



ASPEN RECREATION CENTER

ARC Advisory Committee Meeting Minutes

August 7th, 2018
2:30pm to 4:30pm

I. Call to order: By Sue Smedsted

Board Members: Sue Smedsted, Patrick Keelty, Steve Buettow, Gordon Gerson, Sam Louras, Karen Dillon

Staff: Cory VanderVeen, Susan Arenella, Dominic Lanese and Erin Hutchings

Committee member comments: None

Public Comments: No public present

Staff Comments: None

II. Approval of Past Minutes:

III. Discussion Items:

- **Ice Allocation Policy discussion**

The advisory committee was wanting to know what has changed and why? The change is in clarification language of grant usage. The policy is remaining the same. At this time the committee still agrees and support the policy and supports staff in the clarifying language. They advise staff to go over policy with user groups each year.

- **Field Allocation Policy discussion**

The field usage policy is new draft. This policy gives staff guidelines for allocation of field space. Using metrics of participant numbers and program history. Ask advisory to read document, no decision is necessary currently and users are working in collaboration.

- **Grant policy for Recreation**

The Recreation staff is considering setting financial guidelines in order to maintain subsidy. These guidelines may include a percentage of revenue to guide the following year total in kind dollar amount. Currently 4% of the recreation budget is gifted in kind grants. The purpose would be to set reasonable targets in maintaining subsidy. Additional work would be done on understating hard cost versus soft cost.



- IV. Updates and Progress Reports:**
- a. Novak Group and Organization assessment of Parks and Recreation Department**
 - i. Surveys went out to staff working on the organizational assessment and development of the future of the Aspen Park and Recreation department. Novak staff will be on sight the first week of September to meet with managers on systems and processes.
 - b. Calendar of upcoming events**
 - i. Community Picnic August 15th 4pm to 7pm
 - ii. Doggie Day September 8th 9am to 1pm
 - iii. ARC closure 8th to the 23rd
 - iv. Movies in the Park at the ARC September starting September 7th
 - v. Sterling Cup September 21st and 22nd
 - vi. October Swim Meet is 13th and 14th
 - vii. Fall Face off last three weekends in October.
- V. Action Items:**
- a. Recommendations of adding a school board member to the board. To address collaboration and growing concerns over a closed campus.
- VI. Next Regular meeting date and time**
- 1. Date September 4th 2:30pm to 4:30pm at ARC