

Wednesday, February 26, 2014
Lyon Township Offices
58000 Grand River Ave, Lyon Township
3:00 pm

MINUTES

3:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 3:09 pm

Roll Call of the Board

*Mark St. Charles, Green Oak Charter Township
Patty Carcone, Charter Township of Lyon*

Also Present

Amy L. Allen, SLARA Director

Approval of the Agenda

Motion to approve the agenda by Ms. Carcone, 2nd by Mr. St. Charles, motion passes

Approval of January 14th, 2014 Meeting Minutes

Motion to approve by Ms. Carcone, 2nd by Mr. St. Charles, motion passes

Approval of Bills & Financial Report –1/9/14 – 2/19/2014

- a. General Fund Balance – \$413,467.24
- b. Community Center Committee Fund Balance – \$19,901.00
- c. Capital Improvements Fund Balance - \$100,052.00

Motion to approve by Ms. Carcone, 2nd by Mr. St. Charles, motion passes

Correspondence

None at present time

“Call to the Public”

No public was present

D)

Old Business

1. Community Center Committee

a. Update

Mrs. Allen shared with the board that the next meeting is scheduled for Tuesday, March 18th at 7:00 pm at the Lyon Township Hall..

2. SLARA Office Updates

a. Upcoming Events –

- i. March 14th, Mom/Son Superhero Dance
- ii. April 19th, Egg Hunt in the Pool, Flashlight Egg Hunt

3. Salem Township Update

Mrs. Allen shared with the board that Salem Township will be discussing the issue of joining SLARA or getting involved with the community center at their March 11th meeting. Mrs. Allen will plan to attend and give an update.

4. Member Updates

No updates at this time.

II) New Business

1. Drivers Education 2014-2015 Bids/Signing Contract

Mrs. Allen shared with the board that All Star Driver Education was the only company to submit a bid. They matched their rate from the previous 3 years.

Motion to accept the Drivers Education Bid from All Star Driver Education for the 2014-2015 fiscal year as presented.

Motion by Mr. St. Charles, 2nd by Ms. Carcone, motion passes

2. SLARA Master Plan – Open Bids

5 companies submitted bids for the SLARA Master Plan. It was decided that each board member would take the time until our next board meeting to review the bids. It was also requested that Mrs. Allen contact these companies to make some inquiries. In specific, what format would we receive the finished project in, would we be able to update it moving forward and if we initiate the project this fiscal year, can payments extend into our next fiscal year.

3. Customer Service/Public Relations – Office Administrator Hours Proposal

Mrs. Allen presented the board with a proposal to extend the Office Administrators current 20 hours work week to 24 hours a week. The proposal defined the additional job responsibilities that would be assigned to one staff and presented the financial impact this would have on the SLARA budget for the rest of the fiscal year.

Motion to approve the Customer Service/Public Relations Office Administrator Hours Proposal effective immediately.

Motion by Mr. St. Charles, 2nd by Ms. Carcone, motion passes.

4. Daddy/Daughter Dance Evaluation

Mrs. Allen shared with the board an evaluation of the recent Daddy/Daughter event that was run by Mrs. Szostak. This event sold out for the first time ever with 704 participants! It was a great night and no complaints were registered the night of the program. Mrs. Szostak did a fantastic job organizing the event. Next year the SLARA will look to extend the program, offering a second night so that we can decrease the size of the crowd.

5. Program Evaluations

Mrs. Allen shared with the board some program evaluations from Mrs. Szostak from this Winter season. Mrs. Allen also shared with the board that in moving forward she will be requiring all programmers to meet annually with any contractors. This will

ensure that we are sharing survey feedback with their staff and continually improving the quality of programs.

Adjournment at 3:58 pm

Next Meeting: Wednesday, March 26th, 2014 @ 2:00pm

Location: Green Oak Township Offices

10001 Silver Lake Road, Brighton

Chair Signature

Treasurer Signature

Approval Date