



City of Lancaster
QUALITY OF LIFE AND CULTURAL SERVICES

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SPECIAL CALL MEETING

LANCASTER PARKS AND RECREATION ADVISORY BOARD

Monday, October 6, 2014, 6:15pm

MINUTES

The Members of the Lancaster Parks and Recreation Advisory Board met Monday, October 6, 2014 at 6:15pm at the Lancaster Recreation Center (Grand Hall), 1700 Veterans Memorial Parkway, Lancaster, TX 75134.

Lancaster Parks and Recreation Advisory Board Members Present: Abe Cooper, Willene Watson, Mary Sykes, Spencer Hervey, Jerry Giles, Terrence Comick, and Cecelia Rutherford

Lancaster Parks and Recreation Advisory Board Members Absent: Darwin Isham

City Staff Present: Managing Director Sean Johnson, Assistant Director Kelly Ledbetter, Library Manager Jerry McCulley, and Administrative Secretary Cynthia D. Williams

I. Call to Order

Chair Jerry Giles called the Lancaster Parks and Recreation Advisory Board meeting to order at 6:35pm.

II. Consider Approval of Minutes (July 28, 2014)

Mrs. Rutherford made a motion seconded by Mr. Cooper to approve the minutes of July 28, 2014 of the Lancaster Parks and Recreation Advisory Board meeting as written. The motion carried unanimously.

III. Election of Officers (Managing Director Sean Johnson)

Jerry Giles nominated as Chair by Mary Sykes. Spencer Hervey made a motion for nominations to close and a unanimous ballot cast for Jerry Giles. All voted and Jerry Giles is Chair.

Willene Watson nominated as Vice-Chair by Cecelia Rutherford. Spencer Hervey made a motion for nominations to close and a unanimous ballot cast for Willene Watson. All voted and Willene Watson is Vice-Chair.

IV. City of Desoto 4th of July MOU (Managing Director Sean Johnson)

Mr. Johnson updated the Board on the partnership with the City of Desoto and the "4th of July Celebration". Staff is putting a Memorandum of Understanding (MOU) in place for both cities. We have constructed a draft MOU and we are waiting on input from the City of Desoto. Once we receive Desoto's input, Staff will bring to Park Board for consideration.

There was further questions/discussion.

V. Youth Standards of Care (Assistant Director Kelly Ledbetter)

Mr. Ledbetter reported that each year the State of Texas mandates those organizations such as Parks and Recreation, or those non-licensed day care facilities review and update the Youth Standards of Care. That is the Departments standard operating procedures on things such as participant/staff ratio or discipline policy, specifically as it relates to our After School Programming and Summer Program. Staff is in the process of updating that now and reviewing our Standards of Care and asked Park Board to review and bring back comments to the next meeting. Staff will bring those comments back at our next meeting for consideration.

There was further questions/discussion.

VI. All Sports Board Update (Managing Director Sean Johnson)

Mr. Johnson gave the Board an update on the creation of an All Sports Board that was originally initiated in 2012. This update included the process of appointment of sub-committee chair, rationale for All Sports Boards and benefits. With the emergence and forming/restructuring of Athletic Association Boards in the City of Lancaster, necessitates the need to revisit this item at the current time.

There was further questions/discussion.

Chair Jerry Giles appointed Mr. Isham and Mr. Hervey as the Liaisons on the All Sports Board.

VII. Youth Sports Association Update (Assistant Director Kelly Ledbetter)

Mr. Ledbetter gave an update on the Lancaster Soccer Association. The City is assisting the Association in becoming independent, i.e., handle and conduct all registrations. Mr. Ledbetter also updated the Board on the progress of the baseball board, and swim team board.

There was further questions/discussion.

VIII. 2014 – 2015 Annual Special Events Calendar (Managing Director Sean Johnson)

Mr. Johnson presented the Annual Special Event Calendar to the Parks and Recreation Advisory Board. Mr. Johnson stated that we need the Board's help in posting, tweeting, etc. and getting the word out about our programs.

There was further questions/discussion.

IX. Set Agenda of Next Meeting

- Work Plan/Special Projects Update
- Standards of Care Final Review
- October 2014 Special Event Update

X. Adjournment

Mrs. Sykes made a motion seconded by Mr. Hervey to adjourn. All present approved and the meeting adjourned at 7:11pm.

ATTEST:



Cynthia D. Williams, Administrative Secretary

APPROVED:



Jerry Giles, Chair

Lancaster Parks and Recreation Advisory Board