

Wednesday, August 24, 2011  
South Lyon City Offices  
335 South Warren, South Lyon MI 48178  
2:00 pm

## MINUTES

2:00 PM

### Call to Order

*Patty called the meeting to order at 2:15 pm.*

### Roll Call of the Board

*Patty Carcone, Charter Township of Lyon*

*David Murphy, City of South Lyon*

*Mark St. Charles, Green Oak Charter Township*

### Also Present:

*Amy Allen, Director of South Lyon Area Recreation Authority*

### Approval of the Agenda

*Motion to approve by Mr. St. Charles, 2<sup>nd</sup> by Mr. Murphy, motion passes*

### Approval of July 27<sup>th</sup>, 2011 Meeting Minutes

*Motion to approve by Mr. St. Charles, 2<sup>nd</sup> by Mr. Murphy, motion passes*

### Approval of Bills - 7/20/11 thru 8/12/11

*Motion to approve by Mr. St. Charles, 2<sup>nd</sup> by Mr. Murphy, motion passes*

### Correspondence

*NONE*

### “Call to the Public”

*No comments from anyone attending*

## **I) Old Business**

### **1. Checking Account – Adding Amy as a signer**

*Patty and Amy will go to the bank today to start the paperwork to get Amy added as a signer to the account*

## **II) New Business**

### **1. New Contract for Audit; Pfeffer, Hanniford & Palka**

*Amy presented a new contract for the annual audit. This is a 3 year contract and the price has actually decreased by \$100/year. Motion by Mr. St. Charles to approve the contract and have the Board Secretary sign, 2<sup>nd</sup> by Mr. Murphy, motion passes.*

### **2. Accunet Website Proposal**

*Amy presented the proposal sent over from Accunet for website services. Motion by Mr. St. Charles to have Amy move forward to create the website through Accunet, 2<sup>nd</sup> by Mr. Murphy, motion passes.*

**3. Retirement Plan**

*Amy explained that our current contract states that we must maintain contributions for employees who work over 1,000 hours per fiscal year once they are in our plan. In April contributions were discontinued for Jan and Chari. However, we now need to make those contributions to finish out our fiscal year with the plan because both of these employees worked over 1,000 hours. This total payment amounts to \$1,275.68.*

*Amy recommended that we pull out of the retirement plan as an organization. If we do continue with this current plan we will need to add estimated an additional \$5,000 to the budget to cover contributions for Chari and Jan. She recommends that the board agrees to cut checks quarterly in the amount of 10% the current salary for the director with the stipulation that these monies are to be deposited into either an IRA account or another retirement fund. Paperwork will be submitted showing that these deposits have been made the following month from the deposit date for these checks. Mr. St. Charles and Mr. Murphy would like to see checks made out specifically to an account already created so that we avoid any tax liability giving checks directly to a person, not an account.*

*Motion by Mr. St. Charles to close out the W.L. Burmiester account (Ohio National) effective immediately and send in the final contributions payment for Jan and Chari for the amount of \$1,275.88 for 2010-2011, 2<sup>nd</sup> by Mr. Murphy, motion passes.*

*Motion by Mr. Murphy to have Amy start investigating options to bring before the board of either 357 or 457 accounts that the Board can make contributions to towards the Directors retirement. 2<sup>nd</sup> by Mr. St. Charles, motion passes.*

**4. Community Contributions & Year End Reports**

*Amy presented the board with invoices for community contributions for the 2011-2012 fiscal year. Also submitted was a participant and registration report showing a comparison for Fall 2009-Summer 2010 and Fall 2010-Summer 2011. Numbers did continue to drop, however this report does not take into account individual team players for adult sports leagues, open swim participants and special events. This report has been shared with the full SLARA Staff so that they can make adjustments accordingly to try to improve those numbers.*

*Patty wanted to remind Amy that the Lyon Township fiscal year differs from South Lyon and Green Oak. Amy will re-submit the invoice again to Lyon Township on January 1<sup>st</sup>.*

*Mark also asked that Amy look into invoicing by participants in the future. Amy will meet with Mark to work on ideas for invoicing for the future.*

5. **2011-2012 Election of Board Members**

*Without discussion Mr. St. Charles made a motion to keep the board members as they are. 2<sup>nd</sup> by Mr. Murphy. Motion passes.*

*Board Members are as follows:*

*Patty Carcone – Chair & Treasurer*

*David Murphy – Secretary*

*Mark St. Charles – Board Member*

6. **Day Camp Review**

*Amy presented the board with a cost analysis for Day Camp for 2010 and for 2011. Numbers increased by approximately 23%. Expenses significantly dropped and revenue increased. This year the program was also licensed by the State of Michigan. This program was very successful!*

7. **Community Center**

*Mr. Murphy asked if the other communities would be interested in looking into working together to build a Community Center. We could include the Senior Center and SLARA in the new building. This would cut back on costs for office rental, school rentals and more. It is something that our communities could really utilize. Mr. Murphy asked Amy to start doing some research on available grants, contacting other centers to find out budgets and work on a survey to citizens to find out what kind of facilities are important to them. Mr. St. Charles and Ms. Carcone both agreed that they would be interested in further investigation.*

8. **Office Hours**

*Mr. Murphy wanted to find out what the SLARA new office hours were and who was covering those hours. Amy told the board she would be working the first hour of the day (8 am – 9 am) by herself and that the front line person and herself would be working the last hour of the day (3-4 pm). This called for an additional hour of pay for front line staff. Mr. Murphy and Mr. St. Charles asked if Amy could work out some possible schedules to try to cover those hours without having to increase our budget amount. Amy agreed to email the board the following day with some possible scenarios.*

**Adjournment at 3:26 pm**

Next Meeting September 28th, 2011 @ 2:00pm

Lyon Township Offices

58000 Grand River Ave., Lyon Township

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Chair Signature

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Secretary Signature

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Approval Date