

February 4, 2019

City of College Park  
Recreation Board Meeting  
January 7, 2019  
6:00 p.m.

College Park Community Center (CPCC)  
5051 Pierce Avenue

	<u>Present</u>	<u>Absent</u>
1. Sarah Araghi (Jazs)	X	
2. Santosh Chelliah	X	
3. Janice Bernache-Crocker	X	
4. Jane Hopkins	X	
5. Bettina McCloud		X
6. Judith Oarr	X	
7. Barbara Pianowski	X	
8. Christina Toy	X	
9. Darlene White	X	

**Also Present:**

City Staff:

Robert Ryan, Public Services Director  
Sharon Fletcher, Executive Assistant, Public Services Department  
Paula Greene, Department of Public Works

City Council:

Kate Kennedy, Councilmember, District 1

PG Parks:

Kathleen Reardon, Assistant Facility Director  
Eric Smith, Regional Manager

Guests:

Mary Lintner, College Park Boys & Girls Club  
Tara Gray, Maryland Stingers Women's Rugby

- I. Call to Order  
Meeting was called to order at 6:02 p.m.
- II. Review and Approval of Agenda

**Mrs. Toy motioned to amend the agenda, changing date listed for the *Parents Night Out* event from 2/9/19 to 2/15/19. Ms. Araghi motioned to add discussion of the 2019 College Park Blues Festival to Item VII. Mrs. Pianowski seconded the motion. All were in favor. The motion passed 7-0-0.**

- III. Duvall Field Visioning & Planning Project

The Board discussed invitations to focus group sessions and planned attendance

**IV. Treasury Report – December 2018 - Balance \$1,698.05**

The Board discussed a solution recommended by the City's Finance Director to transfer funds and close the existing Recreation Board bank account. The recommendation is for Mr. Bradford (whose name is linked to the account) to write a check to the city for the total balance. The funds will be transferred into the city's budget and allocated for the Recreation Board. The board also discussed funds being allocated towards events.

**Mrs. Pianowski motioned to have Mr. Bradford write a check to the City for the remaining account balance and closing the account. Mrs. Oarr seconded the motion. All were in favor. The motion passed 7-0-0.** Note: The account was closed, and check delivered to staff on January 30, 2019.

**V. Review and Approval of December 3, 2018 Minutes**

**Mrs. Toy motioned to approve the December 3, 2018 minutes as written. Mrs. Pianowski seconded the motion. All were in favor. The motion passed 7-0-0.**

**VI. Recreation Facility Use Requests**

- a. Maryland Stingers Women's Rugby – Spring 2019
- Tuesday and Thursday 7:30p – 9:30p (03/04-05/02)
  - Saturday 9:00a – noon (03/02 only)

**Mrs. Hopkins motioned to approve the Facility Use Request for Maryland Stingers Women's Rugby. Mr. Chelliah seconded the motion. All were in favor. The motion passed 7-0-0.**

- b. College Park Boys & Girls Club (CPB&GC) – Spring and Summer 2019 (03/01-07/31) for all sports
- Mon thru Fri 5p – 9p
  - Sat 8:00a – 6:00p

**Mrs. Pianowski motioned to approve the Facility Use Request for College Park Boys & Girls Club. Mrs. Hopkins seconded the motion. All were in favor. The motion passed 7-0-0.**

**VII. Citywide Events Reports and Planning:**

- a. Breakfast with Santa-12/15/18

The Board recapped the event discussing highlights and areas for improvement, noted points included:

- The event was well attended – with approximately 300 attendees;
- A need for improved communication between the Board and Fire companies, establishing one designated point of contact to coordinate the fire truck if used in the future;
- Santa and the entertainment should be in different rooms for future events
- Utilize more rooms in the facility
- Schedule event for late to allow for use of the gym and Lakeland Room

- Limiting the number of guests with priority given to College Park residents as is done with Bowling event
  - Advertising the event through the College Park Arts Exchange
  - Mr. Ryan suggested inviting the City's Communications Coordinator, Ryna Quinones, to the next meeting to discuss marketing and event tracking options
  - Mrs. Reardon shared some of the same concerns and added
    - Capacity and fire code regulations
    - The event's impact on existing classes and activities
    - Possible use of PGParks Rec Track for ticketing and event tracking
    - Hosting 2 sessions of activities and entertainment for the day
- b. Bowling Event-1/27/2018  
The Board discussed:
- Correspondence between staff, Mr. Bradford and Board members confirming steps to facilitate the event
  - Mrs. Hopkins indicated that she will assist Mr. Bradford during the event
  - Ms. Fletcher provided Mrs. Hopkins with wristbands for the event
- c. Parents Night out- Friday, 2/15/19- event posted by PGParks
- Mrs. Toy proposed two options for consideration:
    - 1) Use of *EventBrite* for promotion, advanced registration, and payment for participating parents  
Ms. Fletcher noted that the Recreation Board cannot accept or process payments for events.
    - 2) *Parents Night Out* themed dinner specials at local restaurants
      - Mrs. Toy indicated that she had identified potential College Park restaurants to participate in the event and she was working to secure a 20% discount off menu options or menu specials at reduced costs for February 15, 2019
  - Mrs. Toy also suggested:
    - Partnering with the College Park Arts Exchange to host a specialty event- Paint Night at another time
- d. Brunch with the Bunny – 04/06/19  
The Board discussed options to facilitate the event:
- Limiting the numbers of attendees – Mrs. Reardon noted that the facility's maximum capacity is 200 persons.
  - Using PGParks or other software to monitor the number of participants
  - Adjusting the event start time to allow access to additional space in the Center which would be available after 1:00 p.m.
  - Timed entry tickets for event components (food, entertainment, photos with Bunny, etc.)
- e. College Park Blues Festival 2019- 11/09/2019
- Approval for the facility is pending confirmation of date
  - The stage has been reserved for 11/09, availability beyond that date is pending

- f. MLK Tribute – Ms. Fletcher reminded Board members of the upcoming event on 01/12/2019 at 2:00 p.m.

**VIII.** Next Meeting: **Monday, February 4, 2019**

**IX.** Adjournment

**Ms. Pianowski motioned to adjourn the meeting. Mrs. Oarr seconded the motion. All were in favor. The motion passed 7-0-0. The meeting adjourned at 7:41pm.**