



BOARD MEETING AGENDA

Tuesday, June 14, 2011
Derby Recreation Center
7:00pm

- A. Consent Agenda *(action required)*
1. *Regular Meeting Minutes May 2011*
 2. *Checks and Vouchers May 2011*

B. Superintendent Report *(receive & file)*

C. Staff Highlights *(receive & file)*

PUBLIC FORUM

PROGRAM HIGHLIGHT

- D. Derby Health Collaborative *(receive & file)*
Kathleen Avitt, Director of Programs

OLD BUSINESS

NEW BUSINESS

- E. Worker's Compensation Dividend *(receive & file)*
Derek Smith, Director of Administration
- F. Proclamation "July: Parks & Recreation Month" *(action required)*
Lisa Nelson, Director of Marketing
- G. Purchase Requests *(action required)*
Chris Drum, Assistant Director of Facilities

ADD ONS





BOARD MEETING MINUTES

May 10, 2011

A regular meeting of the Derby Recreation Commission was held at Oaklawn Activity Center, 4904 E. Clifton, Wichita, Tuesday, May 10, 2011.

Chairman Rick Ruff called the meeting to order. Present were Board members Ken Greteman, Ken Mulanax, Chris Sexton and Robert Flaharty. Also present were Frank Seitz, Superintendent of Recreation, Rob McDonald, Director of IT, Trina Bauer, Director of Facilities, Chris Drum, Assistant Director of Facilities, Derek Smith, Director of Administration, and Caryn Greenstreet, Administrative Assistant. Guests included Ryan Murry from ICI, Inc., Vaughn Nun, Derby City Council Member, and Jeff Cott, Derby Informer.

Ken Greteman moved to approve the consent agenda, Robert Flaharty seconded, motion carried 5-0.

The Superintendent Report was reviewed.

The Staff Highlights were reviewed.

Trina Bauer presented the 2011 Summer Program Guide.

Chris Sexton moved to approve the 2011-2012 insurance renewal with ICI, Inc. as proposed with EMC, Ken Greteman seconded, motion carried 5-0. The board also asked staff to check into the addition of a cyber policy and bring it back to a future meeting.

Derek Smith presented the 2010-2011 program guide sponsorship report.

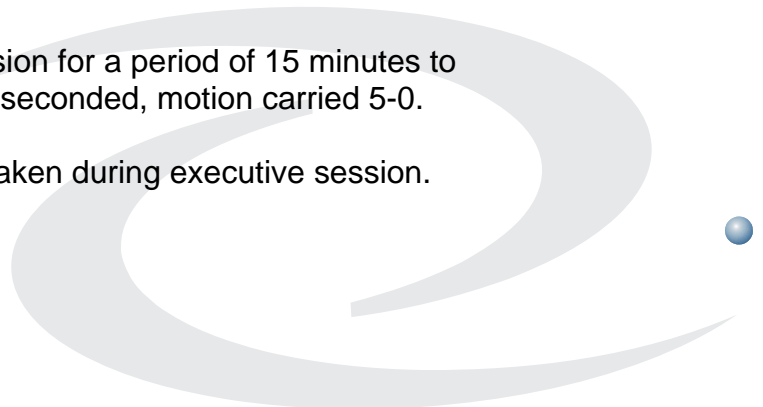
The board discussed the City of Derby Rock River Rapids Request and will consider options and get back with city.

Ken Greteman moved to approve the Corporate Partnership plan with the City of Derby and USD 260 as presented, Ken Mulanax seconded, motion carried 5-0.

Frank Seitz provided a memo to the board outlining staffing reduction revisions to the OAC fitness center and adjustment of operational hours on Sundays during the summer at the OAC.

Rick Ruff moved to go into executive session for a period of 15 minutes to discuss personnel items, Robert Flaharty seconded, motion carried 5-0.

Rick Ruff announced that no action was taken during executive session.



Robert Flaharty moved to extend the provisions of the current in-force contract of the Superintendent of Recreation with a 2% increase in base salary for 2011-2012, Ken Greteman seconded, motion carried 5-0.

Ken Greteman moved to adjourn, Ken Mulanax seconded, motion carried 5-0.



MEMORANDUM

801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

TO: DRC BOARD MEMBERS
FROM: Frank Seitz, Superintendent of Recreation
DATE: June 8, 2011
RE: SUPERINTENDENT REPORT

- Worked on budget throughout the month. Also had various meetings with directors in regards to their budgets.
- Held a BE committee meeting to discuss additional placement of banners at the DRC and OAC.
- Met with Wal-Mart manager concerning the donations and partnerships with the DRC as well as the CJ Memorial Golf Tournament.
- Met with city representatives, DRC board members, city staff and city manager at Applebee's for our quarterly meeting.
- Met with Ashley Compau with Spencer Wernli concerning sponsorship opportunities.
- Attended the Derby Chamber of Commerce Breakfast. DRC staff discussed the Derby Walks program at the breakfast.
- Attended the DRC staff training.
- Took one day of vacation.
- Attended the ARC awards banquet and received the Ambassador Award from the ARC on behalf of the DRC.
- Attended a TAC meeting where we took a tour of areas within the TAC zone.
- Attended the kick off for the Derby Walks campaign.
- Attended a retirement reception for Carol Keller, USD 260.

- Breakfast meeting with Superintendent of Schools and City Manager.
- Met with board members Mr. Ruff, Mr. Sexton and Mr. Flaharty concerning their presentation of the DRC annual report to our respective boards that appoint them.
- Attended the USD 260 school board meeting for Mr, Ruff and Mr. Flaharty's presentation of the annual report.
- Began our Rock River Rapids monthly meetings.
- Met with Director of Programs, Kathleen Avitt, concerning the Wee Panther Pals program.

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Trina Bauer, Director of Facilities

DATE: June 1, 2011

RE: MAY FACILITY HIGHLIGHTS

Derby Recreation Center

- Held a Support staff meeting on May 15th to review our summer programs. Sign ups began Friday, May 20th.
- The Center began its summer hours on Saturday, May 28th. We were closed Sunday, May 29th and Monday, May 30th for Memorial Day weekend.
- Attended employee Wellness workshop on May 5th.
- Met with RRR management staff for our first regular weekly meeting at RRR.
- We received a \$200 donation from the Derby Village Steppers. This group has been using the Community room, once a month for several years. They are one of the few groups that make a donation each year for the use of the center.
- Received a \$100 donation from the Derby Optimist for their usage of the facility for their regional meeting held at the DRC.
- Presented our Corporate Wellness information at the Derby Rotary lunch on May 6th.
- Work with RRR staff on new cashier procedures. These included our online sales software (Sunshop) and our gift card software (World Gift Card).
- The center hosted several schools groups, for end of the year parties.
- Helped with first day of registration on May 20th, it was a very busy day!
- We received our new tables, chairs and chair racks.
- Tracked RRR season pass sales.
- Attended Chamber breakfast on May 5th.
- Tile floors in phase I received a new coat of wax.
- Developed and trained staff on new form procedures. All new members and class participants fill out a PARQ form (Physical Activity Readiness questionnaire). These forms let us know if the participant should seek a medical release form from their physician. All forms are now tracked through our software system.
- We had repairs on two HVAC units, nursery and bookkeeping.
- The Pool Pak received repairs on compressor #1.
- The Centers were closed at 5 pm on May 24th due to the high risk of severe weather in the area.

- Met with our new intern (Kayla) and introduced her to our Facility department.
- May membership totals – 4753. Auto pay 1540. Scholarships 1355.

Fitness Center

- Complete weekly schedules for all Fitness Specialists.
- Completed Fitness Center Budget
- Attended Wellness Committee meetings. On May 5th we had an all staff meeting where we presented our findings of our survey and discussed ideas on what the future of employee wellness would look like at the DRC.
- Fitness Specialists attended the support staff meeting on May 15 and we held a short meeting after to discuss items from the fitness center and the new hours at the OAC.

Indoor Pool

- Complete weekly schedules for all Lifeguards and Head Guards.
- Attended a KRPA Aquatics Branch meeting. We discussed KRPA conference and determined all the aquatics sessions that we wanted to have during that time. We are currently making contact with those people to see if they can participate.
- Hosted a Lifeguard class for the American Red Cross Aquatics School for the second two weeks in May.
- Hosted a Derby High School girls swim meet on May 3.
- Ordered new Chemtrol with Ethernet for the indoor pool after continued maintenance issues with the current unit.
- Hosted numerous school groups through the month of May
- Derby Dolphins began their sign ups for summer swim team which greatly increased their numbers at the indoor pool. They week of May 23 they moved their practices out to RRR for two evenings (one was cancelled due to severe weather threats)

Oaklawn Activity Center

- Attendance for the month of May was 1,722.
- New lockers for the OAC are being constructed. We are expecting shipment notification at any time. Staff will install the new lockers upon arrival.
- Preparing budget reports for the 2011-2012 fiscal year.
- The two additional surveillance cameras and the emergency phone have been installed in the fitness center.
- New facility hours began on May 28th.
- New counter tops for the locker rooms are complete. Staff will begin installation soon. New mirrors and electrical will also be installed. These vanities will be a nice addition to the locker rooms.

- Attended a Building Operator course on Facility Lighting Systems.
- Acquired bids for replacement of exterior and interior doors in the activity, yoga and personal training studios.
- Attended the full-time staff meeting on May 6th. The emphasis was on employee wellness.
- Attended a DRC employee wellness meeting on May 10th.
- Facilitated three gym rentals for after-hour basketball practices.
- Facilitated an after hour party in the multipurpose room.

Fitness Center

- New Cameras were installed in the Fitness Center
- A new phone was installed that will ring directly to the front desk if anyone in the fitness center needs assistance
- New hours were set and will begin Memorial Day weekend.
- Mid States came out to do maintenance on one of the AMT's and look at the stairmasters.

Rock River Rapids

- All staff meeting held on Friday May 6 from 6-8pm
- All staff filled out required paperwork to begin working at RRR
- The City started filling pools on May 6, starting with the lap pool
- Cleaned and prepared RRR for opening
- Sent out postcards to all season pass holders letting them know about our sneak peak training day on May 29-2-4
- Began training week for all RRR staff on May 23
- Met with City staff at RRR to go over checklist and make sure everything that needed to be addressed was.
- Full time aquatics staff began weekly meetings with Frank, Trina and Chris on Thursday May 26
- Training day was held on May 29 from 2-4.
- Training Complete. We are going to have a great summer! Bring on the heat!

Outdoor Maintenance & Fleet

- Edged infield lips at High Park and Tanglewood.
- Completed high school baseball and softball seasons.
- Replaced warped home plate at DHS field.
- Edged and trimmed landscaping at DRC and OAC.
- Trimmed trees along fence north of OAC.
- Provided maintenance for one DRC softball tournament and two rental tournaments.

- Pulverized all practice fields.
- Sprayed weed growth at High Park, Tanglewood, Riley, DHS field, DHS practice field, OAC and DRC.
- Experimented with a temporary, portable fence at Tanglewood during tournaments.
- Reset base anchors at Idlewild field.
- Sprayed warning track at Idlewild field.
- Finished soccer and flag football seasons.
- The White Bus is currently down for repairs. The USD #260 mechanics are investigating the issues.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: June 3, 2011

RE: MAY PROGRAMMING BOARD HIGHLIGHTS

Program Area Highlights

- Held Derby Health Collaborative meeting.
- Attended OID meeting.
- Attended Quarterly Staff Retreat.
- Presented at the May Rotary meeting.
- Attended the PAT Advisory Council Luncheon.
- Attended the United Methodist 25th Anniversary Workshop and Dinner.
- Attended Derby Days meeting.
- Organized and ran the Derby Walks Community Kick-Off Walk.
- Attended and presented summer programs at the Quarter Support Staff meeting.
- Took one week of vacation.
- Attended and assisted with Go Fly a Kite event at Garrett Park.
- Kayla Jasso our new intern started on May 23.
- Met with Charlene Laramore and Connie McMullin about PAT program, Unsinkables and Connect programs.
- Checked on Derby Invitational Tournament.
- Completed Kayla's schedule for the summer and entered information into When to Work.
- Completed May and June Power points for Channel 7.
- Ordered DHC Park Passport prizes.
- Completed third quarter information to staff for the WOW Customer Service Nominations.
- Reviewed Budgets.
- Completed information and started tracking program for Derby Walks. This is through the American Heart Association and will be linked in our DHC website.
- Updated DHC events and printed more flyers.

- Met with Program Directors in bi-weekly meetings.
- Completed new version of Monthly Memoirs with template from Rob.

Aquatics

- Completed our second spring session of swimming lessons on May 20.
- WSI Aide class was held on May 20. The aides will then volunteer 20 hours out at RRR during swimming lessons.
- Held a Lifeguard class from May 10 thru the 19.
- Went to the American Red Cross to train on the new online program for all American Red Cross Programs.
- A WSI and Ollie the Otter went to 5 different USD 260 Schools to talk about swim safety and our swimming lessons during the summer.
- Gearing up for Tot Time, The World's Largest Swimming Lessons and all other programs during the summer.

Art

- Attended Derby Arts Council organizational meeting.
- Prepared ARTspot for summer classes.
- Assisted Tiny Ballerinas and Ballet FUN-damentals Open House for 91 participants.
- Designed and built set for Actors' Studio.
- Assisted Actors' Studio with production of "A Toy Crime Story" for 25 participants.

Fitness

- We began preparation on the Rock n Route Triathlon in August. All triathlon brochures have been mailed out to all past participants. We also distributed them throughout the community and sponsors. Registrations began on May 20, 2011
- Purchased and finalized the sanctioning of the Rock n Route Triathlon.
- We set up and secured the timing company and put it on the national calendar for the day of the event.
- Meeting with the Volunteer Director, Jennifer Nixon, on all details of the race. We went through the route that the athletes will be using that day and secured any problems that would arise. Checked all volunteer spots and added any that we wanted to make it more successful during the race.
- Talked to the City of Derby, engineer on any construction that may be an obstacle for our route.
- Meet with the Railroad department to hold the trains during the Triathlon. Will follow up when it is closer to August.
- Set up the traffic control meeting for June 21, 2011. Sent out "Save the Date" post cards to all the police, fire department, and EMS that will be a part of the traffic control the day of the race. Followed up with email to all involved on the event and the meeting.

- We took inventory of all the triathlon supplies and equipment for the event.
- Constructed an outline of work needed for all pre-race details that will need to be done in the next month. Met with each director to go over the outline and any questions.
- Logo and colors are designed and sent to Shirts Plus for the future purchase of Tri shirts
- We enhanced the personal training team by adding 2 new trainers this month. We would like to welcome Kay Harper and Nathan Hurst as our new personal trainers. Nathan is our Boot Camp Instructor at OAC and presently a north YMCA personal trainer. He will be specializing in sports conditioning and the TRX. Kay Harper is presently our yoga instructor; she will be a great asset to our team. All her sessions will be yoga personal training sessions.
- Completed all group fitness equipment cleaning between the class sessions.
- Ordered replacement equipment for DRC group fitness classes. Example: dumbbells, Body bars, and stability balls
- We had a fun learning workshop for all group fitness instructors on May 15, 2011. The workshop was called "Cream Rises" and the content was to inspire to be a better instructor in skills and presentation.
- Meet with the Silver Sneakers director to go over the progress of the program and ways to achieve more participation.
- Sent out post cards on upcoming Silver Sneaker classes and had them sent out to all members that are not presently utilizing the program.
- Met with each instructor that was unable to attend the workshop to go over the material on an individual basis.
- Started the sign -ups for the in house Blood Drive that is on June 4, 2011.
- Fitness programming has been actively involved in the Wellness Committee that is in the full swing and building for a successful year.
- Met with the new intern and went over fitness programs.

Special Events, Special Programs and Oaklawn

- Interviewed and hired Primetime Summer Staff.
- Set up, organized and attended last 7th and 8th grade dance. 340 attended.
- Drove and supervised (2) Horseback Riding Lessons at C Arrow Stables in Maize.
- Continued to help supervise with Afterschool Latchkey Program. Also, continued my DRC afterschool activity with the Middle School kids.
- Attended and evaluated the Pee Cheer Program and instructor Sydney Prickett.

- Met with Susie about the Rock N Route Triathlon. We reviewed volunteer locations, the route; signs needed and went over things to do the day of and the day before the event.
- Sent out Rock N Route Volunteer Save the Date cards. Also, began work on volunteer cards with volunteer information and important phone numbers.
- Met with Connie with Parents As Teachers and went over information from a Baby Olympics Program. I began work on the Program Proposal for an event similar to it.
- Attended staff training and the decorating committee meeting.
- Programmed, organized and held Disc Golf Clinic and American Red Cross babysitting clinic.
- Put together all information for Primetime Training. During the training we review manuals, job descriptions, field trip procedures, schedules, daily activities and begin planning extra activities for the camp kids to do. Recreation Station also attended after training to get certified or renew their First Aid and CPR.
- Moved Cooper Primetime Supplies from the DRC to Cooper Elementary. Summer Primetime begins June 6.
- Free Spirits P.C. Track continued practice and competed in the Challenge Games.
- Free Spirits Gymnastics, Track and Swim continued practice. The track team competed in the South Central Area track meet.
- Organized Afternoon Adventures for USD 260 Special Education students. All students went horseback riding at Burning Sage Ranch.
- The Free Spirits took a trip to an IMAX movie and to a WSU baseball game.
- Attended a Free Spirits board meeting.
- Continued planning for Recreation Station. Held CPR/First Aid training, parent orientation and leader training.
- Continued organizing the DRC After School program.
- Supervised the afterschool programs held at the Swaney and Pleasantview latchkey sites. Swaney is participating in Hip Hop and Art Basics, Pleasantview is participating in Hip Hop and Sports Skills.
- Organized and held Go Fly a Kite! as part of the Derby Health Collaborative. We had approximately 100 in attendance.
- Attended a Derby Health Collaborative meeting.
- Sent out information about the Preschool Games to preschool centers and in home daycares.

Sports

- Supervised youth and adult sports on nights and weekends.
- DRC held first USSA youth fast pitch tournaments with 35 teams participating.
- DRC youth soccer and flag football participants completed their season this month.

- Adult softball leagues for men and coed began this month.
- DRC youth fast pitch softball leagues this month.
- Held meetings for summer baseball/softball and t-ball coaches this month.

**MEMORANDUM**

801 EAST MARKET

P.O. BOX 324

DERBY, KS 67037

TEL 316-788-3781

FAX 316-788-6549

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: JUNE 8, 2011

RE: MAY ADMINISTRATION HIGHLIGHTS

Accounting/Risk Management

- Continuing to assist Supt with budget preparation.
- Working with Book keeping to prepare for budget year end.

Contracts

- Implementing insurance plans adopted by Board.
- Completed BG checks with Derby Baseball Association.

Personnel

- Completed summer hiring. Major paperwork for RRR, background checks etc.
- Completed hiring for Rec Station and Primetime.
- Met with Hardeman Benefits on Employee Wellness Website.
- Met with Employee Wellness Committee and prepared employee wellness program proposal for Supt review.
- Developed information for Superintendent on Pay Plan review.
- Helped with intern orientation.
- Working with Trina on plan for Fitness Center hours.

Other:

- Attended OID board meeting.
- Met with Facility Enhancement Committee.
- Assisted recruiting sponsors for Derby Days tournament.
- Continuing to refine RRR website.

Technology

- Upgraded all RRR pc's with new updates and patches. Also replaced one of our old POS computers with a new one.
- Printed several new banners and posters for RRR.
- Worked with Commlink to get a new data line setup for the Chemtrol unit coming in this month. The unit will enable us to monitor chemicals from desktop computers both on a off grounds.
- Started updating the OAC computer lab with bug fixes new print drivers and a program called Deep Freeze that allows for the computers to come back to factory state everytime they are rebooted.

- Worked with the City of Derby to troubleshoot some concessions software problems they were having.
- Updated web-site for Summer 2011 information.
- Designed many promotional items and ads for the DRC and RRR.
- Continued work on the Summer Poster Series. Instead of all at once we are replacing the posters when they expire not by the season.
- Worked with One Source Technology on the OAC lab web filtering service. We now control content filtering at the OAC.
- Met and worked with HG design on the new RRR web site. Keys to the new site will be in our hands very soon.
- Routine server maintenance. Updated 2 of our 3 servers and worked on a time sync issue with our main server.
- Redistributed and formatted a few old computers to new areas.
- Worked with a few vendors on looking at some Media Center replacement/enhancement options for the Meeting Room and Community Room.
- Worked with Cox Communications on some issues with inconsistent internet issues with DRC and RRR. We will have some new equipment in place soon that is supposed to help with the outages.

Community Involvement

- Attended Process for Success Steering Committee meeting
- Attended USD 260 Strategic Planning Committee annual meeting
- Attended Community Marketing Committee planning group mtg
- Attended Chamber breakfast

Rock River Rapids

- Created ad for Aqua Shocks swim meet program
- Worked with 100.5 the Wolf to plan Getting Wet with the Wolf remote schedule
- Met with Way FM about potential concerts and other partnership opportunities with RRR
- Wrote radio spots for Channel 963 and Bob FM
- Send electronic logo files to Augusta Gazette and Andover American online newspapers (weather sponsor for 2011 summer)
- Submitted RRR ads to Best of Kansas – East Wichita
- Created and submitted ad to Mulvane and Rose Hill newspapers
- Met with KWCH about RRR social media advertising opportunities
- Sent Sneak Peek (pre-season training event) email to USD 260 and City of Derby employees
- Met with 28 Bit Entertainment about possibility of local bands playing at RRR

Program Support

- Updated fitness and aquatics flyers
- Secured Cherry Berry and Applebee's as softball tournament sponsors
- Wrote and submitted Community Enrichment Grant to the Derby Community Foundation for Youth Theater program
- Completed Kansas Health Foundation online survey for prior grantees

Health Collaborative

- Attended the DHC monthly meeting
- Attended UMHMF grantee conference in Hutch with Kathleen
- Continued Derby Walks program planning with Cynthia Wentworth
- Attended the Derby Walks kick off walk
- Participated in UMHMF Fit for Kansas Kids grantee webinar
- Created Preschool Games billboard

Press Releases

- Tot Time at Rock River Rapids



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FAX 316-788-6549

MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: June 3, 2011

RE: DERBY HEALTH COLLABORATIVE UPDATE

We would like to present you with a power point of Derby Health Collaborative events and partnerships to date. We also will discuss some Derby Walks and be able to give you a projection of the programs and activities that will take place throughout the summer and the rest of the year.



DERBY The Place to Be Healthy Started Dec 14

The Derby Health Collaborative

Mission:
To improve the health and wellness of the USD 260 community.

DERBY The Place to Be Healthy

The Derby Health Collaborative Partners

<ul style="list-style-type: none"> Derby Recreation Commission City of Derby USD 260 USD 260 Parents As Teachers Derby Chamber of Commerce Creation Station Derby Public Library Sedgwick County Health Department 	<ul style="list-style-type: none"> Dillons Communities In Schools Branstetter and Sparks Optometrists Brackeen Chiropractic Derby Community Coalition Promoting Healthy Choices TOP Early Learning and Day Care Center Derby Chiropractic Wichita State University South Campus
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DERBY The Place to Be Healthy

The Derby Health Collaborative

- Increase physical fitness
- Improve general health
- Improve nutrition
- Support activities that relate to overall wellness.

DERBY The Place to Be Healthy

The Derby Health Collaborative

- Provide education
- Create opportunities
- Provide motivation
- Reinforce healthy choices and activities

DERBY The Place to Be Healthy

Rolled Out

- Marketing: Spring and Summer Program Guide, Ads, Newsletters, Media
- Presentations: DRC Board, Intergovernmental Mtg, Derby Chamber Breakfast, Rotary and Optimist Clubs
- DHC Website Launch
- P.A.T. Box Top Carnival, DHC Kick-off event
- Kids in the Kitchen with Kristie
- Fitness Classes: Strong Moms, ZumbAtomic, Fit Family
- Derby Summer Parks Passport: Arbor Day Celebration, Go Fly a Kite
- Derby Walks

DERBY The Place to Be Healthy

DRC Spring Program Guide, DRC Summer Program Guide



The Derby Health Collaborative (DHC) consists of representatives from organizations that provide health-related services to the community. The collaborative is led by the DRC and meets monthly to discuss programs, activities and opportunities that are available to improve the health and wellness of all community members.

The DHC was recently awarded a \$10 For Kansas Kids grant from the United Methodist Health Ministry Fund to address the health and wellness of children from prenatil to age six. The grant provides \$10 programs and information that can be used by caregivers of preschool age children to get local children off to a healthy start.

Programs listed in this program guide which are part of the \$10 For Kansas Kids grant are marked with the \$10 For Healthy Kids logo. Continue to search for The Place to Be Healthy events and resources efforts to ensure the community of Derby is healthy place to live.

DERBY The Place to Be Healthy Kicked-Off: March 23

www.BeHealthyDerby.com



Be Healthy Derby


What is the Derby Health Collaborative? The Derby Health Collaborative (DHC) consists of representatives from organizations that provide health related services to the community. The collaborative is held in the DHC and meets monthly to discuss programs, activities and opportunities that are available to improve the health and wellness of all community members.

Be Healthy Derby Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat

DERBY The Place to Be Healthy March 11

PAT Box Top Carnival/DHC Kick-off



DERBY The Place to Be Healthy March 17

Kids in the Kitchen



DERBY The Place to Be Healthy May-September

Derby Summer Parks Passport



- Visit 6 parks throughout the summer
- Turn in passport for a DHC backpack
- 6 events listed in passport (new and existing)
- Partnership with Parks Dept.

DERBY The Place to Be Healthy May 21

Go Fly a Kite: Derby Passport Event




DERBY The Place to Be Healthy Kicked-Off May 14

Derby Walks: Community Marketing Initiative



Create a culture of health and wellness that reaches the entire community.



The Place to
Be Healthy

Derby Walks

- Everyone gets moving
- 30 minutes each day
- Track progress at www.BeHealthyDerby.com
- Make fitness a community priority
- Bonus: If you pledge to walk and track your hours, DRC allows you to use indoor track for FREE in bad weather.



Derby Walks uses MyStart! Online How To Get Started

1. Go to: www.BeHealthyDerby.com and click on the *Derby Walks* link.
2. Next you need to click on the www.startwalkingnow.org link. If you have not previously registered for the tool, click the orange *Register* button under the “First-Time Registration?” section in the upper right hand corner; if you have registered previously for the tool, please go to step 4.
3. Enter your information into the required *fields; in the company field you will want to click on *Search for company* and enter **Derby WALKS** in the Company field name and choose that company listing with the zip of **67037**.
 - a. If the company chooses to use departments or teams please enter that information into the **Dept/Team** box.
 - b. **IMPORTANT:** Under **Preferences**, you **MUST** click the first opt-in box to grant access to pull your physical activity information. Due to security, privacy and legal reasons, the tool will not display any individual’s name unless this first box is checked. **Also, please note personal information such as height and weight will never be seen or shared with your Derby WALKS, the AHA, or any other entity.**
4. Click the *Submit* button; you will see a confirmation screen next. Now you are free to start entering your activity online.
5. If you **have previously registered** for the tool, enter your email and password into the fields in the top upper right hand corner of the screen and click the *Log In* button.
6. If you need to change your Company affiliation, then click on the *MyStart! Tracker* tab. Once that tab opens, click on the *Edit My Info* tab inside the tool.
7. Type your COMPANY NAME in the box next to “Search for Company” and click the *Search for Company* button. Choose the record with the correct zip code. You must choose this company name exactly or you will not roll up into the company report, you must choose your company exactly as above.
8. Next click on the *Share Info* tab, and click to check the “Share Info” box. **IMPORTANT:** You **MUST** check this box to grant access to pull your physical activity information. Due to security, privacy and legal reasons, the tool will not display any individual’s name unless this box is checked. **Also, please note personal information such as height or weight will never be seen or shared with Derby WALKS, the AHA, or any other entity.**
9. Finish by clicking the *Save* button; continue to enter your information as before!



Derby Health Collaborative

www.BeHealthyDerby.com

PO Box 324, Derby, KS 67037

(316) 788-3781

Derby Health Collaborative Partners

Brackeen Chiropractic

Branstetter & Sparks Optometrists

City of Derby

Communities In Schools

Creation Station

Derby Chamber of Commerce

Derby Chiropractic

Derby Community Coalition Promoting Healthy Choices

Derby Public Library

Derby Recreation Commission

Dillons

USD 260 Parents As Teachers

Sedgwick County Health Department

TOP Early Learning and Day Care Center

Wichita State University South Campus

Derby Walks FITNESS PLEDGE FORM I AM COMMITTED!

I, the undersigned, do hereby commit to participate in the Derby Health Collaborative's "Derby Walks" initiative to promote better health through physical activity.

- I will commit to walking 30 minutes or more each day.
- I understand that the 1996 Surgeon General's Report on Physical Activity and Health concluded that, "regular physical activity that is performed on most days of the week reduces the risk of developing and dying from some of the leading causes of illness and death in the United States."
- I will track my distances on the www.BeHealthyDerby.com website.
- The DRC is also committed to your success and with your pledge to walk and track hours, the DRC will allow you to use the indoor track for FREE on days of inclement weather.

PLEASE PRINT

Name: _____ D.O.B: _____
(Last) (First)

Address: _____

City: _____ State: _____ Zip: _____

Parent's Name (if under 18): _____ Email: _____

Home Phone:(____) _____ Cell Phone:(____) _____

Emergency Contact: _____

Emergency Phone: _____

WAIVER FOR PARTICIPATION

In consideration of your accepting this entry, I hereby, for myself, and child, my heirs, executors and administrators, waive and release any and all rights and claims for damages I or my child may have against the Derby Recreation Commission, City of Derby or USD No. 260 and its representatives, successors and assigns for any and all injuries suffered by myself or my child at any activity sponsored by these groups.

The Derby Health Collaborative consists of representatives from organizations that provide health related services to the community. The collaborative is lead by the Derby Recreation Commission and meets monthly to discuss programs, activities, and opportunities that are available to improve the health and wellness of all community members.



MEMORANDUM

TO: DRC BOARD MEMBERS
FROM: Derek Smith, Director of Administration
DATE: May 31, 2011
RE: WORKER'S COMPENSATION DIVIDEND

Attached is documentation from ICI inc. and Accident Fund indicating the DRC has received a dividend due to a favorable loss ratio. The dividend program is a program by Accident Fund to encourage organizations to concentrate on safety in the workplace. The time frame in which the DRC would have earned this dividend is 7/1/09-6/30/10. ICI has indicated the DRC should receive an additional dividend for the period of 7/1/10-6/30/11.

Work safety is an organization wide effort and we would like to take time to congratulate our supervisory staff for promoting a safe work environment.





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May 26, 2011

Derby Recreation Commission
Frank Seitz
PO Box 324
Derby, KS 67037

Re: Worker's Compensation 07/01/09 to 07/01/10

Dear Frank:

We are pleased to report that your efforts in risk management at Derby Recreation Commission have earned a dividend for the above-referenced policy term. Dividend checks are provided to those insureds whose safety efforts produce a favorable loss ratio.

You should soon be receiving your check in the amount of \$ 1,775.30 from Accident Fund representing your dividend. We congratulate you for maintaining a safe work place.

We appreciate your business. Should you have any questions, please feel free to contact us.

Sincerely,

Ryan T. Murry
Broker
(316) 321-5600 ext. 170
(316) 321-5625 fax
rmurry@icblueskies.com

Enclosure



P.O. Box 40790
Lansing, MI 48901-7990
www.accidentfund.com



DERBY RECREATION COMMISSION
PO BOX 324
DERBY, KS 67037

INSURANCE CENTER, INC.
P.O. BOX 981
EL DORADO, KS 67042

DIVIDEND

POLICY NUMBER: **6010096**
EFFECTIVE DATE: **07/01/2009**

STATEMENT **05/20/2011**

Dear Policyholder,

Congratulations! Because of your success in holding down losses during the policy period, you have earned a dividend of \$1,775.30. You will be receiving a check in the mail in the next 7 to 10 days.

Here is how we calculated your dividend:

Audited premium	\$ 17,753.00
Incurred losses	\$ 1,962.56
Loss ratio	11%
Dividend Plan	KS00V108
Dividend percentage	10%
Dividend payable	\$ 1,775.30
Adjustment	\$ 0.00
Final Payment Amount	\$ 1,775.30

We at Accident Fund Insurance Company of America thank you for your business. If you have any questions regarding this dividend calculation, please contact your agent.

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Lisa Nelson, Director of Marketing

DATE: June 8, 2011

RE: PROCLAMATION "JULY: PARKS & RECREATION MONTH"

July is recognized as Parks and Recreation Month. Included is the proclamation to be presented at the June 28, 2011 Derby City Council meeting.





July is Recreation and Parks Month



WHEREAS, physical recreation and meaningful leisure experiences contribute to physical and mental well-being as well as the overall quality of life; and

WHEREAS, community recreation and leisure opportunities create socially beneficial connections between and among individuals, groups, and communities; and

WHEREAS, parks and recreation services provide preventive health benefits, support more productive workforces, enhance the desirability of location for business and families, and stimulate tourism revenues to increase a total community economic development model; and

WHEREAS, the provision and preservation of parks and open spaces are both an investment and insurance plan for our collective quality of life;

NOW, THEREFORE, BE IT RESOLVED THAT JULY HAS BEEN DESIGNATED AS RECREATION AND PARKS MONTH by the National Recreation and Park Association; and

BE IT FURTHER RESOLVED THAT all citizens of this great city join in this nationwide celebration bringing recognition to all the benefits derived from quality public and private recreation and park resources at the local level.

Signed this _____ of June, 2011

Rick Ruff
Chairman, DRC Board

Dion Avello
Mayor, City of Derby

PARKS & RECREATION: THE BENEFITS ARE ENDLESS...tm



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Chris Drum, Assistant Director of Facilities

DATE: June 1, 2011

RE: Purchase Request – Multi Surface Floor Cleaner

Staff is recommending the purchase of a Chariot Multi Surface Floor Cleaner. The Chariot is an all terrain cleaner that can be driven on multi surfaces picking up dirt, dust and debris on all hard and soft floor surfaces throughout the facility. The multi surface cleaner can be used on many floor surfaces including carpet, tile, wood, VCT, rubber, stone and concrete. Staff would greatly benefit by utilizing this cleaner where dust mops or upright vacuums are currently being used. A valuable amount of time could be saved by using this cleaner, freeing up time for Facility Services staff to work on other projects throughout the facility. The Chariot provides a cleaning path of 24 inches and a cleaning rate of 21,250 sq ft. per hour.

The Multi Surface Cleaner would be used on floor surfaces in the following areas of the DRC:

- Gymnasium
- Activity Studio
- Track
- Fitness Center
- Community room and meeting rooms
- Lobby
- Hallways
- All carpeted areas

Staff has received a bid from Southwest Paper in the amount \$6,615.45.

LINE ITEM	BUDGETED	EXP TO DATE	BALANCE
Facility Services Equipment	\$10,000	\$1,371.90	\$8,628.10



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Chris Drum, Assistant Director of Facilities

DATE: June 1, 2011

RE: Purchase Request – OAC Studio Doors

Staff has acquired bids to replace the exterior and interior doors in the activity, yoga and personal training studios at the OAC. The existing doors in these areas are the original doors and are showing several effects of aging. The existing exterior doors are currently wood doors and would be replaced with metal doors with new panic bars, door closers and hardware. The existing interior doors are hollow wood doors and would be replaced with solid core doors and new hardware. Also, all existing interior and exterior wooden door frames would be replaced with metal door frames.

The replacement of these doors would complement the improvements that we have already made in that portion of the facility. New doors would also provide added security to the exterior of the building and increased privacy inside the studios.

Staff has received the following bids for the replacement and installation of these doors:

Overhead Door of SCK - \$11,733.00
 Hollow Metal Door - \$13,019.00
 Wichita Door Controls - \$13,149.00

Staff recommends hiring Overhead Door of SCK to furnish and install all doors, frames and hardware for the amount of \$11,733.00.

LINE ITEM	BUDGETED	EXP TO DATE	BALANCE
Facility Services Equipment	\$41,000	\$3,326.09	\$37,673.91

Dear D.R.C.,

Thank you for letting
my friends clean up at the
D.R.C. and just do some city
work around the D.R.C.

your friend
Jayden
Dregg

On behalf of the Senior Celebration Committee, we would like to thank you for your generous gift. Your commitment to helping the students in our community is sincerely appreciated.

The goal of Senior Celebration is to provide a fun, safe, drug free evening for the graduates to celebrate their accomplishments. With the help of the donations from supporters such as you, we will be able to provide this to the class of 2011.

Thank you again for your generous support, ensuring this evening will be a night to remember.



*Sincerely,
Derby High School
Senior Celebration 2011 Committee*



May 19, 2011

Derby Recreation Commission
P O Box 324
Derby, KS 67937

Dear Friends:


Thank you for your recent in-kind contribution. Your gift will help greatly in allowing Midland to continue to provide care to everyone, regardless of their inability to pay. Those with limited resources are often unable to pay the costs of equipment, supplies, and personal items. **This past year Midland provided service and care to over 2,500 clients and their families throughout our service area of northeast Kansas.**

The attached log lists the item(s) you donated. According to IRS guidelines, the donor, not the charity, is responsible for determining the value of item(s) donated to a charity. Should you require a receipt for tax purposes, simply fill in the space(s) for the value of each item donated and compute the total amount.

The mission of Midland is to enhance life's journey by offering care and education with respect, dignity and hope. As we continue our mission we acknowledge a very special partnership we have with you.

It is through your generosity and thoughtfulness that we are able to serve all who need our services. From all of us at Midland Hospice and the patients and families we serve, thank you again for your support.

Sincerely,



Jennifer Friedley
Director of Development

JF:kj

Enc



Communities
In Schools

Wichita/Sedgwick County

May 27, 2011

Dear Chris Drum:

Communities In Schools and Derby 6th Grade Center would like to thank you for hosting students at your business/facility during our Community Service Day on May 25th, 2011. It is because of businesses like yours that our students have the opportunity to learn to give back to the community that gives to them.

Please keep us in mind for next years Community Service Day. Our tentative date is May 23rd, 2012! If you have ANY questions or comments, please do not hesitate to contact me! Thanks again!

Sincerely,

Katie Savute, MSW
Communities In Schools
ksavute@usd260.com
Phone: 316-788-8520
Fax: 316-788-8497

14 May 2011

To whom it may concern at the DRC

The Village Steppers Square Dance Club is at the end of its season and will begin dancing again in the Fall. We have had good attendance from Derby and Wichita area dancers this year. We are happy to have provided some healthy, social fun activities for area dancers and plan to continue doing that.

We are in our 48th year as a Derby club and the DRC has contributed much to our success and longevity. We once again wish to thank all the people at the DRC for their cooperation and help during this past season.

THANK YOU!!!

We also disperse most of any funds we have left over and again want to make a contribution to the DRC for you to use in whatever way you wish. Enclosed is a check for \$200.

Thank you, again.

For the Village Steppers Square Dance Club


Terry Gattis

120 Crooked Creek Ct.

Derby, KS 67037

316-219-0100