



Advisory Board Minutes

Wednesday, November 7, 2018 | 6:30 p.m. | Meeting called to order by Director McCauley

Present: Jennifer Colton, Dr. Norman Merrifield, Shawn O’Keefe, Steven Raudman, Tara Wilcox, Brian DeProfio (staff-Asst. City Manager), David J. McCauley (staff-PRLS Director), Kay Trotter (staff-PRLS Deputy Director).

Meeting opened with introductions, acknowledgement of a quorum and recognition of visitor, Kathy Rogers.

Comments

- September meeting David McCauley was introduced as interim director and is now officially director.
- Kellie Godfrey, Sr. Admin. Asst. & recorder of meeting minutes, has moved to a position in another municipality. In her absence meeting will be recorded for transcription of minutes.
- Former Chair, Terrell King, has resigned and relocated to California. Vice Chair, Steve Raudman will serve as interim chair until a new chair is selected.

Steve Raudman, officially opened the meeting to conduct board business.

Action Items

- September 2018 minutes were reviewed and approved.
- Director McCauley reviewed the bylaws and the board charter and purpose.
- Members elected Chair and Vice Chair. Shawn O’Keefe will serve as board chair. Steve Raudman will remain Vice Chair.

Shawn O’Keefe took over convening meeting as Chair.

- Director McCauley asked how the members would like to add value to the department and how the board had done so in the past. Members shared past board activities and discussed future options. Recommendations include:
 - Vary monthly meeting locations – allow members and opportunity to meet and engage with staff. Members also become familiar with all departmental facilities.
 - Seek board input on all projects and follow up with members on the recommendations from the board.
 - Provide board members with a departmental organizational chart.
 - Provide membership with a copy of the ‘98/’99 Master Plan. It is understood the document is dated but it provides perspective.

HAMPTON VA

- Director McCauley shared the City's plan to engage in the Master Planning process which includes: Strategic Plan (5-10 years) and Comprehensive Plan (20-30 years). Together, these become the City's Community Plan.
- Discussion regarding meeting frequency took place. It was decided to keep current monthly format and meet at various locations but when a quorum will not be present, meeting will be cancelled.
- Extensive discussion regarding best practices, parks and recreation models and City expectations for Parks, Recreation & Leisure Services. Assistant City Manager Brian DeProfio shared that the City is vested in the department and wants the department to continue meeting the leisure services needs of Hampton citizens. Director McCauley added his goal of operating within best practices in an effort to position the department to become a nationally certified Parks and Recreation agency.
- Deputy Director Trotter announced the launching of a new Parks & Recreation software tool that will allow for online payments and program registrations in addition to shelter rentals and bark park tags. Civic Rec was the selected company.

Take-a-ways

- Advisory Board members agreed to purchase a PRLS membership from any PRLS facility by the December 5, 2018 meeting. Adult memberships are \$20 per person.
- Chair O'Keefe will serve as a judge for the annual Holly Days parade on Saturday, December 8, 2018. Kay Trotter will provide details prior to the event.
- Advisory Board members will provide feedback and input on a regular basis regarding programming, facilities and parks.

Next Meeting

December 5, 2018 @ 6:30 p.m. 5th floor City Hall, Canty Conference Room

The meeting was adjourned by Chair O'Keefe at 7:47 p.m.