



PLAYEAST!
East County Recreation

BOARD MEETING MINUTES

Tuesday, March 2, 2021
6-7:30 PM
Zoom

<p>BOARD PRESENT: Darren Riordan, Chair Fairview City Councilor Mike Abbaté, Vice Chair Fairview Resident Scott Harden, Wood Village Resident Patricia Smith, Wood Village City Councilor Tom Miles, Wood Village Resident Dr. Danna Diaz Reynolds School District</p> <p>STAFF PRESENT: Jairo Rios-Campos, Program Manager Nolan Young, Fairview City Administrator Greg Dirks, Wood Village City Manager</p>	<p>BOARD ABSENT:</p> <p>GUEST: Mayor Brian Cooper, City of Fairview</p> <p>STAFF ABSENT:</p>
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1. Call to order: Chair Riordan called the meeting to order at 6:02pm.

Minutes for February 2021: Abbate moves to approve minutes, Smith seconds, and minutes pass.

2. Easter Event:

Rios-Campos shares the cities of Fairview and Wood Village are planning their own Easter egg event, both will be held on Saturday April 3rd, he mentions they have asked if PlayEast could help and provide 500 arts and craft kits for each city. Rios-Campos shared three suggested items for the event. Each participant would receive one of each. Rios-Campos mention a potential partnership with a community partner to split share the cost of the activities. He mentions if the community partner is unable to split the expense the cost of all the items is roughly \$2,200.00.

Rios-Campos provided some clarification on quantities, mentioning that items were in multiples of 12.

Rios-Campos recommends redirection the funds allocated for facility rentals that the board approved for the winter term that were not used to cover the Easter event expenses (amount \$2,500.00).

Abbate mentions if there could be a way to brand the kits with PlayEast logo. Rios-Campos mentions he intends to include summer camp flyers in each activity bag. Abbate also suggest obtaining stickers with the PlayEast logo and website.



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Rios-Campos asked if any of the board members would be willing to represent PlayEast at either of the events. Board members Abbate and Diaz agreed to help at the Fairview event. Smith, Miles, and Harden will help at the Wood Village event. Rios-Campos will confirm time of the event for both sites.

Rios-Campos shared 2 different images with the board of personalized event tents with the PlayEast logo and website for the board to consider obtaining. The tents would cost \$700.00 each, Rios-Campos suggested purchasing two tents.

Discussion amongst the board on dropping East County Recreation and moving forward with PlayEast. There was also discussion around which tent to obtain and if there was a cost differential.

Riordan asked for a motion to direct staff to spend \$2,500.00 for Easter event arts and craft kits.

Smith motions to approve arts and craft kit purchase. Harden seconds. Unanimous votes to approve purchase.

Riordan asked for a motion to direct staff to spend \$1,600.00 for the purchase of two white color event tents. Mile motions to approve purchase of tents. Smith seconds. Unanimous vote to approve purchase.

Rios-Campos share a partnership with Multnomah County Health Department and the Natural Leaders group to provide resource bags for the event. Bag will include face coverings for adults and kids, hand sanitizer, and a resource booklet.

3. PlayEast Budget FY 2021-22:

Rios-Campos introduce a draft of the upcoming fiscal year 2021-22 budget for the PlayEast program. He mentions staff took a conservative approach as there is still many uncertainties regarding COVID.

Rios-Campos share most revenue items are projected to end at a significant decrease then budgeted but also mention so will expense. For fiscal year 2021-22 budget staff is proposing a 30% increase from projected budget fiscal year 2020-21.

Rios-Campos stated budget only reflect activity through half the fiscal year. Highlighted registrations, partner revenue and grants were areas of concern. Sponsorships and contributions, we be determined by the outcome of the fundraising event in May.

For the upcoming fiscal year staff is proposing to remove the 5Ks as a fundraising event as it has not reached its anticipated goals in the past.



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Young clarified an error in the presented budget for the contributions and sponsorship line item. The correct amount should reflect \$31,962.00.

Rios-Campos mentions next years beginning balance will be robust with the projected ending balance.

Abbate asked for clarification on the \$9,000.00 decrease from projected ending balance in fiscal year 2020-21 and proposed beginning balanced in fiscal year 2021-22. Young explains staff takes projected revenue and expenses and creates a projected budget. As time reveals actual revenue and expenses, staff anticipates having a much closer projected amount.

Abbate shared Rios-Campos received a scholarship to attend the National Recreation and Parks Association (NRPA) Annual conference. Due to COVID the conference was held virtually. Abbate proposed using training funds to send Rios-Campos to NRPA Annual conference in September or Oregon Recreation and Parks Association (ORPA) Annual conference. Abbate shares these are great professional development opportunities for Rios-Campos as Recreation Manger as well as great resource sharing.

Young, stated staff has budget for recreation manger to attend local conference as well as one additional training that felt appropriate. Abbate mentions that could be beneficial if staff budgeted on a biyearly to attend national conference.

Riordan suggested if staff could provide for next meeting potential cost of both local and national conference and see if it would be feasible in the upcoming fiscal budget.

The board was in consensus of the suggestion and staff will provide information at the next meeting.

Abbate highlighted higher contingency in next year's fiscal budget asked if there was an identified reason. Young mentions staff aims for a 10% contingency. Young mentions staff has taken a conservative approach with the budget considering the uncertainty of the future. Dirks also mention this provides staff room with the budget before proposing to amend the budget.

4. Fundraising Committee Update:

Rios-Campos shared the committee met and has decided not to move with contracting Patrick. Abbate has agreed to be the emcee of the event and has created a draft of the run of shoe for the event. Rios-Campos highlighted committees plan to gather testimonies for both Mayors of the cities, Commissioner Stegmann, and identified individuals (parents and participants from the program) to showcase during live event. Each video will be no longer than 3 minutes; the committee also recommends having the event be no longer than one hour.

Rios-Campos mentions in-kind donations are still needed as he is still waiting to hear back from a few business and organizations. Hope the board can help in this area.



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Rios-Campos shared the silent auction is scheduled to run a week prior to the event and close before doing the paddle raise starts. This will allow for participants to submit bids during the event and announce winner during the event as well.

Rios-Campos shares the committee suggesting approaching business with the chance to buy a segment of the event as an advertisement opportunity.

Next step for the committee will be to work on the technical component of the event.

Rios-Campos share the event has raised \$16,900.00 so far.

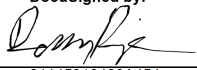
5. Other Items:

Rios-Campos share Unitus Credit Union has approached Mayor Cooper with an opportunity to partner and provide financial literacy program. Rios-Campos mentions wanting to reach out to First Community Credit Union first and explore if they are interested in offering this program or a collaboration between both banks.

The board discusses not wanting to send the wrong message to the bank. Abbate suggests locking the commitment for the bank before approaching them with the opportunity in partnering with a competitor.

6. Adjournment:

Chair Riordan adjourned the meeting at 7:10

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Darren Riordan, Chair

9/13/2021

Date

DocuSigned by:


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Jairo Rios-Campos, Program Manager

9/10/2021

Date