



## Commission

3265 Creek Road • Youngstown, New York 14174  
(716) 745-3730 • Fax (716) 745-9022 • TOPrecreation@gmail.com

March 4, 2024

|                             |         |                                  |         |
|-----------------------------|---------|----------------------------------|---------|
| Nancy Orsi, Chairperson     | Present | Larry White, Councilman          | Absent  |
| Karen Jordan, Commissioner  | Present | Tim Shippy, Recreation Director  | Absent  |
| Linda White, Commissioner   | Absent  | Stephanie Nethaway, Asst.Rec.Dir | Present |
| Gail Zachary, Commissioner  | Present | Sharon Rugg, Story Hour Director | Present |
| Kathy Zasucha, Commissioner | Present | Amy Beaudreau, Secretary         | Present |

The meeting was called to order at 6:00p.m. with an established quorum.

### **Story Hour update report by Director Rugg:**

Director Rugg presented her story hour lesson plans and calendar for the March program which includes celebrating Dr. Suess' birthday, St. Patrick's Day, Spring Celebration and Easter activities.

Lew-Port is closed on March 26 (for spring break), so there will be no story hour that day.

Director Rugg stated that weekly they see approximately 20-24 children enjoying the program and that a group from Jill's Playard come weekly in Ransomville.

### **Recreation update and report by Assistant Recreation Director Nethaway:**

Assistant Director Nethaway stated that Lewiston has posted the hiring, dates and rates for their program. She stated that they are a certified program that runs from 9:00 a.m. - 4:00 p.m. in the summer.

After a brief discussion, the tentative dates were established for the summer recreation program:

May 16: Applications for Recreation Leaders due

June 3: Interview of applicants – all applicants will be interviewed this year

July 1-3: Staff training and set up

July 2-3: Registration

July 8-August 15: Summer recreation program

August 16: Staff to report for cleanup

Director Shippy is responsible for publishing the advertisement for summer employment, securing the location and confirming the cost, asking for facilitation of moving the recreation equipment from the park to where the program will take place.

The hourly rate for employees as budgeted is \$15.00 for new employees and \$15.50 for returning employees.

### **Financial Updates:**

Secretary Beaudreau provided the January and February breakdown of financials for the program. For future reports, each month will be broken down by recreation expenses, story hours expenses and contractual expenses. The Commissioners agreed that the format was easy to understand.

As noted on the January financials, NPSL and Wilson Baseball checks were cut, but NPSL contacted Secretary Beaudreau today asking how to receive the donation. Secretary Beaudreau stated she would ask Bookkeeper Boyer for more information.

### **Old Business:**

Chairperson Orsi reminded Story Hour Director Rugg and Assistant Recreation Director Nethaway to keep demographics as required for reporting to the Office of Children and Family Services – as discussed at the February meeting.

Secretary Beaudreau stated she would forward the demographics required. \*

### **New Business:**

None.

### **Future meeting:**

The next meeting of the commission will be at 6:00 p.m. on Monday, April 1, 2024.

With no further discussion, a motion was made by Commissioner Jordan and seconded by Commissioner Zachary to adjourn the meeting at 7:02 p.m. All in favor, motion carried.

Respectfully submitted,

*Amy L. Beaudreau*

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Commission Secretary

*\*Demographic reporting -- Updated reporting needs to include sex, race/ethnicity of program participants, primary languages spoken at home and age.*