

Arbuckle Parks and Recreation

Board of Directors Meeting

January 17, 2006

Meeting called to order by President, Angie Worley at 6:37 pm.

Officers Present: Angie Worley, Ellen Voorhees, Adrian Murphy and Shelly Murphy

Volunteers Present: Mary Grimmer, Cathy Marsh and Kim Croxson

Guests: none

Minutes of the November 15, 2005, Board of Directors Meeting were motioned for approval by President Worley and seconded by Vice President Voorhees and motion carried.

Treasurer Murphy reported the current bank balance to be \$50,760.29. Since our last meeting we have received many donations totaling \$42,530.00 included in this was \$34,500 from Tim Lewis, 5,000 from Indian Casino Grant and \$1,500 from Arbuckle Community Church(Pool Donation) there were also quite a few other donations for a complete list see attached treasurers report. Out current bills due are Tittle and Co. \$869., Food Basket \$240 and 501(c)(4) application fee \$150. A motion was made by President Worley to pay current bills due, seconded by Vice President Voorhees and motion carried.

A request was made and granted to move the time for the members of the public to speak up so that guest Kim Croxson could have a chance to speak about a need in the community for swim team.

1. Members of the Public-

Kim Croxson is present tonight to ask that we include a swim team in our aquatics programs. She spoke in detail about how the program is run in Winters and suggested that we have their swim team coach Bobbi Green come and talk to us about starting up a swim team and give us some pointers. We will table this discussion for the next meeting and put Bobbi Green on the agenda.

Kim Croxson would also be interested in organizing a AYSO youth soccer team in our area. Members of the board said this is something that had been tried in the past and was not successful as there was not enough interest.

2. Unfinished Business-

- A. Status of the Board of Supervisors meeting- We have yet to make it on the agenda for the meeting. They are still working on making the resolution correct and we will now be pushed back to the November ballot.
- B. LAFCO update- No update
- C. 501(c)(4) CPA Update- Our application is done. There is a fee of \$150 to have our application processed we will be sending it in along with our amended articles of incorporation. This will

be done within the next few weeks as soon as the amended articles of incorporation are received.

- D. Programs and Classes- Danielle will be certified at the end of April for Aerobics Instruction and would like to start a class the beginning of March on Tuesday and Thursday nights. A motion was made by President Worley to approve Treasurer Murphy to obtain workers compensation insurance for Danielle, seconded by Vice President Voorhees and motion carried. Mary Grimmer is taking the Water Aerobics Certification class on January 29<sup>th</sup>. Suzy Martin would like to start some sort of youth Gymnastics and is a very experienced athlete. A motion was made by President Worley to approve Aerobics starting in March pending copy of certification provided, seconded by Treasurer Murphy and motion carried. A motion was made by President Worley to approve Suzy Martin to do and mommy and me tumbling class pending finger printing scheduling to come in the future, was seconded by Vice President Voorhees and motion carried. Mary Grimmer looked in to starting a basketball team for Pre K and Kindergarten it was just not feasible for this year but she would like to start it next year it would be Arbuckle and Maxwell youth. Vice President Voorhees spoke with youth regarding doing a girls basketball camp she was willing but would need a lot of help. President Worley will look into getting some more information on organizing this. Little League would like to have a baseball Clinic and was wondering if Arbuckle P&R would be interested in sponsoring it, A motion was made by President Worley to sponsor the clinic, seconded by Treasurer Murphy and motion carried.
- E. Superbowl Party- We all agreed there is currently too much going on and we are putting this off. We will reconsider closer to ballot time.
- F. Meeting with School Board- If we became an assessment district they want to be a part of it but don't want to let go of the pool. We informed them that the first money from the assessment wouldn't come until 2007-2008 that they would actually see. Overall it went very well and they were extremely interested.
- G. Report on letters to Colusa Casino/Developers for donations- We received \$5,000 from Colusa Casino.
- H. Christmas Light event- We raised \$480 in entry fees with \$240 going to the food basket. Vice President Voorhees will send out Thank You notes to all contestants. There were a few kinks with this being the first year here are a few things that could be done to help next year.
- Maybe no signing at fire hall there didn't seem to be much interest
  - A form letter sent out to all contestants listing the winners
  - Whoever receives the perpetual trophy needs to know that it has to come back
  - Notify the winners
  - Send thank you notes to all contestants for participation
  - Judge the out of town houses ahead of time so there is not so much waiting
  - More specified for judges on awards and criteria
  - Have the newspaper cover the event
  - Rules specified
  - Person in charge calls and takes awards the next day to those not present
  - Baskets labeled 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> on the night of the announcements

- I. Mini Grant- We did not participate in the last Grant available but Cathy will report back as any new grants become available.
- J. Silent Auction- February 11<sup>th</sup> is the Crab feed. With so much fundraising currently being done in the community we have decided to just do a small auction this year. Possibilities for items to auction are Cashe Creek Casino massage and hotel package, 2 hours Design Time from Jaki's Garden, Glider Ride, or Portrait sitting. Vice President Voorhees will get the final arrangements made and handle the auction.
- K. Donation from Arbuckle Community Church- A donation in the amount of \$1,500 was made to us from Arbuckle Community Church and is to go towards embellishment or improvement of the pool.

### 3. New Business-

- A. Letterhead- we are running out of letterhead. Vice President Voorhees contacted Johnson's printing and is working on getting us a quote for letterhead, envelopes and note cards will get back to us when she receives the quote.
- B. Little League Building- Little League sent us a letter asking for our help with a donation to go towards a new building for little league. We discussed it and agreed this is something that was of great need. President Worley made a motion to give them \$3,000 toward the building, Treasurer Murphy seconded and motion carried.
- C. Phone Changes- We now have a phone in our office at the PUD. The number is 476-3007 it has voicemail and will be listed in the phone book.
- D. Application for Finger Printing- Vice President Voorhees has received the application to start this. Since we are not yet a government agency it will cost \$40.00 per person and we will need to get our email address up and running so we can receive emails regarding these things. Treasurer Murphy motion we contact Lloyd regarding getting a bid for helping us getting the email going along with our website, Secretary Murphy seconded and motion carried.
- E. ARC Newsletter- We will ask them to note our meetings in their quarterly newsletter.

The next meeting will be Tuesday, February 21, 2006.

Meeting adjourned at 9:45 pm by President Worley.

## Arbuckle Parks and Recreation

### Board of Directors Meeting

February 21, 2006

Prior to meeting being called to order there was a motion made to add item C of New Business, Meeting Location to the agenda. The motion was made by Director Vann and Seconded by Secretary Murphy, Motion Carried. We also agreed, having not had a prior discussion, the decision was made to operate off Board Majority. Meaning, majority of the board (3) had to be in agreement to pass or vote on anything tonight.

Meeting called to order by Treasurer Murphy at 6:40 pm.

Officers Present: Kim Vann, Adrian Murphy and Shelly Murphy

Volunteers Present: Mary Grimmer and Cathy Marsh

Guests: none

Minutes of the January 17, 2006, Board of Directors Meeting were discussed. There were some additions brought forward from President Worley, presented by Treasurer Murphy. The approval of the minutes was tabled, so that corrections can be made. We also discussed that corrections to the minutes need to be made prior to the meeting. The minutes will be sent to the board via email 2 weeks in advance and corrections need to be sent to the Secretary 1 week in advance.

Treasurer Murphy reported the current bank balance to be \$50,717.67. Current bills due are as follows: Johnson's Printing-Stationary \$411.84, Cache Creek Gift Certificate \$400.00, Frontier \$209.78 and Tittle & Company \$221.00. Director Vann motioned to pay these bills, Secretary Murphy seconded, motion carried. Treasurer Murphy reported that she would be ordering new checks for our account tomorrow. Treasurer's report is included for details on deposits.

#### 1. Unfinished Business-

- A. LAFCO Update- We are now on track for the November ballot. County Council member Henry Rodegerdts is reviewing the Resolution. March 21<sup>st</sup> we will have the Resolution at the Board of Supervisors Meeting. In order to pass this tax, we will need to have at least 66 2/3% of the voters who voted in the last gubernatorial election. On the November ballot there will be 2 initiatives. 1) In favor of forming Arbuckle Parks and Recreation. 2) In favor of a \$100.00 per dwelling fee. We will write our own verbiage for these initiatives, the fee for this will be \$300.00. Director Vann will bring the documents to next meeting for approval. We are recommending all 5 members of the board be members at large for the entire district. Everyone will need to run in order to stay on the board.
- B. 501 (C)(4) update- The 501(C)(4) has not been filed, as we are waiting on the amended articles. The certificate of amended articles needs to be signed by the President and Secretary in order to be filed.
- C. Programs and Classes- Once Danielle passes her certification class, flyers will be made. She would like to start a class in mid March. So workers comp process will need to be started. Mary Grimmer reported on Basketball for next season. Basketball sign-ups will be in August,

games will be played September thru November, ages will range from Pre-K thru 2<sup>nd</sup> grades. Suzy Martin needs to check her schedule regarding the tumbling class and should have some more information for us by the next meeting.

- D. Silent Auction- Overall the Silent Auction went well, we raised \$800.00 after our costs. There were 4 items auctioned, Turkey Hunt went for \$400.00, Portrait Sitting with Amy Williams went for \$350.00, Cache Creek Gift Certificate went for \$400.00 and Jaki's Garden Gift Certificate went for \$200.00. Things that need to be changed for next year. 1)possibly more mic time to promote items 2)bidning needs to be watched more carefully as there was a problem with bids being changed by other people.
  - E. Letter to PJUSD- Tabled to next meeting
  - F. Letterhead- Letterhead has been received.
  - G. Little League- Baseball Clinic is possibly on hold we will discuss again at next months meeting.
  - H. Finger Printing- Tabled to next meeting when more of the Board will be present. We will need to discuss appointing someone to handle the paperwork and other jobs affiliated.
2. Members of the Public- none
3. New Business-
- A. Website- Lloyd needs to know exactly what we want before he can put a bid together. We discussed and feel we will need him to maintain current design, due monthly updates, post agenda and minutes monthly as well as any forms, classes or pictures.
  - B. Scholarships- Application has been sent in and President Worley will follow up next month.
  - C. Meeting Location- Tabled to next meeting
  - D. Workers Compensation and Payroll- Tabled to next meeting
  - E. Mini Grant- Colusa County Community Advocates Grant deadline is March 1<sup>st</sup>, with money being distributed by April 1<sup>st</sup> and projects completed by August 1<sup>st</sup>. The total amount of money available is \$10,000.00 with money being distributed in increments of \$100.00 to \$1000.00. Whatever the money is asked for it must be used for. A motion was made by Secretary Murphy to request for Aerobics material for adults and kids such as: mats, cones, small trampolines and more, Director Vann seconded it, motion carried. Cathy Marsh will contact instructors to get more specific details.

The next meeting will be Tuesday, March 21, 2006.

Meeting adjourned at 8:00 pm. by Treasurer Murphy.

**Arbuckle Parks and Recreation  
Board of Directors Meeting  
March 21, 2006**

Meeting called to order by President Worley at 6:38 p.m.

Officers Present: Kim Vann, Angie Worley, Adrian Murphy and Shelly Murphy

Volunteers Present: Mary Grimmer

Guests: none

Minutes of the January 17, 2006 and February 21, 2006 Board of Directors Meeting were motioned for approval by Director Vann, seconded by Shelly Murphy, motion carried. An item that was requested to be added but had not been discussed at previous meeting was whether or not board members can participate in next years Christmas Light Contest. The majority vote was that they could participate but would not be eligible to win any of the awards.

Treasurer Murphy reported the current bank balance to be \$51,458.43. Current bills are as follows: Debit for check order \$13.80, Scholarship \$500.00, Postmaster (annual box fee) \$38.00, Frontier (phone) \$61.24, Reimbursement to Director Vann (website renewal and articles of incorporation) \$73.99. President Worley made a motion to pay these bills, Vice President Voorhees seconded, motion carried. Treasurer's report is included for details on deposits.

1. Unfinished Business-

- A. LAFCO Update- the Board of Supervisors passed our resolution with only one change being made, they will appoint the initial 5 Board Members. Next step for LAFCO, the application, Director Vann is meeting Wednesday to work on it; the cost will be approximately \$2,400. The engineers donated the cost of the map and the (engineers) estimate. Campaigning will cost approximately \$4,000.00-\$5,000.00 plus.
- B. 501 (C) (4) update- We have received the amended articles of incorporation. The application along with the amended articles and the \$150.00 filing fee will be sent out. Once the federal portion has been received it will be filed along with their fee of \$25.00 to the State.
- C. Little League- The sponsoring of the Little League clinic did not happen as there was no clinic. Due to all of the changes Little League is going through they have asked that we hold on to our commitment of \$3,000.00 (for little league building) until they are ready for it.
- D. Finger Printing- Treasurer Murphy has researched finger printing it just isn't going to be feasible until we either become an official non-profit organization or a government agency. We are putting it on hold until a status on either of these is received. We discussed that to start finger printing we will need to develop a release program. The release program would need a custodian of records in order to keep the information confidential. Treasurer Murphy will keep us updated if anything changes.

- E. Workers Compensation- Volunteer compensation would cost approximately \$300.00 for board members alone plus volunteers, or we could have them sign a waiver stating they are not covered under our compensation insurance. We will use the waiver for now due to financial reasons. Hiring, Employee policies, and job applications need to be developed; all forms needed prior to the next meeting.
  - F. Mini Grant- the Mini Grant was used for the Mommy and Me Gymnastics class. \$990.00 was received for equipment needed before the start of program. We will be purchasing: balance beams, motor skills set, a CD player and mats.
  - G. Mommy & Me Gymnastics- The fee for the class will be \$40.00 and will be held on Mondays from 4:00 – 5:00 p.m. for children 2-4 yrs of age. The class it will run from May 1<sup>st</sup>-June 26<sup>th</sup> (excluding May 29<sup>th</sup>) for a total of 8 classes, each class will be 45 min. There is a minimum of 6 children and a maximum of 12 children per class. Motioned was made to pay instructor \$8.50 per hour (1hr. 30 min. per class) by Secretary Murphy, seconded by Treasurer Murphy, motion carried.
  - H. Aerobics- Danielle has received her certifications for Aerobics and Water Aerobics. The Aerobic class will run May 2<sup>nd</sup>-May 25<sup>th</sup>, Tuesdays and Thursdays from 7:00-8:00 p.m., class fee \$40.00 for 45 min. class. A motion had been made at a previous meeting to pay instructor \$10.00 per hour (1hr. 30 min. per class).
  - I. Website- Lloyd was unable to be at our meeting tonight but he will be here next month to discuss the website.
  - J. Swim Team- Tabled until further notice.
  - K. Swim Lessons- Pool to open Memorial Day weekend. Our Life Guard class will be combined with Colusa. So far we have 4 returning Life Guards from last year.
  - L. Scholarship- The form has been turned in along with payment. We will be notified of the winner and will have someone award it at graduation.
  - M. Meeting Location- President Worley motioned that we move our meetings to the Johnson Junior High Library, Secretary Murphy seconded, motion carried. We will need to fill out a facility use form for the Library and give them a copy of our insurance.
2. Members of the Public- Shelly Murphy is looking at raising funds for next years Woodleaf and would like to know if the 5<sup>th</sup> grade students could sell something at the Carnita Cook off to raise money? She will also approach ARC regarding this matter.
3. New Business-
- A. Public Relations- Secretary Murphy and Mary Grimmer are going to get a flyer ready for ARC newsletter advertising our programs; Treasurer Murphy will contact the community calendar regarding the programs. Our phone at The PUD is working; Secretary Murphy will check the voice mail.

- B. Carnita Cook off- The Carnita Cook off is scheduled for May 7<sup>th</sup>, President Worley and Treasurer Murphy will get together in order to present everything at next months meeting.
- C. Pool Fundraiser- We will be painting fish in the kiddie pool before the pool opens to help raise money. Secretary Murphy will get the supplies needed and President Worley will talk to Duffy about the fundraiser. We will possibly have a pizza party fundraiser at the pool in mid July. Vice President Voorhees will look into getting shirts for the volunteers to wear for the events.

The next meeting will be Tuesday, April 18, 2006.

Meeting adjourned at 8:26 pm. by President Worley.



Arbuckle Parks and Recreation

Board of Directors Meeting

April 18, 2006

Meeting called to order by President, Angie Worley at 6:40 pm.

Officers Present: Kim Vann, Angie Worley, Ellen Voorhees, Adrian Murphy and Shelly Murphy

Volunteers Present: Cathy Marsh

Guests: none

Minutes of the March 21, 2006, Board of Directors Meeting were motioned for approval by President Worley and seconded by Director Vann and motion carried.

Treasurer Murphy reported that there was a correction made to last month's treasurers report the correct balance was \$51,444.63. There was also an error in the checks we received and corrected checks have been ordered. The current months balance is \$51,161.69 with current bills due being Kim Vann- website renewal \$73.99, US Treasury \$150.00, and Frontier phone bill \$58.95. Motion was made by president Worley to pay all bills, seconded by Director Vann and motion carried. Treasurer Murphy stated that the Frontier bill is due monthly before our meeting date a motion was made by President Worley to make Frontier a standing bill to be paid when received motion was seconded by Secretary Murphy and motion carried.

1. Unfinished Business-

- A. LAFCO Update- John Binoit from LAFCO and Director Vann are meeting to go over final touches on application. We are on the agenda for June LAFCO meeting for formation of the district. We gave Director Vann the check for \$5,000.00 for the LAFCO fee.
- B. 501 (C)(4) update- No new update.
- C. Programs and Classes-

Tot Tumbling is starting May 1<sup>st</sup> and everything is good to go. The bulk of the items for this class have been ordered with the money from the grant we received. We still need to order mats and a parachute President Worley will be taking care of ordering these.

Aerobics is starting May 2<sup>nd</sup> and everything is good to go.

Swimming lessons-President Worley needs to go to the next School Board meeting this coming Thursday. More information to come about swim after she meets with them. We are planning on running the swim lessons under APR and need to go over this and finalize everything with the school board before more plans can be made.

- D. Employment issues-

Review and Adopt personnel policy/ job description and employment application forms- Still need job descriptions for employees since these are new positions for us we need to get with the instructors to come up with a job description. A motion was made by President Worley to approve application presented by Treasurer Murphy (copy attached), seconded by Vice President Voorhees and motion carried.

Workers Comp Quote \$471 per year for workers comp insurance. We will receive a quarterly payroll audit. A motion was made to pay workers comp insurance by President Worley, seconded by Vice President Voorhees and motion carried. Check authorization form and terms summary was signed and is going forward to workers comp.

Volunteer Waiver form- Motion was made to approve volunteer waiver form submitted by Treasurer Murphy (copy attached) by President Worley, seconded by Director Vann and motion carried upon approval of Lawyer and with addition of Meghan's Law notification.

E. Public Relations-

ARC Newsletter- Our flyer went out in the ARC Newsletter and looked great. Director Vann will get a price for us on how much the copies were.

Advertising- Treasurer Murphy put an ad in the newspaper about Tot Tumbling and Adult Aerobics.

F. Upcoming Fundraisers-

Carnita Cook Off- We will be having a 2 n 1-bounce house, 10x10 toddler bounce house, hover ball, face painting, Dunk Tank, Bean Bag toss, and a water game. Tickets will be \$1.00 a piece or \$20.00 for 25 tickets. Dunk Tank will be 1 ball 1 ticket, 3 balls 2 tickets. We still have plenty of prizes from last year. We would also like to have a Carnita booth again this year the entry fee is \$50.00 motion was made by Vice President Voorhees to pay it, seconded by Treasurer Murphy and motion carried. Vice President Voorhees has also ordered shirts for all of us to wear to be easily identified as members of APR.

Pool Fundraiser- This year we will be painting fish in the kiddie pool. Secretary Murphy will get all of the supplies for the fish and organize that part. President Worley will order the paint from the school and run the table for swim sign ups.

2. Members of the Public- none

3. New Business-

A. Correspondence- Treasurer Murphy receive a letter about a new parcel that asked if we would like them to contribute the same amount as the Tim Lewis parcels paid (\$250.00) we all agreed that we would continue that for now.

The next meeting will be Tuesday May 16, 2006 following the swim sign ups and fundraiser meeting will be at the pool.

Meeting adjourned at 7:57 pm. by President Worley.

Arbuckle Parks and Recreation

Board of Directors Meeting

May 16, 2006

Prior to start of meeting President Worley motioned that we add to our agenda Basketball Flyer, Director Vann Seconded and motion carried.

Meeting called to order by President, Angie Worley at 7:45 pm.

Officers Present: Kim Vann, Angie Worley, Ellen Voorhees, Adrian Murphy and Shelly Murphy

Volunteers Present: Mary Grimmer

Guests: none

Minutes of the April 18, 2006, Board of Directors Meeting were motioned for approval by Treasurer Murphy, seconded by Vice President Voorhees and motion carried.

Treasurer Murphy reported that the current bank balance was \$45,471.97 with current bills paid totaling \$7,722.22.(see attached treasurers report for list of bills)

1. Unfinished Business-

A. LAFCO Update- We are still on for the June LAFCO meeting.

B. 501 (C)(4) update- Our application was received on April 28<sup>th</sup> and it takes approximately 120 days to process.

C. Programs and Classes-

1.Adult Aerobics- Flyers will be going out to the Jr. High and Elementary classes. We currently have 8 people enrolled and the class is going well.

2.Tot Tumbling- Flyers will be going out to the Jr. High and Elementary classes. We currently have 11 children enrolled.

3.Swim- We have been informed that we might need to have both an instructor and lifeguard there for water aerobics we are looking into that and whether or not it will be cost effective. Mary Grimmer will be in charge and on deck during sessions 2 & 4. President Worley will be in charge and on deck during sessions 1 & 3. President Worley will continue to run sign-ups and coordinate classes. They will be meeting before lessons begin to form a plan so there is good communication and lessons run well. We need to make sure we are all on the same page when answering questions regarding programs.

D. Website-

All information has been provided to Lloyd regarding the website except for the swim lesson flyer. President Worley will be the point of contact for him.

E. Carnita Cook Off-

Carnita Cook Off went well over all we made \$811.24. A few things that we need to think of next year are having an extra adult roamer for bathroom breaks and errands, the Dunk Tank leaks and we need to try and get it fixed maybe this is something the Ag department would take on as a project at the High School.

F. Pool Fundraiser-

The fundraiser went great. Next year we need to have caution signs up to keep kids away from the pool. Next meeting we will have a total on profit from this event.

G. Volunteer Waiver Form- Still developing form

2. Members of the Public- none

3. New Business-

- A. Communications- We need to have a weekly update on programs so that when we get phone calls we know what classes are full and what are not. President Worley will be emailing this every Friday.
- B. Program Enrollment Procedure- To enroll for programs we will be excepting enrollment forms by mail, at set enrollment dates or you may come to the first class. It is on a first come first serve basis we will try to add classes if they become full and we have enough participants to meet the minimum requirement for an additional class.
- C. Trailer and sharing with the Sheriff Dept.- Tabled until next meeting.
- D. Basketball Flyer- Basketball will be for kids Pre-K through 3<sup>rd</sup> grade. Mary Grimmer will be hosting a meeting with parents to get an idea of participation and other details she will report back to the board with an agenda and findings along with a date of the meeting.

The next meeting To be announced due to Summer Schedules.

Meeting adjourned at 9:30 pm. by President Worley.

Arbuckle Parks and Recreation

Board of Directors Meeting

August 22, 2006

Meeting called to order by President, Angie Worley at 6:37 pm.

Officers Present: Kim Vann, Angie Worley, Adrian Murphy and Shelly Murphy

Volunteers Present: Mary Grimmer

Guests: Duffy and Lloyd

Minutes of the July 22, 2006 Board of Directors Meeting were accepted as read.

Treasurer Murphy reported that all bills were current. Current bank balance is \$48,525.70. Director Kim Vann Motioned accept the Treasurers report as presented, President Angie Worley seconded and motion carried. New bills needing to be paid: state filling fee of \$25.00 for our non-profit status. Secretary Adrian Murphy motioned to pay the filling fee, President Angie Worley seconded and motion carried.

1. Unfinished Business-

- A. Facility Use Forms- Duffy spoke on behalf of the school district stating that they very much want to be a part of APR. They wanted us to know that there is no guarantee when school events are taking place, especially at JJH. He also talked about the fact that we are using the school free of charge and if we were having problems with the air conditioning or anything else we would need to possibly have a janitor on duty. If we do need this it would result in a direct cost for service and we would be billed by the district. He could not give us an estimate on that. He let us know that we needed to fax a new copy of our insurance writer to the district office as, the one on file is about to expire. Duffy will get back to us on the facility use forms we already turned in.
- B. Programs Update- Duffy spoke on behalf of the school district stating that during water activities we need to have a guard on duty at all times. If a guard is conducting a class that is fine however they can only be responsible for the people enrolled in the class and no others should be in the pool without an additional guard.

- 1. Water Aerobics- Water Aerobics is going great we have a huge turn out; it has more then doubled since last year. Current session August 21-September 13, Monday and Wednesday 6:30-7:30 will be the last session.

- 2. Swim Lessons- Swim Lessons will end on Thursday, we had good numbers at times, but others however, our turnout was on the low end. The added Aids this year were a huge success. We had a lot of problems with the dependability of some of the swim instructors. Next year we will start early looking for instructors and interview them, hopefully resulting in more reliable instructors. We will also offer badges to the kids that pass their swim lessons, which can be worn on their suits.

3. Aerobics- Aerobics is currently waiting on approval of the facility use form to start the next class. We have thought about offering a punch card good for 8 classes in a 30 day period, everyone thinks it is a great idea.

4. Facilities for Programs- We need to think about finding other facilities for our classes if we want to continue to grow. Adrian will check out some facilities and get back to us at the next meeting. Also, everyone will come to the next meeting with ideas for a new class and a possible instructor to teach it.

- C. Website- Lloyd was there to report on the website, everything is going well. By next month we need to have a contact list to him. After the minutes have been approved they will be forwarded to him as well as the agenda. He will post about the Halloween Parade and costume contest happening on October 29<sup>th</sup>.
- D. Election of Officers- Treasurer Shelly Murphy read the resignation of our Vice President Ellen Voorhees. Treasurer Shelly Murphy motioned that we add volunteer Mary Grimmer to our Board, Director Kim Vann seconded and motion carried. We then moved to keep the positions on the board the same. Mary Grimmer to take Ellen Voorhees place as Vice President.
- E. 501 C 4 Update- Our applications have been accepted now; all that is left is to submit the State Filling Fee of \$25.00 which Treasurer Murphy will due.
- F. Community Picnic- The picnic went well however we had a low turnout. There was between 50-70 people including children. Next year we might think about holding it in September and possibly earlier in the day doing lunch instead of dinner. We received \$38.00 in donations.

2. Members of the Public- none

3. New Business-

A. Measure A- For Measure A it has been suggested that we change the name to Arbuckle College City Parks and Recreation District. Director Kim Vann will be ordering signs. Treasurer Shelly Murphy moved that Director Kim Vann order signs and handouts not to exceed \$1,000.00, Secretary Adrian Murphy seconded and motion carried.

B. Insurance Renewal- Shelly will take care of filling the information for our insurance renewal.

Meeting adjourned at 8:37 pm. by President Worley.

Arbuckle Parks and Recreation  
Board of Directors Meeting  
September 12, 2006

Meeting called to order by President, Angie Worley at 6:37pm

Officers Present: Mary Grimmer, Angie Worley & Shelly Murphy

Volunteers Present: None

Minutes of the August 22, 2006 Board of Directors Meeting were accepted as read.  
Shelly Murphy approved and Angie Worley seconded.

Treasurer Murphy reported on bills; currently waiting for bills from Lloyd Green (website) and Lauren Miller (swim lessons). Current bank balance is \$47,684.02. President Angie Worley motioned to accept the Treasurers report as presented Vice President Mary Grimmer seconded.

1. Unfinished Business-

- A. State Exemption Update- Has been filed, received a return receipt so know that they received it.
- B. Facility Use Forms- Need to file them monthly. The insurance form only stated that our Insurance was good for three months. Treasure Murphy will call to get the date corrected to the correct date of one year and covering Aerobics, which is currently, the only program running. President Angie Worley to check on status of Facility Use Form for aerobics. Also need to remember to fax a new Facility Use form if the Arbuckle Parks and Recreation Board of Directors Meeting is changed.
- C. Programs Updated and Changes- Currently only Aerobics is running, no problems reported.
- D. Measure A-
  - 1. Signs: will be hand painted using a Grassroots approach. Treasurer Shelly Murphy will order the wood from home depot. Vice President Mary Grimmer will pick up the wood. President Angie Worley will provide the dropcloths and paint. Volunteer Karye Benton will provide stenciling. Slogan was picked "Vote yes on A Providing for the future". Colors were picked yellow background with green lettering. Signs need to be out by first weekend in October. Will meet Thursday September 27<sup>th</sup> 5:30 at Ellen Voorhees shop to do painting.
  - 2. Mailer- Needs to go out before absentee ballots are mailed October 16<sup>th</sup>. Need to check with Director Kim Vann on wording.
  - 3. Car Show/Parade- Pens that were to be passed out at the event may not be here in time. Idea was brought up to do stickers "Vote yes on A" on popcorn bags.
- E. Trailer Office- Meeting scheduled with Sheriff sometime next week. President Angie Worely will try to attend.

2. Members of the Public – none

3. New Business-

- A. Swim Lesson Issue refund- Ashley Rubio's child was unable to attend swim lessons due to a medical reason. Vice President Mary Grimmer refunded the money \$40 to her. President Angie Worley motioned to pay Mary Grimmer and Treasurer Shelley Murphy seconded. Will stick with five-dollar service charge for returned fees after this one time. Treasure Shelley Murphy will send checks back to tot tumbling participates due to the only having half of the classes run with a letter explaining why they are receiving their check back.



- B. Available Facilities – Arbuckle Elementary School gym is currently has open spots but will be full when basketball season starts. The Methodist and Community Church may also be possibilites.
- C. New Instructors/New Program Ideas- On hold till after the election.
- D. Halloween Parade- Vice President Mary Grimmer passed out a sign up list for the day of the parade. Help is needed in set up, passing out of goodie bags, bounce house, popcorn machine, sign in for parade, walking with kids in parade, and announcer. Bounce house will be from 12-2 only. Will get the Pierce Cheerleaders to help. The Cheerleaders will be selling hot cider and pumpkin bread in the same area as us. The will also have pumpkins for sale.
- E. Scheduling Audit/ Filing Form 900- As a non-profit organization we should be audited every year. Treasurer Shelly Murphy reported that we are waiting on a reply from Tittle & Company.
- F. Checking Account Signatures- Vice President Mary Grimmer needs to be added to the checking account. Treasurer Shelly Murphy and Vice President Mary Grimmer will go the Umpqua bank tomorrow and change names on account.
- G. Resignation of Officer- Treasurer Shelly Murphy read the resignation of Secretary Adrian Murphy.

Meeting Adjourned at 8:10pm by President Worley.

Arbuckle Parks and Recreation  
Board of Directors Meeting  
October 17, 2006

Meeting called to order by President, Angie Worley at 6:35pm

Officers Present: Mary Grimmer, Angie Worley, Shelly Murphy, and Kim Vann

Volunteers Present: Cathy Pitts, Jim Geyer and Mike Croxson

Minutes of the September 12, 2006 Board of Directors Meeting were accepted as read.  
Angie Worley approved and Kim Vann seconded.

Correspondence- Kim Vann moved to add item E. to new business, correspondence from Dunmore Homes, Mary Grimmer seconded.

Treasurer Murphy reported on bills; monthly bills due – Frontier (phone) and Datamind (website). Current bank balance is \$47108.76. Kim Vann motioned to accept the Treasurers report as presented Mary Grimmer seconded.

1. Unfinished Business-

A. Program Updates and Changes-

1. Aerobics are close to the minimum amount. Was decided to finish the current session then take a break and start up again January 2, 2007.
2. Basketball- Mary Grimmer to get YMCA and Colusa basketball packets to all board members to review. All board members need to review the packets to decide how they feel the program should be run with the board to finalize a program plan next meeting. Mary Grimmer to file a facility use form for all Saturdays in January and February 2007. Sign ups to be November 28, 2006. Mary Grimmer to get a facility use form for the sign ups. Flyers need to be out by November 15<sup>th</sup>, after approval at the November meeting.

B. Halloween Parade- Mary Grimmer reviewed the jobs that need to be filled and the supplies that we currently have for the parade. Kim Vann to order more prizes to pass out at the parade. Kim Vann to get the finalized parade route from ARC and pass it on to Mary Grimmer. There will also be a dog parade to follow the children's parade. Cathy Pitts is in charge of the dog parade.

C. Measure A-

1. October 18<sup>th</sup> Candidates Night- Measure A is on the agenda to speak. Treasurer Shelly Murphy, President Angie Worley and Jim Geyer will all attend. Shelly Murphy will be the speaker for Measure A. She will have three minutes to speak and possibly have to take up to two questions from the floor.
2. Jobs for campaign- Signs still need to get out. Jim Vann will work on that. Treasurer Shelly Murphy will speak at Candidate night. Also need to have a booth at the Halloween parade with people to man it.

D. Available Facilities- At this time we still only have the PJUSD facilities. Need to schedule our events around games and events at the school.

E. Scheduling Audit/Filing Form 900- Treasurer Shelly Murphy has left a message with Tittle & Co. with no response. Need to file the 900 form before the end of November. State approval has been received. It is possible that we do not have to do the audit until next year.

F. Checking Account Signatures- Due to the changes that will occur after if Measure A passes this needs to be put on hold until November.

G. Trailer Meeting- Waiting for PG&E to come turn on service. The trailer is split in half with the Sheriff's department and APR each having a half. There are no shared spaces. The meeting will occur when power is turned on.

2. Members of the Public – Cathy Pitts brought up the idea of promoting parks to be both human and animal friendly. She was informed that until APR is in charge of the parks there is nothing that we could do as a board.

3. New Business-

- A. New Officers- Change of position on board- A lateral move of board positions was made with Mary Grimmer moving from Vice President to Secretary and Mike Croxson volunteered to fill the Vice President position. Kim Vann moved to accept these changes Treasurer Shelly Murphy seconded.
- B. Christmas Lights event- Will be like last year, held over till after the Halloween Parade. Tentative date of December 17<sup>th</sup>. Mary Grimmer will check with the Community Church to make sure that the date does not interfere with the Christmas Concert.
- C. November's meeting date- Changed to November 14, 2006 due to the Thanksgiving break. President Angie Worley to inform the website of the change.
- D. Thank yous- From Lana Roderick thanking Parks and Recreation for letting her teach the Parent-Tot swim class. She would love to help teach again next year as well as take on a larger role. Could help by taking over the lifeguard training and teaching prenatal swimming lessons.
- E. New Business from the floor  
Correspondence- Planning Project packet received from Dunmore Homes with comments due November 10, 2006. Treasurer Shelly Murphy will reply with a required fee request Cortina school estates (a.) pay \$250.00 /unit to APR prior to record of final map (b.) annex into the Arbuckle College City District (c.) maintain a minimum of five acres active park, not in a detention base.

Meeting Adjourned at 7:58pm by President Worley.

**ARBUCKLE PARKS AND RECREATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 14, 2006  
JOHNSON JR HIGH SCHOOL  
6:30P.M**

1. CALL TO ORDER: 6:35P.M. by President Angie Worley  
Officers present: Angie Worley, Shelly Murphy and Mary Grimmer. Mike Croxson arrived 7:20pm  
Volunteers present: Kayre Benton, Jim Geyer, Andrew Pina and Jason Bremmer
2. APPROVAL OF MINUTES: For October 17, 2006 meeting. Shelly Murphy motioned to accept minutes Angie Worley seconded. (3)ayes (0) noes
3. TREASURERS REPORT:
  - A. Bank Balance: \$46,876.91
  - B. Current Bills: Standard ongoing bills (Frontier, Datamind, payroll) and Mary Grimmer \$100 repayment for bounce house for Halloween parade. Angie Worley motioned to pay current bills Mary Grimmer seconded. (3) Ayes (0) noes. Angie Worley motioned to pay Mary Grimmer for bounce house, Shelly Murphy seconded (2) ayes (0) noes (1) abstained –Mary Grimmer.
4. UNFINISHED BUSINESS:
  - A. Program Updates and Changes:

Aerobics has been canceled for the last couple of weeks, need to check with Danielle on the status of the class. If Danielle is unable to continue teaching this class will need to cancel this program until a new instructor can be found. Karye Benton and Mary Grimmer will try to take the instructor class in February. After they have their certification they will be able to substitute for fitness teachers if needed. President Angie Worley asked for a copy of the class description to have on record. It is possible that APR will pay for the class. Will need to advertise for a new instructor for the aerobics class if Danielle is unable to continue teaching. President Angie Worley will do this, pending a reply from Danielle. Need to try to get a class running by January 1, 2007 to get those New Years resolution people.
  - B. Halloween Parade:

Mainly received good reviews. Do need to advertise in Colusa and Maxwell as well next year. Had people attend as far away as Elk Grove. Had over 150 people sign in and there were quite a few that did not sign in. Pictures of the event will be given to the website coordinator to have posted.
  - C. Measure A:

President Angie Worley congratulated everyone on Measure A passing. The next step is meeting with Kathy Moran. December 2, 2006 is the first available time that Kathy Moran has to meet with us. Need to move the January meeting to January 9<sup>th</sup> to accommodate the meeting with Kathy Moran. Goal is to get the ballot out to homeowners by February 1, 2007. Kim Vann will stay on the board in her current position to help through the assessment ballot. Need to send a cover letter out with the ballot on why they should vote yes. Angie Worley will work with Kim Vann on getting process started with Kathy Moran. Motion made by Angie Worley to have no December meeting and move the January meeting to January 9, 2007, seconded by Mary Grimmer. (4) Ayes (0) noes
  - D. Available Facilities:

Currently AES and Johnson JR High are the only facilities that are being used.
  - E. Scheduling Audit/ Filing Form 900:

Shelly Murphy to fill out the 900 form, due by November 30, 2006. No change on the audit.
  - F. Checking Account Signatures:

On hold till after assessment ballot.
  - G. Trailer Meeting:

Kim Vann will talk to Sheriffs department in December to see if there are any changes with PG&E turning on the power.

H. Little Bears Basketball:

Sign ups to be November 28, 2006 at 6pm. Flyer reviewed for errors. Changed requirement to read must be 4 years old before December 2, 2006 instead of must be 5 years old before December 2, 2007. People that will help with signs up are: Mary Grimmer, Angie Worley, Shelly Murphy, and Jason Bremmer. Mike Croxson will provide a Spanish translator. Will be trying to get funds from the First 5 grant. Need to hire referees, will try to get JR high and High School students that need volunteer hours. Possible will need to actually pay referees after they have used up their volunteer hours. Need to train the referees. Shelly Murphy will try to get in touch with YMCA on how they train their referee and their financial information on Little Dribblers. She is currently waiting for a return call from YMCA. Assistant coaches can be under 18 years old, but all coaches need to be 18 years or older. Will hold off on the non-resident fee until we have run at least one year of the program. Will be using wristbands on all teams. All organized practices must be at a facility with a facility use form already on file. Each team will be allowed only one practice per week due to limited space at the facility. Mary Grimmer will try to book all practice times at AES so the practice times can be assigned to the teams. AES is going to try to incorporate this program with the new after school program. Need to check with Carol Geyer on the requirements. Need sign up sheets for coaches at the sign ups. Need to make sure that the sign up sheets for the children include a line for parents to sign up for volunteering and that the volunteer forms have a line for the child's name and age group. Will hold coaches meeting on Monday December 4, 2006 7pm at the Pizza Factory. Will need to have a coach's packet ready by then. Mary Grimmer to research prices for the shirt. Will have a basketball or basketball and hoop on the shirt. If prices are high may need to get sponsors for the shirts. Team sizes will depend on the amount of children that sign up. J & L building is willing to provide scholarships if applicable. Need to have a scholarship form ready for sign ups/

I. Christmas Lights event:

Event to be held Sunday December 17, 2007. Event flyer needs to be out by December 1, 2006. Judges need to be in separate car this year. The 4-H group will do their caroling trailer this year, but they need to follow far behind the fire truck, as no one was able to hear them over the fire truck. Need to get better prizes, maybe local gift certificates. Will still give half of what is raised to the local food basket. Mary Grimmer and Angie Worley to help Kim Vann with this event. Need to find out where the Griswold prize is from last year. Mary Grimmer to check with Ellen Voorhees. Will let the current winner display the prize until it is needed to be passed on to the new winner.

5. Members of the Public: none.

6. NEW BUSINESS:

A. Measure A Homeowners Ballot: Did not make Arbuckle Parks and Recreation a district. APR is still not able to get State and Federal funds. Must have a funding mechanism before funds will be available to APR. Goal is to have ballot out to homeowners by February 1, 2007.

B. New business from floor:

1. First 5 grant- Shelly Murphy attended the First 5 grant workshop 11/13/06. The workshop was mandatory to be able to turn in the grant application. Event or program must be in a certain time frame and meet all of the criteria. Money will be given in February if approved for grant. Grant only applies to 4 and 5 year olds. Shelly feels that we should apply with Little Bears Basketball. Will need to keep a record of how many four and five year olds there are in comparison with the rest of the sign ups. Shelly to see if we can do more than one program, possibility try soccer next year? The grant application is due November 29, 2006 by 5pm. Angie Worley will help Shelly Murphy fill out the forms. Angie Worley motioned to apply for the First 5 grant Mary Grimmer seconded (4) ayes (0) noes.

7. DIRECTOR'S REPORT: none.

8. ADJOURNMENT: 8:23pm by Angie Worley

Submitted by Mary Grimmer