



St. Tammany Parish  
Recreation District #4  
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Pat Brister, Parish President  
Jake Groby, Councilman

Board Members  
Jacki Schneider, Chair  
Michelle Cusimano, Antoinette Wright,  
Gerrin Narcisse, Lenny Schmidt,  
Al Hamauei

### **Board of Directors**

### **Meeting Minutes**

**October 25<sup>th</sup>, 2017**

- 1. Call to order: 6:32pm**
- 2. Opening prayer & Pledge of Allegiance to our Flag**
- 3. Roll Call: Jacki Schneider-present  
Gerrin Narcisse-present  
Al Hamauei-present  
Lenny Schmidt-present  
Antoinette Wright-present  
Michelle Cusimano-present**
- 4. Approval of September 20<sup>th</sup>, 2017 meeting minutes: (Correction of the minutes). Topic was Lake Rd. trash pickup. Motion was passed with one opposition which was Antoinette. Al moves for approval based on the corrections of the September 20<sup>th</sup>, 2017 meeting minutes. Antoinette seconds the motion. All board members are in favor. All board members voted in favor.**
- 5. Financial Report: Everyone was provided a profit and loss statement for 2017. And checks that were written for the month. Al had a concern about the petty cash out. Jacki & Jordan explained how the petty cash policy works. There was a concern about the petty cash in, the petty cash in does not equal to the petty cash out. Sherry will check on that matter and relay at next board meeting. Jordan passed the petty cash policy by the LLA and they approved. Al asked Jordan if he looks at every purchase**

that is made and approves the purchase. Lenny motions to approve the financial report. Gerrin seconds the motion. Beth Laderer explained that we should discuss the budget at every meeting if the balance is over or under 5%. Jacki says she will ask LaPorte about the roll over money. Beth showed concern about the community center rental income. She doesn't feel like we are making as much as we use to. Beth states, salary employees should not get paid extra for working event details. All board members are in favor to accept the financial report. Motion passes.

6. Director's Report: Jordan discussed the upcoming events that will be occurring at the John Davis Gym. Basketball season has begun, and we are looking for volunteers that can help during the basketball season. Women's open forum meeting will be November 8<sup>th</sup>, 2017. There are a group of people working toward a Christmas celebration at the park. Jordan mentioned that the NRPA conference was very informative, and he learned a lot from the conference.

- Visitor comment, Nikki had a concern about new registration fee and the out of district fee that Lacombe rec does not charge. She feels like it is not fair for her to pay a higher registration fee especially if others are not paying an out of district fee that live out of district. She feels like the main reason kids in Lacombe don't play is because they don't have transportation.

#### Old Business:

1. Used Storage Container for Keller Field: Jordan presented the board with proposals from three different companies. We will replace the old storage container with a new storage container to store all the lawn equipment. We will also utilize the new storage container as a sign for Keller Field. Antoinette makes a motion to accept Boasso's. Lenny seconds the motion. All board members are in favor. Motion passes.
2. New Batting Cage and Net for Keller Field: The new net was approved a few board meetings back. Jordan lets the board know he will be bringing new proposals to the next board meeting for a new batting cage.
3. Pickup of Trash on Lake Road: Jacki mentioned, she called Mrs. Darby, and she said she has been talking to Rick Moore of "Keep ST. Tammany Beautiful". Jacki also contacted Mrs. Brister, they all work together with "Keep ST. Tammany Beautiful". They are now picking up the trash once a week on Lake. Rd. We would like to thank "Keep St. Tammany Beautiful" for helping out with the garbage pick-up.

4. **Removal of some trees in park and better cut of Live Oak in back:** Jordan presented the board with proposals from different tree service companies. The company that we pick has to be licensed and insured. Jordan stated, he would like to do this project in different phases. Gerrin makes a motion to accept Wise Cuts tree service to do the job if they have insurance and Workman's Comp for their workers. If that option does not work out than Jordan will go with a tree service that will cut down the two trees, flush cut, grinding of tree stumps, and hauling off the debris for no more than \$4,650.00. Antoinette seconds the motion. All board members are in favor.

#### **New Business:**

1. **Big Screen T.V purchase.:** Jordan presented the board members with proposals of prices for blow up movie screens that would be used for movie nights, family days, etc. Board members suggested that we start off small and work our way up. The \$10,000.00 price range is not in our budget right now.
2. **Need for a Board Secretary:** Jacki presented the board with by-laws and a job description for a board secretary. Jacki mentioned, that we did not have a board secretary in the beginning because we were trying to save money. In the by-laws the previous board had a board secretary. Jacki mentioned, the board should hire a board secretary for \$500.00 a month @ \$12.00 an hour. Al makes a motion to hire a board secretary for \$12.00 an hour no more than \$500.00 a month. Lenny seconds the motion. All board members are in favor. Motion passes.
3. **Approval of By-Laws—Resolution 9:** Jordan and Jacki have been working on the by-laws. There were very few changes. Some changes consist of, #1 under the Board of Commissioner & Officers: If we lose a board member that a council member will replace the board member. If we lose a board member that a parish president appointed, that the parish president has to replace the board member. Previously it was the chair assumed the position from August to August, it was changed to January. The vote for officers of the board will occur in December and in January the new board members will fill their position. Lenny motions to accepts the by-laws. Gerrin seconds the motion. All board members are in favor. Motion passes.
4. **LaPorte New Invoice:** LaPorte sent the invoice for the help with retrieving all the data that was lost when the computer crashed. They also helped with the Administrative Assistant to help organize Quick Books. Approval to pay the

invoice in the amount of \$2,150.00. All motions the approval to pay the LaPorte invoice. Michelle seconds the motion. Beth Laderer asked, where will we find the money in the budget to pay this cost. Jacki explained, that the money will come out of the accounting and education portion of the budget. All mentioned, due to the audit we have we are required to do this. All board members are in favor. Motion passes.

5. Addition of Michelle Cusimano check signer: Jacki mentioned that the board would like to add Michelle Cusimano as the second co-signer to the checks. All makes a motion to add Michelle Cusimano as a check signer. Gerrin seconds the motion. All board members are in favor.
6. Resolution to acquire new credit card—Resolution 10: The board members were given a resolution to get a new credit card. Jacki gave all board members the policies and procedures for credit card use. Gerrin makes a motion to pass the resolution. Lenny seconds the motion.
7. Additional Electrical Work for Basketball Goals: Jordan explained the additional electrical cost is to run the electric for the goals and the dividers. This cost was not included in the cost of the installation of the goals and dividers. The board members were under the impression that the electrical work would be included in the total cost that was approved to get the job done. Gerrin makes a motion to cap the electrical services for the gym at \$4,500.00 for either of the companies that take the job. Antoinette seconds the motion. All board members are in favor. Motion passes.  
  
➤ Motion to add the D & O coverage liability to the agenda. All makes a motion to add D & O coverage liability to the agenda. Gerrin seconds the motion. All board members are in favor. Motion passes.
8. D & O coverage liability: Mr. Aubert got three different quotes. All makes a motion to approve the three year policy for \$4,545.00. Antoinette seconds the motion. All board members are in favor.
9. Additional to Financial Policies and Procedure Credit Card: There was more technical polices added to the credit card procedure. Antoinette makes a motion to pass the debit card & credit card policy amendments. Michelle seconds the motion. All board members are in favor. Motion passes.
10. 2018 Budget Hearing Announcement – December 6<sup>th</sup>, 2017 @ 6:30pm John Davis Gym: The budget hearing announcement will be held on December 6<sup>th</sup>, 2017 at the John Davis Gym. We will also announcement in the newspaper to reach more of the community. We would like to have people’s input so that we can pass the budget by “2018”.

**Public Comments:**

- **Mary Leary said she was asked for the volunteer list to put in the newsletter, and she said it was never put in the newsletter.**
  
- **Beth Laderer had questions and concerns about the following topics. First topic was about private basketball training that go on Sat. and Sun. at the gym. She wanted to make sure we have the proper documents for the rental of the gym. She will also like to see the name “Lacombe Rec” on the uniforms, not a different name that does not represent Lacombe. She had a concern about the income for the concession stand. She feels that we should be bringing in more money in the concession stand. She also mentioned that Jordan replied to the state auditor that the rec district had 4 salary employees. She wants to make sure we hare following the correct policy and procedures when it come to this matter.**
  
- **Antoinette makes a motion to adjourn. Michelle seconds the motion.**
  
- **Adjournment: 9:02pm**
- **Next meeting date: November 15<sup>th</sup>, 2017**



**7.**

**Gerrin Narcisse-present**  
**Al Hamauei-present**  
**Lenny Schmidt-present**  
**Antoinette Wright-present**  
**Michelle Cusimano-absent**

**8. Approval of June 19<sup>th</sup>, 2017 meeting minutes:**

**9. Approval of June 19<sup>th</sup>, 2017 hearing meeting minutes: Gerrin moves the motion to approve the June 19<sup>th</sup>,2017 hearing meeting minutes. Lenny seconds the motion. All board members are in favor. Motion passes.**

