



City of Lancaster
PARKS AND RECREATION DEPARTMENT



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**RECREATIONAL DEVELOPMENT CORPORATION (LRDC – 4B)
AUGUST 15, 2011
MINUTES**

The Board of Directors of the Lancaster Recreational Development Corporation (LRDC – 4B) met August 15, 2011 at 6:00 p.m. at the Lancaster Recreation Center, Classroom, 1700 Veterans Memorial Parkway, Lancaster, TX 75134.

Lancaster Recreational Development Corporation Directors Present: Spencer Hervey, Willene Watson, Coy Poitier, Abe Cooper, Mary Sykes, Cecelia Rutherford, Deborah Brooks, and Darwin Isham.

City Staff Present: Parks and Recreation Director Sean Johnson, Recreation Superintendent Jasmine Lee, Chief Accountant Susan Cluse, Director of Finance Sherry Haynes, Assistant to City Manager/Media Contact/PIO Alicia Oyedele, Director (Library) Cami Loucks, and Administrative Secretary Cynthia D. Williams

Director Sean Johnson introduced and then congratulated newly appointed Alternate Board Member, Ms. Deborah Brooks. He also congratulated Mr. Abe Cooper on his appointment to permanent Board Member status.

Administrative Secretary Cynthia D. Williams administered the Oath of Office to Alternate Board Member, Deborah Brooks.

Invocation:

Mr. Cooper gave the invocation.

I. Call to Order

Vice-President Cecelia Rutherford called the meeting to order at 6:04 p.m.

II. Consider Approval of Minutes (June 20, 2011)

There were several comments and/or questions.

At this time, Vice-President Cecelia Rutherford turned the meeting over to President Spencer Hervey.

Mr. Hervey made a motion seconded by Mr. Cooper to table the June 20, 2011 LRDC – 4B Corporation Minutes until Staff can review and modify. The motion carried unanimously.

III. Update on Formation of Non-Profit (Director Sean Johnson)

Director Sean Johnson reported that Staff met with the City Attorney to discuss the formation of a non-profit for the LRDC – 4B Corporation. The LRDC – 4B Corporation entity will serve as a non-profit. The Corporation does not have to create or establish a non-profit.

There were further questions/discussions.

IV. LRDC-4B Budget Presentation for Recommended Approval (Chief Accountant Susan Cluse, Finance Director Sherry Haynes)

Ms. Cluse introduced the City's new Finance Director, Ms. Sherry Haynes.

Ms. Cluse submitted the Lancaster Recreational Development Corporation Financial Report as of July 31, 2011 to the Corporation. She gave a brief presentation, which included the Current Monthly Financial Report, and the Debt Service Schedule.

There were several comments and/or questions.

Mr. Hervey asked if LRDC-4B has to pay the City back once the debt service is paid. Ms. Cluse stated that that is a question for the City Manager. Mr. Johnson stated that communications received at this time indicate that this is to be determined. Mr. Hervey would like something in writing.

V. Discussion-Recreation Revenue Update (Director Sean Johnson)

Mr. Johnson presented a short presentation on the Department's Recreation Revenue Game Plan. Staff presented a similar overview to the Corporation in midyear of this year. This Game Plan accounts for our revenue goals for the year.

There was further questions/discussion.

VI. Discussion-Recommended Agenda Topics per Board President (Board President Spencer Hervey)

Mr. Hervey submitted his composed Recommended Lancaster 4B Board Agenda Items to the Corporation. He reported that the LRDC-4B Bylaws state that once elected, the President has the responsibility to meet with the Parks and Recreation Director and identify Agenda Items for the year. .

Mr. Hervey clarified items in the Bylaws such as a LRDC-4B Treasurer, and the LRDC-4B Development Plan. He reported that if the Corporation wishes to address an issue with City Council, the Bylaws state the Corporation might request placement on a City Council Agenda. He would also like an extra day to review the Agenda to make any comments, and/or modifications.

There were several comments and/or questions.

Mr. Johnson reported that when he began employment with the City of Lancaster in June 2010, he had the pleasure of meeting Mr. Hervey who presented at this time the aforementioned agenda recommendations that were scheduled to begin in January 2010. Staff has placed several items on the Agendas (both Advisory Board and LRDC-4B) for the board members input. Staff has also had City Finance Director and/or Assistant Finance present quarterly updates regarding sales tax.

Mr. Johnson reported that he encourages the Corporation to recommend items to be placed on the Agenda, however remain mindful of TOMA "walking quorum" prohibitions.

There was further questions/discussion

VII. Set Agenda for Next Meeting

- **Orientation of 4B Duties/Role (to include all divisions under 4B)**
- **Direct Guidelines of the Duties of the 4B and Advisory Board**
- **Recommended 4B Budget for Council Approval as Presented by Finance to the Corporation (Special Call meeting TBD)**
- **Review of 4B Bylaws**
- **Library Three-Year Development Plan**
- **History of LRDC-4B**

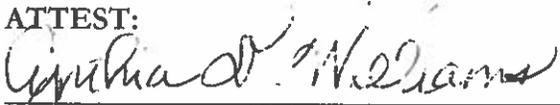
Mr. Johnson reported that the 4B Budget presentation was originally scheduled for July 2011. However, due to the lack of a quorum the July meeting was cancelled. A special called meeting will be held to recommend council approval of 4B budget as presented.

There was further questions/discussion

VIII. Adjournment

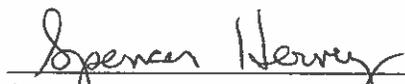
Willene Watson made a motion seconded by Ms. Sykes to adjourn. All present approved and the meeting adjourned at 7:25 p.m.

ATTEST:



Cynthia D. Williams, Administrative Secretary

APPROVED:



Spencer Hervey, President
Lancaster Recreational Development Corporation (LRDC - 4B)