



**PLAYEAST!**  
East County Recreation

**BOARD MEETING MINUTES**

**Tuesday, July 7, 2020**  
**6-7:30 PM**  
**Zoom**

<p><b>BOARD PRESENT:</b> Darren Riordan, Chair Fairview City Councilor Mike Abbaté, Vice Chair Fairview Resident Patricia Smith, Wood Village City Councilor Scott Harden, Wood Village Resident Chelsea Jones, Fairview Resident Dr. Danna Diaz Reynolds School District</p>	<p><b>BOARD ABSENT:</b> Tom Miles, Wood Village Resident</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>STAFF ABSENT:</b></p>

**1. Call to order:** Chair Riordan called the meeting to order at 6:03pm.

**Minutes for May 2020:** May minutes presented. Jones move Smith second minutes pass minutes passes.

**2. Summer Programming:**

Rios-Campos updated the Board on virtual registration, and mentioned that there are no current participants registered for either of the beginning weeks of the virtual programming. Rios-Campos stated that he will continue focusing on further promotion of virtual classes, and mentioned that there are a variety of opportunities for participants to register in a virtual camp as well as dates. Rios-Campos shared that art was added to the categories of virtual classes offered and has seen a bigger interest in virtual art classes. Rios-Campos shared PlayEast's schedule to offer in-person camps the first week of August including multi-sports for the older youth and a mini-hawk camp for the younger participants. Rios-Campos shared that these summer camps can be great indicators of what the fall might have in store as a demand. The second camp is scheduled to happen during the third week in August which includes cheer and golf. Both weeks have full day and half day camps will be offered with four days being for the older youth and half day for the younger.

Smith asked how Troutdale is doing with their recreation programming.

Rios-Campos stated that in talking with the recreation manager from Troutdale only the classes that have launched have been classes they postponed in the spring, with really no new classes



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starting up. Rios-Campos shared that Troutdale is scheduled to host in person camps in the later part of July and have had people registered for those camps. Rios-Campos also mentioned they are not offering virtual classes as they have a big following especially with older demographics and are currently offering more yoga and ty-chi in the park. Rios-Campos stated that there is not much for our target audience.

Abbate encouraged a discussion about the low-turnout for the virtual camps that are being offered. Abbate mentioned that many people have been doing online for an extended period of time and as the weather improves the demand for in-person classes will rise. Abbate asked if the marketing approach could have been different. Rios-Campos shared that he has been in contact with Skyhawks in hopes that they can share virtual clips of camps to provide parents with a visual of what could be expected in participating in a virtual setting. Rios-Campos shared enough time was given to promote virtual camps. Rios-Campos shared that there are a variety of dates participants can register for camps giving parents options of dates that work best for them.

Abbate asked if this is something Skyhawks was experiencing in other areas where they are offering virtual camps or is there anything unique about PlayEast. Rios-Campos shared that Skyhawks have launched virtual camps in other parts of the nation. Rios-Campos mentioned that SkyHawks creates territories in common areas which allow agencies the flexibility to launch camps without a minimum. Rios-Campos also mentioned cities that are in our territory and is unaware if that is an indicator of who is registering for the virtual classes.

Jones shared that being home all day with kids is the new normal, and with information changing frequently parents are more inclined to continue in their routine they have created. After distant learning parents are encouraging youth to stay off devices. Jones shared there was enough time given for marketing, and families are just trying to adjust and limit device use. Riordan echoed what Jones stated that many families are adjusting and finding alternatives to engage in physical activity.

Diaz shared the school district is considering just starting with distant learning with a slow transition into a hybrid model and being very aware of the current situation and health and safety of all parties is priority.

### **3. Budget FY 2019-20/2020-21:**

Rios-Campos shared the fiscal budget 2019-2020 and informed the Board that this is an overview on what the ending fund balance may look like and are still waiting on full details of budget. Abbate asked for clarification on grant line item, and if that reflected First Community Credit Union's donation. Rios-Campos clarified the donation had not yet been processed and that would fall under contributions and sponsorships. There was a discussion about past grants PlayEast was awarded as well as clarification on those grants and if PlayEast reapplied. Rios-Campos clarified that past grants the program applied for were no longer open to submit new application, and informed the board they had applied for other grants, but the program was not



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awarded. Rios-Campos mentioned that PlayEast did apply for Metro placemaking grant and was awarded \$13,800 but that amount would be reflected in the fiscal year 2020-21 budget.

There was some concern that Play East ended the fiscal year \$21,000 under the projected revenue budget, and it was noted the both the 5K and the fundraising dinner were a major factor of not meeting our goal. Young addressed the concerned and stated that looking at the whole budget PlayEast ended the fiscal year in a good position. PlayEast only spent 45% of the expense budget and will start the FY 2020-21 budgets with about \$8,500 more than budgeted.

Rios-Campos shared the fiscal year 2020-21 budget, and noted that the starting balanced will change to reflect a new amount of \$31,240. Abbate asked if due to COVID-19 the board should look at making any modifications to the fiscal year 2020-21 budget regarding registration fees. Noting that summer is the most productive quarter but due to our current national crisis we are limited on program offerings. Young responded saying in past years' experience our registration fee revenue meet our expense of course instructor fee. If registration revenue is down then our expenses our down. The areas of concern are the programs fixed cost expenses such as software, wireless technology and printing. Young shared that fundraising will need to increase by \$8,000.00 from prior year. Rios-Campos shared there has been an increase of camps offered in the summer then the prior year, and that depending on registrations could result better than last year. Young recommend leaving the budget as is and allow staff to identify a better understanding revenue sources and expenses the program is developing before amending the budget.

Riordan shared there is a consensus of lower registration due to the current situation but also shared a concern stating there could be some apprehension if registration revenue is not met and used as an indicator the program is not fulfilling its goal. Abbate proposed a question if both revenue and expense should be looked at and amended. Rios-Campos recommended waiting after the conclusion of the first week of camp offerings because that could give us a clearer picture if amending the budget is needed.

Dirk shared that the Wood Village City Council has agreed to budget \$10,000 for unforeseen expenses the program my endure during COVID-19. The funds are intended to be used for scholarships mutually benefiting the program and the community as well as growing and enhancing the program. The board would need to formally request the funds from the Wood Village City Council presenting the needs of the program.

Harden stated if additional funds from Wood Village are not spent, he encouraged the PlayEast board to strategize creative ways to fill the digital divide in our communities. Understanding many in our communities are disadvantage in this area as well.

Abbate a asked staff a question regarding logistics on amending fiscal year 2020-21 budget and the implication on the request. Dirks stated that if an amendment is made to adjust the budget



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it does become more problematic to reverse the amendment if it is needed. Young agreed with Dirks statement.

The consensus among the board is to leave the current budget as is and revisit it in the fall.

#### **4. Board Members Reappointment:**

Riordan mentioned that there is no provision of duration of the chair or vice chair and asked if the board needed to discuss the matter or needed to bring to each city's respected council. Dirks stated that when the IGA was presented to the Wood Village City Council they agreed to reappoint the existing board members. Young stated there is a general understanding that current members of the play East board would continue for the new agreed duration. The IGA is written in a manner where no action is needed. Harden mentioned that Wood Village has three seats up for reelection in the November election and stated that this could also determine who would be the council appointee.

Riordan suggested the board decide to vote if the chair and vice chair should also be reappointed or voted on by the board.

Harden nominated Riordan to continue as chair of the PlayEast board, Smith seconded the motion. Unanimous vote in favor to reelect Riordan as chair.

Abbate mentioned that the board should consider creating bylaws to clarify in more detail duration of officers' term and other significant matters pertaining to the board. Dirks agreed and stated this is something the board can create without having to amend the IGA and presenting to both City Council for approval.

Riordan stated if there are any other suggestion staff may have regarding bylaws and what should be included or if felt to hold off until renewal of IGA at the end of the term. Dirks mentioned that the board has the authority to create a meeting to discuss what the details of the bylaws should consist of. The consensus of the board in a future discussion is to create structure giving them the flexibility to adjust and allow them to act according to the needs of the program and operate effectively.

Riordan stated a motion to appoint a vice chair. Harden nominated Abbate for reelection of vice chair, Smith seconded that nomination. Unanimous vote in favor to reelect Abbate as vice chair.

Both the chair and vice chair have been reelected for a three-year term.

#### **5. Other matters 5K:**

Rios-Campos started the conversation of the 5K fundraiser schedule to take place in early October and asked if this is something the board wanted to have a further discussion or if the board wanted to postpone the event understanding the current situation. The consent of the



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board is to continue with the planning the event with the flexibility to create a virtual event if need be.

**6. Adjournment:**


Chair Riordan adjourned the meeting at 7:06

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Darren Riordan, Chair

2/26/2021

Date

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Jairo Rios-Campos, Program Manager

3/23/2021

Date