



**Thursday, January 19, 2017**

HOSTED BY:

*Bellevue Parks, Recreation and Forestry Department*  
Bellevue Village Hall/Public Safety Building  
3100 Eaton Road  
Bellevue, WI 54311

**MINUTES**

**9:30am Refreshments**

**10:00am Meeting**

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**1. Call to Order**

- a. Welcome
- b. Introductions
- c. Host Report
- d. Presentation: Linda DeWitt, Financial Development Director, Green Bay YMCA: Sponsors—How to Make “The Ask” and Where to find the money, from small events to capital projects

**2. Reports**

- a. WPRA
  - i. WPRA Rebranding initiative
  - ii. NRPA Park Champions
- b. Park Section
  - i. No report
- c. Recreation Section
  - i. Reminder about spring workshop for Parks, Rec and Aquatics
  - ii. Working on presentations for annual conference
  - iii. Starting planning for youth leadership workshop
- d. Aquatics Section
  - i. Working on conference speakers
  - ii. Looking for nominations for section awards and to fill opens spots coming up on the board.
  - iii. Trying to schedule the LGI in-water certification for spring some time. Class held in Region 4 is already full.
- e. Other (Membership, Awards, Conference, etc.)
  - i. Spring Workshop
- f. NEWPRO Account Balance
  - i. \$241.27 current balance,
  - ii. \$38 deposit from meeting in Ashwaubenon

**3. Discussion**

- a. **Park Security Cameras:** Do you have one, who provides, etc. Good, bad, ugly of system.
  - i. Genetec, they do camera and access cards, record by motion or 24/7, they like it
  - ii. Bellevue—Lappen, cameras and card system. Set up by motion. Good however to update keys is a pain if there isn't internet at the location, need to take the laptop and plug into the system at the park location to change keys for each event/rental
- b. **ID's for Leagues:** are there any departments requiring a photo id on site to participate in any league activities (softball, basketball, etc.)?
  - i. Questions about how would require ID's affect registration
  - ii. Maybe use rule “ID may be requested”

- c. **Aquatic Rotation Schedules:** Aquatic rotation schedules that work in coordination with EAP's—does anyone do this? Please bring examples
  - i. Neenah has a rotation schedule and has staff fill in spot at beginning of each shift
  - ii. Green Bay does similar to Neenah and then the managers write down the sign up on the daily report, if there is a break due to the weather, the rotation still follows, and staff will go in the chair they should be regarding to the time, not where they left off
- d. **Program guide/booklets?** What do you do? (Mail, paper, pick up, online?) If you don't send out a guide, do you do something else? If you've gone completely online, how has it worked?
  - i. Kaukauna mails 3x a year and .pdf on website
  - ii. Appleton mails 2x a year to about 40k homes and puts on website as well, 50% of said they learn about program online, 20% learn about program through guide
  - iii. Bellevue mails 2x a year and puts guide online
  - iv. New London delivers through school district, will mail if someone mails out
  - v. Neenah mails summer guide 1x a year, other guide is distributed through school
  - vi. Sheboygan distributes through school
  - vii. Suamico does all online, no guide, all registration is done on paper
  - viii. Green Bay has a very small "pamphlet" that just has brief promos of programs and events, everything is done online
- e. **Summer seasonal job postings:** Creative/unique ideas and places where you promote summer seasonal positions
  - i. Appleton—hosted a job fair during last week of winter break, had about 50 people in about 2 hours, open to all, but got a large number of 14-15 year old high school students, has 'skewed' to younger ages 14-15 yr. olds and has a lot of success
  - ii. New London—piggy backing off "Baywatch" movie to do "Meet the real New London Lifeguards"
  - iii. Green Bay—job fair in March, able to apply onsite, increased pay
  - iv. Neenah—banners throughout the city, announcements at schools, word of mouth
- f. **Department annual reports**—do you currently produce one for your department? What do you include? Is there anything specifically you don't include? Please bring examples.
  - i. Sheboygan only does it as a PowerPoint just for school district
  - ii. Neenah—utilization to keep in front of board
  - iii. Marinette—just monthly reports
- g. **Conference, training & seminars**—what else is out there besides WPRA and NRPA conference and leadership academy? What's good? What's worth the money and time?
  - i. WAA conference
  - ii. Indiana University executive program 2.0 CEUs, typically 18+ different states, April program
  - iii. Weight of the Fox Valley quarterly meeting—free meeting
  - iv. Indiana University Symposium, every other year
  - v. AOAP

4. Raffle

5. Next Meeting: Thursday, March 16, Kaukauna

6. Adjourn

Meeting adjourned at 12:01pm.

