



## MEETING MINUTES

March 12<sup>th</sup>, 2020

**In attendance:** Patrick Michel, Cathy Doughty, Rich Everett, Dan Rainko

**Absent:** Sam Theiss

**SELGRA STAFF:** Michael Powers, Cheryl Royster

- I. **Call to Order** by Michel at 6:33pm
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Call to the Public: None**
- V. **Additions to the Agenda**
  - a). None
- VI. **Approval of the Agenda: Motion** to approve the March 2020 meeting agenda by Doughty, second by Everett. **Motion passed.**
- VII. **Introduction of Guests:** None
- VIII. **Approval of the Minutes: Motion** by Doughty, second by St. Everett to approve the minutes from the Feb 2020 Board Meeting. **Motion Passed.**
- IX. **Receive the Financials: Motion** by Doughty, second by Everett to receive the Feb 2020 financials. **Motion approved. Financials Received.**
- X. **Old Business**
  - a. **Meijer Park Development** – Quotes have come in from 2 Engineering firms. Livingston Engineering (\$6700) and Boss Engineering (\$14,000). Waiting on Tetra-Tech. Michel will reach out again, as will Powers. Everett suggested contacting Dwada from CES Engineering. Everett requested that Powers develop a time-line to present at the next meeting. Get the entire action plan from Schaffer so it will be ready to go. Royster indicated the plan was to be on the fields in Spring of 2021. Michel also asked about a clean-up day with the area schools. Powers will contact the reps for confirmation.
- XI. **New Business**
  - a. **2021-202 Audit Contract** – Pfeffer, Hanniford and Palka have submitted the bid of \$4,000 per year for the next 3 years. **Motion** by Everett, second by Doughty to approve the 3 year contract with PHP for auditing our fiscal years 2021, 2022 and 2023. **Motion passed.**
  - b. **Employee Manual Revision** – Changes were written into the manual, primarily due to the new Marijuana laws in the State of Michigan. A review of the changes was presented to the Board. Upon approval, Michel will roll out the revisions to the staff at a meeting on 3/13. **Motion** by Rainko, second by Doughty to adopt the new employee manual and to allow Michel to present the revisions to the staff. **Motion passed.**
  - c. **Directors Report – See attached.**
    - i. **Daddy Daughter Dance:** Attendance: Down this year to 1320. Raffle: went very well. Board suggested more of the variety prizes. Revenue will be down about \$2500 from ticket sales and about \$400 from raffle.
    - ii. **Coronavirus** – This is affecting several of our programs at this time. Last 2 weeks of basketball leagues were cancelled, as was theater and archery. Can't tell yet what affect will be on the bottom line. Upcoming programs include: soccer, baseball (April 18<sup>th</sup> start dates) and the Bunny Mile – Scheduled for Saturday, April 11th. 12:30-1:30pm.



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- iii.* **Farmers Market** – SELCRA has agreed to manage the Brighton Farmers Market for the Brighton Chamber of Commerce. Monee Phipps, our new programmer and front desk receptionist will be the main contact. Board questioned staff as to the chances of losing money. Royster indicated that it was a management proposal for a set amount which would cover the employees time and the expenses to market it. SELCRA will be able to promote our activities throughout the summer as well as get our name out to the general public on any marketing materials. Motion by Everett to sign a contract to manage the Brighton Farmers Market. Second by Doughty. Motion passed.

**X. Adjournment** – Motion to adjourn by Everett, second by Rainko. Adjourned at 7:35pm

*Respectfully submitted,*

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Cheryl Royster, Recording Clerk

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Sam Theis, Board Secretary