

PONCHATOULA AREA RECREATION DISTRICT #1

CHAIRMAN AND BOARD

The PARD # 1 held a regular meeting on Thursday, June 16, 2017. Rocquin called the meeting to order at 6:30 p.m. and the roll was called.

Present: Byers, Fletcher, Kennedy, Palmer, Rocquin

Absent: None

Guest: J. Stevens, P. Riggs, C. Barado

Ronnie Rocquin asked to allow guests to move up on the agenda to allow them to leave at their convenience.

Riggs and Barado from James, Lambert, Riggs and Associates, CPA discussed updates on annual Legislative Audit for 2016. Riggs stated there would be no finding in the 2016 audit and PARD is doing well financially. Discussed recommendations on a formal leave request, inventory control and dual signatures on check for all sports accounts. New policy on leave request will be announced to the staff at the next regular scheduled safety meeting. Recommendations for the Volleyball program included a policy on admissions and concessions to assure checks and balances are in place to protect the sport program. Riggs will meet with administration next Tuesday for final audit report.

After review of the May 18, 2017 regular meeting minutes, Fletcher made a motion to accept the minutes as written. Kennedy seconded the motion. There being no discussion, all board members present were in favor and the motion passed.

After a review of the financials provided by Martin, Palmer made motion to accept the financial review report. Byers seconded the motion and all board members present were in favor and the motion passed.

Rocquin discussed 2017 Fireworks Show scheduled for July 3, 2017. Swamplight Show Choir and Sound Waves will provide entrainment. PHS Band Booster and Captain's Tasty Treats will offer concessions inside the park. District Baseball Tournament is scheduled for the weekend before Fireworks show but plan to keep staff at a minimum to comply with overtime rules. Byers explained the tournament for 11-12 and 9-10 year old is only two or three teams and will use only two fields for play.

Palmer discussed Life Skills for the Youth Program sponsored by his church and requested use of the Event Building for indoor sessions. The program teaches life skills for girls, such as sewing and cooking, and for boys fishing and changing a tire. Session will take place on Wednesday afternoon from 2:00-5:00 p.m. during summer. Approximately 20 kids attended

the previous session. Rocquin suggested a cooperative endeavor and will check dates on calendar for use of building.

Athletic Coordinator Report announced the Stomp Out Epilepsy and SUDEP Awareness 5K will take place in the park on Sunday, Sept 17, 2017. The baseball/softball spring season has ended. All-Stars practices and tournament have begun. This year will be the first for a fall softball season for girls. Season will start in September with practice and games on Tuesday and Thursday in October. Softball registration opens July 18th. Football registration opened with walk-in registration scheduled for June 24th, July 1st and July 15th. Youth Volleyball opens July 18th. PARD Arts and Craft Show information has been posted on the website, Facebook pages and gym bulletin board. Application are being accepted at this time.

Stevens reported baseball season is about to end and all fields will be chemically treated at this time. Chemical require fields to be locked down for 12-24 hours. Lift Equipment has been installed in maintenance shop. Stevens & Martin meet with the Loss Prevention Consultant with Workers Compensation Insurance Company. No finding were reported with one recommendation, of slip resistance mats in front of ice machines. Mats will be purchased for all machines.

Martin discussed an inventory system to track equipment and inventory. Fletcher recommended the use of asset management system in the quick books and metal barcode for tags. Board will determine the dollar standard for tracking equipment and inventory.

Under the chairman report, Rocquin discussed hiring a human resource position in a part time position. HR person would be responsible for employee handbook, develop policy and procedures for chairman of the board and assist athletic coordinator with sports programs. The part time position would be 24 hours per week. Board discussed if additional position was necessary since the PARD handbook is under review by Drake. Byers suggested HR person could be a contract position through an agency to insure the experience necessary to write policy and procedures. Fletcher said contract position with HR consulting firm would be more expensive than a part time employee. No decision was made at that time.

Rocquin discussed with board the possibility of PARD running all sports programs. Board agreed to open discussion with the Basketball program. Rocquin announced Smith and Stevens are currently researching policies and procedures for the district managing sport programs. Rocquin predicts PARD would be running sports programs sometimes in the future. Rocquin reviewed procedures for scheduling tournaments. Baseball board should contact PARD office for scheduling field and events. Byers will take message to all coaches and the baseball board.

Byers requested repair of score boards of the large baseball field. Rocquin suggested the purchase of new scoreboards rather than pay cost for repairs. Stevens agreed scoreboards are beyond repair. Board agreed for Stevens to acquire bids for LED scoreboards.

Fletcher made a motion to adjourn. Byers seconded the motion. There being no discussion, all board members present were in favor and the motion passed. The meeting adjourned at 7:54 p. m.

Ronnie Rocquin, Chairman

Charlotte Martin, Secretary