

Meeting Minutes from January 10, 2024
Penfield Parks and Recreation Board

An organizational meeting of the Penfield Parks and Recreation Board was held at the Penfield Township Hall. The meeting convened at approximately 7:05 pm. Tim Smith, vice-chairman, presiding and Angela Schaffer, Secretary.

Attendees

Linda Dillon
Jack Dillon
Angela Schaffer
Tim Smith

Eric Flynn
Duane Johnson
Rachael Duling

The last meeting minutes from October 11, 2023 were reviewed.

Motion made to approve the minutes: 1st by Rachael Duling, 2nd by Linda Dillon. All in favor.

Treasurer's Report

- No financial statements available
- \$160.00 raised from raffle items at the September 2023 Penfield Community Day.

OLD BUSINESS:

- Swings
- Joe coordinating purchase of swings and necessary hardware.
 - Rachael to work with Joe on credit card issue.
- Playground Instruments
- Rachael to contact manufacturer regarding replacements available for damaged pieces.
- Keys
- Joe coordinating inventory.
- Disc golf
- Still need to contact Bill Vaughn or associate to help with placement of 2 additional baskets.

NEW BUSINESS:

- Election of Officers
- Nominations made, and positions accepted as follows:
 - Chairman – Tim Smith
 - Vice Chairman – Linda Dillon
 - Secretary – Angela Schaffer
 - The Treasurer position will be eliminated.
 - Motion made to accept the candidates into the office in which they were nominated, 1st by Jack Dillon, 2nd by Rachael Duling. All in favor.
- Treasurer
- Officer position will be eliminated. Bylaws to be reviewed and amended.
 - Park treasury to be monitored by the Penfield Township Fiscal Officer.
 - Park board credit card and petty cash to be held by Fiscal Officer.
 - Suggestion made to consolidate the two Park Board bank accounts into one. Accounts will be reviewed by Rachael.
- Bylaws
- Each member provided a copy to review.
 - Suggested changes are to be presented at the next Park Board meeting.
- Food Trucks
- Will continue coordinating for 2024 season.
 - Scheduling trucks for May, June, July, and September.
 - Jack and Linda to coordinate.
 - Suggest 3 trucks. Solicit vendors who require no minimum purchase.

- NOPEC Grant
 - \$250.00 grant earmarked Penfield Community Day 2024 expenses.
 - Suggested giveaways printed with Penfield Township / Penfield Park.

- Community Day
 - September 14, 2024.
 - More details to come.

- 2024 Calendar
 - Easter Brunch Sunday March 24th 9-12pm.
 - Craft Show Saturday May 4th 10-2pm.
 - Food Trucks Thurs May 16th, Thurs June 20th, Thurs July 18th, Thurs Sept 19th, 6-8pm.
 - Community Day Saturday September 14th.
 - Trunk r Treat Sunday October 27th 2-4pm.
 - Craft Show Saturday November 9th 10-2pm.
 - Christmas Concert Saturday December 7th Santa at 6pm with concert starting at 7pm.

 - Calendar of events to be added to the Township newsletter.
 - Rachael to create an Event post on Facebook.

Motion was made to adjourn the meeting at 8:39pm. 1st by Rachael Dulling, 2nd Linda Dillon. All in favor.