday April 28th to Thursday May 12th.

The consent of the board was to move the event to Thursday May 12th.



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Riordan reminded the board of the Friends and Family Night fundraiser at McMenamins PowerStation on Tuesday February 8th from 5pm to close.

Miles shares the committee also discuss potentially looking at contracting someone to help with the technical aspects of the event. Potential cost for services \$1,000 - \$1,200 for the event.

Abbate asked if Jessi was still involved with the fundraising committee. Miles mentions there was expectation he would but has not at this current moment.

Rios-Campos joins the meeting 6:18pm

Rios-Campos reminds the board to look over the master sponsor list and identify who on the list they are committing to contact and if anyone is missing to add them and their information on the list. He also shares that Weber will be drafting this year's letter to send to potential donors.

Rios-Campos mention he has sent an appreciation letter to all of PlayEast big sponsos and donors, recapping what PlayEast has done since the fundraiser event and plans for the future.

4. Budget FY 2022-23

Rios-Campos shares staff proposed budget for upcoming fiscal year 2022-23. He states that staff calculate off current fiscal year activity through December 31st, 2021.

Rios-Campos mentions in the PlayEast current budget the annual fundraiser has not take place and a big increase in registration revenue has occurred, staff is projecting to end with doubled what they had budgeted for.

Rios-Campos shares PlayEast will end with a grant line item of \$15,000.00 for FY 2021-22. Abbate asked if the increase in the grants is due to the ARPA grant staff has submitted. Rios-Campos confirms that it is and are waiting the states approval of funds. Rios-Campos mentions the grant is a three-year grant with the first year including for the purchase of a vehicle. This line item also includes a Metro grant staff will also be pursuing.

Rios-Campos mentions registration revenue has increased to \$25,000.00. this is due to a variety of factor. As minimum wage increase contractor fees do as well as do cost for materials.

Abbate asked why sponsorships and contribution had an increase of 50% from this fiscal year. Young explains staff uses the sponsorship and contributions to balance out the budget. Young states as Rios-Campos shared the program is design to be self-sustained and cover all expenses not included Recreation Manager cost. Young also states COVID impacted both revenue and expenditures last fiscal year.



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Rios-Campos shares staff expenditure have not yet been full calculated due to current negotiations. He states that staff currently use a place holder. Once the finance director has disclosed figures budget could increase or decrease.

Miles asks if staff has considered add additional staff support to help Recreation Manager. Rios-Campos mention that staff has not.

Harden asks if temporary help budget line is staff fees or additional staff support. Rios-Campos state that line item is for additional staff support and the program currently has two addition staff that help cover programs.

Harden stated if the City of Fairview had the capacity to add additional staff that would help in multiple departments. Young state not at the current moment. He also states that the program has not, yet evet use all the budgeted funds for the temporary help.

Board discussed with an increase in budget for programs the need for additional staff support.

Dirks mentions in the ARPA grant staff has included funds for additional staff support.

Abbate asks if additional staff is included in the grant why is it not reflected in the temporary help budget line. Rios-Campos mentions staff has created a Recreation Grant expenditure line item. This will serve where staff will indicate all one-time grant expenses.

Harden asked if staff would be looking into hiring a temporary help with those funds. Young replied yes.

Young mentions after final budget is presented the finance director might change where some of the grant funds appear. Young mentions staff created this budget to give the board an idea of next years budget.

Abbate states staff has done a great job presenting the information and answering questions. He mentions as the program continues to grow so does the need for additional staff support. Abbate asks how the grant dollars could be leveraged to expand program offerings.

Dirk mentions appropriate time for the board to have this discussion as the program is entering its last year of the current IGA.

Fields ask if Rios-Campos was the one staff for PlayEast. Young states Rios-Campos manages the program while administrative and financial cost are covered by the City of Fairview. In addition, the program does have temporary help to assist in covering some classes to allow Rios-Campos time to develop and grow the program. Young also states as the fundraiser continues to grow removing more of those responsibilities form Rios-Campos to allow him to focus on other areas as this is an area the board can assist in.



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Discussion amongst the board on what is allowed with the ARPA grant and if staff can leverage some funds to create a part time assistant for the program. Harden mention identifying ways to use leftover grant dollars and propose a half time assistant during new negotiations for the program, aiming for a more permanent solution.

Rios-Campos states that even though in the PlayEast budget the grant funds might seem to have some flexibility the budget staff submitted for the ARPA funds will come with some restrictions on what they can be spent on.

Young mentions the program was design to develop partners that would help provide programs and PlayEast would support. Young mentions he will ensure Rios-Campos is has the adequate time dedicated to grow the program.

Young mentions missing Rios-Campos evaluation. He states need to create a process for that evaluation to happen.

Staff mentions they will analyze program needs with a focus in the summer and work on developing a strategy to present to the board at the next meeting.

Rios-Campos shared a few additional budget items. Increase in IT Upgrade covering new registration software, the other Marketing/Community Outreach. This will allow PlayEast to participate in community and city events.

5. Adjournment:

Chair Riordan adjourned the meeting at 7:20.

DocuSigned by:
Darren Riordan
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3/23/2022

Darren Riordan, Chair

Date

DocuSigned by:
Jairo Rios-Campos
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3/24/2022

Jairo Rios-Campos, Recreation Manager

Date