



Parks Department Board Report

February 12, 2014

Administrative Update

- Website – Will be able to provide a live demo and will be helping Karen Hendershot with the Fire Department's webpage as well.
- 5-year Master Plan – Response from HPG Network – Received a Strategic Planning Proposal and will be meeting with them during March to discuss the prospects of moving forward.
- Working with Stephani Massa (Events Coordinator) to put together an agreement with a cleaning company which could be hired out to clean the Pavilion Center by our guests for an additional fee. Profits from the fee will be reinvested into a 2 times a year deep clean of the Pavilion Center.
- Attended a CPR/First Aid/AED class to recertify myself and my two administrative assistants – hosted through the Fire Department and administered by Mike Ray.
- Outlined the timeline and necessary steps with my Special Programs Coordinator to ensure the major Park events get funded and are hosted as planned. Emphasis on Music in the Park currently.
- Cleaned up RecPro in regards to the Camp Registration sections and have started a user manual to be used as a training tool for those camp staff required to use the system. In the past, the Assistant Camp Director and Camp Director had not been instructed on how to use RecPro and to take registrations – this will change this year. This will open up Pavilion Center staff time and help those who should have the background related to the registration process, feel informed.
- Digging into the 2013 Summer Camp paperwork/registration forms/parent handbooks, etc to make the necessary changes and additions. Met with Camp Director and Dan and Karen to discuss the structure of the Camp (which will be changing this year .. evolving for the better!) and the ways in which we can get the Fire Department in to help educate the campers about a variety of topics. I'm very excited about the prospects of this years' camp and the tone it will set for the years to come!
- Ordered our fitness station equipment for our project with IU West – added a kiosk that will allow us to post information of our own. I have a vision for being able to provide link to certain exercises for visitors (ex. Knee exercises for those who are rehabbing from surgery, etc.).

Community Outreach

- "Story Trail" – Approved by the Township Board and the Avon/Washington Township Public Library board as well.
- Working with Master Gardeners to develop a plan for a Learning Garden. We will be meeting in March to revisit this project as we had to redefine the scope of the project for 2014. The educational sessions would be free to members of the community. We are looking to other

locations in the Park – possibly the existing “butterfly garden” near the intersection of Whipple Lane and the White Lick Creek Trail.

- Hosted a Survey Monkey Survey on Facebook to gauge level of interest in free Insanity workout sessions at the Pavilion Center. We received an overwhelming response to hold the sessions during the evening hours. Every Tuesday beginning March 4th was identified as the time which classes would be held. Working on a “safe sitter” program that mimics the HRH safe sitter certified program and other establishments which provide sitting services. We had a lot of requests for childcare! We will determine the worth of providing the childcare after we evaluate the first month of attendance for the class.
- Attended a Visit Hendricks County hosted meeting at the Pacers Game and met various Parks & Recreation professionals in the community which could benefit the Park and also benefit the professionals! Great learning experience for me in terms of meeting people who I have spoken with or have heard about but have yet to meet!

Events

- Winter Olympics 2014 Brown Bag Lunch – While we thought it was a great idea, it helped reinforce for us the best use of the Pavilion during the day is to rent the space out. Only select groups of individuals came through the Pavilion.
- Family Film Series picked back up again and evaluating the attendance track record for this series has helped us to determine changes we can make for the better next round. We will not be holding the movies November, December or January of next year as the license will not be worth the viewership. We will also be changing the time of the viewing from 7pm to 6pm which should provide a more appropriate timeframe for parents and their kiddos.
- We have a meeting scheduled with the new part-time programs individual, Terri and Ryan at Avon Town Hall Park to discuss how we can best collaborate on events for 2014. We will be discussing the planning of a 5k Family Fun Race which will be held in WTP and hosted in conjunction with Avon Town Hall Park. We plan to participate in one additional event which will be held in the Avon Town Hall Park and hosted jointly between our two parks.
- Working with Danville Parks and Recreation to host a sand volleyball tournament in WTP but facilitated primarily by Danville Parks & Rec program staff.

Maintenance Update

- Participated in a webinar on Tuesday 2/11/14 with Vermont Systems who will be providing us with the program MainTrac which we will use to track maintenance and asset information in the Park. I have received the final quotes for the reoccurring costs associated with the immediate options we would like included in the purchase of the system. There are options to add-on as we need to grow the program, but some of the options can be paired down. Cost for growth of the system will be included in upcoming year’s budgets.
- Started a system wherein seasonal needs for equipment prep and repair are recorded and provided to me in advance of when they need to be completed. I received an itemized list of action items along with associated costs and we discuss together the priority of each of the items. Those that are necessary and high priority will be budgeted for immediately, the others will be addressed as we can assure we have the funding in place. The items are broken down by budget line items.

- Prep for MainTrac – saving all purchase receipts for repairs and ensuring we have item numbers and costs associated with each purchase order. These details will be entered in the MainTrac and will help us to track what has been done but also what needs to be entered with a reminder in place for the upcoming seasons.
- Cleaned out the red barn wash bay and will be working their way to the Splash Pad garage as well.
- Will be finishing the weekly/monthly/seasonal checklists by the end of March for the lower park locations.

