



**HARTFORD COUNCIL FOR RECREATION**  
**PO BOX 332, HARTFORD, MI 49057**  
**[www.hartfordrecreation.org](http://www.hartfordrecreation.org)**

**INTERLOCAL BOARD OF COMMISSIONERS &  
HARTFORD COUNCIL FOR RECREATION**

**Wednesday, January 26, 2022**

**7:00 PM**

**HARTFORD HIGH SCHOOL LIBRARY**

**THE BOARD MEETS THE 3<sup>RD</sup> WEDNESDAY OF THE MONTH**

**AGENDA**

- 1. Call Meeting to Order**
- 2. Nominate a Temporary Chairperson for the Hartford Council for Recreation Interlocal Board of Directors Election**
- 3. Interlocal Board Officer Election for the 2022 Calendar Year**
  - a. Chairman: \_\_\_ (Currently Jerrod Birmele)**
  - b. Vice Chairman: \_\_\_ (Currently Joseph Morsaw)**
  - c. Secretary: \_\_\_ (Currently Marilyn Mead)**
  - d. Treasurer: \_\_\_ (Currently Richard Hall)**
  - e. Trustees: \_\_\_ (Currently Andy Bachman, Megan Mireles, Township Representative)**
- 4. Appointment of Hartford Council for Recreation Directors for the 2022 Calendar Year**
  - a. Director of Operations: \_\_\_ (Currently Jerrod Birmele)**
  - b. Deputy Director of Operations: \_\_\_ (Currently Joseph Morsaw)**
  - c. Deputy Treasurer: \_\_\_ (Currently Janell Parker)**
  - d. Director of the Hartford League of Miracles: \_\_\_ (Currently Sandy Burtchett)**
- 5. Approve minutes from December meeting; see attached documents**
- 6. Financial, Budget and Audit Updates**
  - a. Janell and Jerrod bring the board up to date with the Treasurer's report, with current figures in the General Fund, Concession Fund, League of Miracles Fund and PayPal account. These are also available for review in paper form.**
  - b. Update on the progress of the 2019 audit, to the extent of the current contact that we have had with Hungerford Nichols. The audit is in the process of being reviewed, but no timetable has been given as to when it might be completed in its entirety. All the requested information is having to be sent back to the auditor at the current time, even though most of the information that was needed in the first place was sent in multiple emails back in the spring / summer of 2020.**
  - c. Once the 2019 audit has been completed, the board will need to convene on getting an audit done to cover both the 2020 and 2021 calendar years. These audits are required under the current Interlocal Agreement, which is still in effect, despite the township requesting their release in just a couple months. The 2020 audit will not be a big task, as nothing much occurred during that calendar year due to the pandemic.**
  - d. The budget for the 2022 calendar year has been completed, with our actual 2021 figures and our income / expense projections for this year. The board must approve the budget, so that it may be given to the city, school and township for them to look over and review, as part of the Interlocal Agreement.**
  - e. After months of fighting with Huntington, the debit cards have finally been received. However, the board still would like to get second opinions regarding future financial / banking needs. Jerrod will be sending an email to Honor Credit Union about attending our February business meeting to discuss their best options with us as a group.**
  - f. Just a reminder that due to our current audit and unknown future with the township (in terms of their agreement with us), we still do not have "free flow" of funds to spend, so we must remain vigilant with our spending, as we still have our normal monthly bills to pay, as well as sport-related bills to pay in the coming weeks and months. We also still must pay off our 2021 contracts for Park Director and Concession**

Manager, and we would like to take care of those in full very soon (likely near the end of the current basketball season).

## 7. HCR Updates

### a. Baseball & Softball Updates

1. Signups (virtually) are ongoing on our website, and so far, we have had a few signups, which is normal to not have that many this early in the process. However, with having two home games for boys' basketball coming up, it might not be a bad idea to sit a table up and use those times to have our in-person signups. We should also investigate utilizing high school games as another way of getting our youth signed up, just like we did with basketball. Both ways seemed to work very well.
2. We need to start talking about the upcoming season. Discussion topics may include but are not limited to the following: getting volunteers signed up (to coach specifically), potential league and opponent scheduling and rules.
3. It is important for us to have all our "ducks in a row" before the end of March, so that we can get practices started either slightly before or after spring break. As of right now, the current plan sees the season start the third Monday in April (April 18<sup>th</sup>) for baseball and the next day (April 19<sup>th</sup>) for softball.
4. We also need to find two people to serve as the baseball and softball directors for the 2022 season. They will serve as the contact point for all questions regarding scheduling, rules, and administrative tasks.
5. **REMINDER: Due to the COVID-19 pandemic, everything that we set with dates, locations, or times is subject to change, and should in no way be considered final in nature.**

### b. Football & Cheerleading Updates

1. At this time, no major discussion topics are warranted, as these sports are considered "out of season". However, we still need to figure out a way to have a combined awards night for our fall and winter sports at some point soon, once we can maneuver funds around, as well as find time to utilize the auditorium.

### c. Basketball Updates

1. The 2021-22 boys' basketball season has just tipped-off as of last Saturday, and we have teams playing in each grade, from third grade right-on through sixth grade. The players are having fun and learning a lot, and our hope is that this season will go just as smoothly as it did for the girls' season. We've had some issues in the early going, but our hope is that with our leadership, in addition to Lee's leadership and mentorship, that we will be keeping this running in proper order. After all, this is for the kids, and we want to make a proper first impression.
2. We have two home games this season, including one coming up on Saturday, January 29<sup>th</sup>. Marilyn is coaching a team, and any help that she can get in the concession stand during this time would be helpful to her. She is going above-and-beyond the "call of duty", and the concession stand is an important aspect of raising funds for the organization.
3. **REMINDER: Due to the COVID-19 pandemic, everything that we set with dates, locations, or times is subject to change, and should in no way be considered final in nature.**

### d. League of Miracles Updates

## 8. Old Business

- a. We will still attempt to schedule a meeting (once the audit is completed) with the city, school and township and make a formal presentation at that point. As board members, we should make a valiant attempt to get to a meeting of each of these entities in the next couple of months to outline our goals and visions for this year and beyond.
- b. We will need to continue discussions about possible fundraisers that will benefit our organization and make sure we utilize social media and work of mouth to get the information out. We are planning on having a quarter auction in March, and we need to discuss opportunities regarding getting spirit wear information out to parents prior to the spring season starting and getting some made that we can sell in the concession stand, as well.

## 9. New Business

- a. Jerrod, Rick and Janell will sit down and review contracts for 2022 contracted labor: Park Director (for both the regular season and postseason), Concession Director and Head Umpire. Jerrod will attempt to reach out to our prior year position holders and see if they wish to continue in those roles in the coming year. If they decline, we will post these positions online and via local newspapers to fill them.
- b. We will have to set costs for sponsorships for 2022, so that we can draw up a sponsorship letter to send out to prospective local business and individuals to solicit funds. Jerrod has a list of sponsors we have

been able to get in the past, and businesses he has mailed letters to in previous years. If needed, we can print these forms out and board members can go out distributing them in the community.

- c. **We need to consider holding one of our volunteer “park days” in the spring, as there will definitely be work that needs to be done at the park once the snow is gone for good. Tasks will include clubhouse and park cleanup, bleacher painting, and field repair. We will discuss possible dates in future meetings that work for everyone involved.**

**10. Public Wishing to Address the Board**

**11. Open Discussion**

**12. Next Meeting Reminder:**

- a. **Wednesday, February 16<sup>th</sup>, 7:00 PM, Hartford High School Library (pending approval by the board as the meeting location). A meeting reminder will also be placed on our website, social media channels, at Hartford City Hall, at Central Office at Hartford Public Schools and at Hartford Township Hall.**

**13. Motion to adjourn**