



**PLAYEAST!**  
East County Recreation

**BOARD MEETING MINUTES**

**Tuesday, November 9, 2021**  
**6-7:30 PM**  
**Zoom**

<p><b>BOARD PRESENT:</b> Darren Riordan, Chair Fairview City Councilor Mike Abbaté, Vice Chair Fairview Resident Jenni Webber, Fairview Resident Scott Harden, Wood Village Resident Patricia Smith, Wood Village City Councilor Tom Miles, Wood Village Resident Stephanie Field, Reynolds School District</p> <p><b>STAFF PRESENT:</b> Jairo Rios-Campos, Program Manager Nolan Young, Fairview City Administrator Greg Dirks, Wood Village City Manager</p>	<p><b>BOARD ABSENT:</b></p> <p><b>GUEST:</b> Brian Cooper, Fairview Mayor</p> <p><b>STAFF ABSENT:</b></p>
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**1. Call to order:** Chair Riordan called the meeting to order at 6:05pm.

**Minutes for October 2021:** Abbate moves to approve minutes, Harden seconds, and minutes pass.

**2. Fall Final Numbers:**

Rios-Campos shares a graph showing registered participants for the recreation program, he highlights having 97 participants in quarter two of fiscal year 2021-22. Rios-Campos mentions more than last year’s registration and about average from previous years. Rios-Campos share a year-to-year graph, stating that this year’s accumulative registrations is the same as all of last years combined. Stating that the program is heading in the right direction.

Rios-Campos share registration revenue graph, he highlights quarter two of the current fiscal year with \$6,259 more than any other year in the same quarter. Rios-Campos share a year-to-year comparison, sharing the program has surpass all its previous years of registration revenue in these two quarters alone. Assures the board the program is financially stable.

Abbate asked if awarded scholarships amounts were reflected in this graph or if they were separate. Rios-Campos mentions awarded scholarships and amounts are kept separate, these graphs reflect the registration cost as a whole. The program has a scholarship budget to cover all awarded scholarships.



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Abbate asked if Rios-Campos could share information about scholarships, he noted registrations were down and revenue was up. Rios-Campos share they have seen a small increase of participants asking for scholarships, awarded amounts have increased as well.

Young asked if Rios-Campos could share why registration revenue has increased more than registered participants.

Rios-Campos shared the bulk of the revenue was due to the summer camps PlayEast offered. He stated they had only offered three camps max in previous years and this year increasing to seven camps. Rios-Campos noted awarding scholarship for camps as well.

Harden mention not having free camps or activities decreases our registered participants.

### **3. Facilities:**

Rios-Campos reminded the board of the agreement with the Reynolds School District, allowing PlayEast to use outside covered area for the fall term. Rios-Campos shared a scheduled meeting with the district to discuss potential indoor facility use for the winter term in late January.

Rios-Campos also has been looking at alternative facilities, in case the district does not allow access to their indoor space. He mentions looking at Anthem Church, Courts at Clear Creek, and Harvest Church.

Rios-Campos is waiting to hear back for these facilities and will wait to see what the district allows.

Rios-Campos is hopeful the district will allow use of indoor space and no cost to the program. If need to use other facilities cost would \$50 per hour.

Dirks updated the board on potential acquisition of a facility both cities were looking at. He mentions the current tenants still had a five-year lease to own contract that make things difficult to move forward. Dirks mentions the cities are still looking for partnership and other facility opportunities.

### **4. Fundraiser Update:**

Rios-Campos share what McMenamins can provide for the PlayEast Annual Fundraiser. Event room that can accommodate 120 guests, space for live music and performances, they would waive \$3000 minimum, A/V charges and there is an additional 21% gratuity.

Rios-Campos shared three options from the menu provided to him by McMenamins. Option one cost \$4,646, option two cost \$7,695, and option three cost \$8,712.

Rios-Campos mentions McMenamins is unable to provide more options for the event at this point.



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The board discussed hosting a dessert fundraiser instead of the traditional dinner. Also, the discussion was about who might attend the event as this would play a part of where the event will take place.

Smith asked what the expense and the attendance was of the last fundraiser held at the Wood Village Baptist Church and if that was an option to host it there again.

Rios-Campos mentions in the first two years having a good attendance with it decreasing in year three. He also mentions expenses was roughly \$2,200, with most of it covering the cost of the catering.

Rios-Campos also asked the board to think of what type of attractions the fundraising event will have. Mentioning that last year's event had a virtual silent auction.

Abbate present a question to the board, asking if an event was needed to raise money. He mentions last event did not have a lot of attendees but was the most successful event so far. Abbate states most individuals that would donate at an event would donate without an event. Abbate adds if the event is only to raise money or does the even hold other purposes.

Riordan mentions the event was a celebration of the programs and bring people together.

Weber mention still being in a pandemic and with more requirements to hold in-person events would that be a factor in how many people we invited to the event and potentially bring cost down.

Rios-Campos mentions he would look into OHA event guidelines.

The discussion amongst the board if to create a celebration and invite all of those who donated either before summer or at the end of summer. Potentially hosting the celebration at the Wood Village City Hall.

Rios-Campos request the board select members to create a fundraising committee to help identify best options for the fundraising event and or celebration event.

Smith, Weber, Miles, and Riordan have volunteer to be in the fundraising committee. Rios-Campos will coordinate first meeting.

### **5. Survey:**

Rios-Campos shared a survey staff created to get feedback from participants on areas the programs is doing well and areas to improve. Survey is made up of six questions with a scale of 1-5, one representing excellent and five representing very poor. Surveys collected reflect 80% of participants have an excellent overall experience, 10% with a good experience, and 10 % with a fair experience.



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Rios-Campos mentions the survey highlights many good things the program is doing as well as some areas of improvement. The biggest area of improvement captured in the survey was location and facility. Having the class outside in not ideal weather was the issue. Rios-Campos mentions staff predicted facilities and location would be the biggest area of improvement especially with the bad weather approaching.

Abbate asked how many response staff received with the survey. Rios-Campos shared he has received a small amount of responds but is hopeful to receive more as more programs ending. Rios-Campos also shared he will be attending classes and providing the survey in a paper form in hope to collect more responses.

Rios-Campos shared other areas of improvement would be with some of the coaching staff with the basketball program, will have a conversation with Skyhawks to address those concerns. Rios-Campos also mentions an alternative would be to look for another agency or individual to take over the basketball program if these areas are not corrected.

Riordan asked if staff would continue to collect surveys in the future. Rios-Campos mentions this is something staff will do quarterly after each program is complete. This will help ensure we continue to offer a high-quality program.

Miles asked with what the response in the surveys showed is that is something staff also agrees with. Rios-Campos states he does. Stating programs that have consistent instructors tend to have better participation satisfaction and a higher potential of returning participants.

Abbate states the partnership with Skyhawks was vital in getting the program off the ground. He states it might be time for staff and the board to investigate running program in house.

Abbate asked staff to consider options to hirer seasonal staff to help with program offerings. Riordan mentions looking into community members that could help be instructors, as they already have a connection to the community.

Dirks mentions having some conversation regarding providing support for summer programming.

### **6. Software Update:**

Rios-Campos shares staff is looking into changing their registration software provider. He shares there are three providers they are considering: RecDesk, SmartRec, and CommunityPass.

Rios-Campos shares a side-by-side comparisons. Mentioning price and amenities software provides were the big factors when comparing. Features include website customizations, the ability to attach scholarship to account holders, and CommunityPass has a translation



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function. Other features are all three software are cloud base, allowing the administrator access via any mobile devices.

Abbate asked about how well was the translation featured work and how many languages were available. Rios-Campos mentions the translation is comparable to Google translates and they have the capacity to translate into thirty-nine different languages.

Rios-Campos share most software operate in a one-year contract. He shares CommunityPass can offer a three-year contract.

RecDesk provide an all-inclusive price that allow multifunction.

SmartRec does a monthly charge and has a \$4000 set-up fee. Rios-Campos share SmartRec being the best technical software but is not what the program currently needs and is over budget.

Rios-Campos share CommunityPass does offer different modules. Each module allows for distinct functions and a different cost.

Rios-Campos share the current software provider is currently a year-to-year contract.

Abbate mention besides the set-up fees software cost is close to what the programs is currently paying.

Rios-Campos recommendation for the board is CommunityPass Membership module.

Abbate asked a timeline for implementation. Rios-Campos states implementation would happen during the month of January and the new software would be ready for the spring in March. Rios-Campos also share Mollie King from the City of Troutdale is looking into changing software as well and are looking at CommunityPass also.

Abbate motions to support the change of current software to the CommunityPass Membership Module. Smith seconds the motion. Motion passes with unanimous vote.

### **7. Other Items:**

Abbate share the City of Gresham is looking to lunch their own parks and recreation advisory prosses. Sharing the first meeting will be November 18<sup>th</sup>. Unsure what this means for PlayEast or other recreation programs.

Riordan mentions the board needing to look to the feature and where the program is headed.

Dirks share the City of Wood Village has started their upgrades on their multi-use sports field. Should be ready to go for the spring. Riordan asked what the cost was for the upgrades. Dirks mentions it was cost to \$20,000.00.



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Rios-Campos updated the board on the ARPA funds mentioning he has submitted the requested information and is hopeful in the process.

Rios-Campos ask for volunteer from the board to represent PlayEast at each cities Tree Lighting Event. Both events are Saturday December 4<sup>th</sup> from 5-7pm. Weber and Abbate will be at the Fairview event, Smith, Harden, and Miles will be at the Wood Village event. Riordan mentions if he is available, he will attend the Fairview event.

**8. Adjournment:**

Chair Riordan adjourned the meeting at 7:27pm

DocuSigned by:  
*Darren Riordan*  
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3/23/2022  
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Darren Riordan, Chair

Date

DocuSigned by:  
*Jairo Rios-Campos*  
\_\_\_\_\_

3/24/2022  
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Jairo Rios-Campos, Program Manager

Date