



## BOARD MEETING AGENDA

**Tuesday, December 13, 2011**

Derby Recreation Center

7:00pm

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

B. Superintendent's Report *(receive & file)*

C. Staff Highlights *(receive & file)*

### PUBLIC FORUM

### PROGRAM HIGHLIGHT

- D. Halloween Hullabaloo *(receive & file)*  
*Kathleen Avitt, Director of Programs*

### OLD BUSINESS

### NEW BUSINESS

- E. Quarterly Internal Employee Recognition *(receive & file)*  
*Kathleen Avitt, Director of Programs*

- F. Verus Partnership Agreement *(action required)*  
*Lisa Nelson, Director of Marketing*

- G. Derby Junior Football Partnership Agreement *(action required)*  
*Derek Smith, Director of Administration*

- H. Employee Service Awards *(receive & file)*  
*Frank Seitz, Superintendent of Recreation*

- I. Purchase Request *(action required)*  
*Tonya Sullivan, Aquatic Program Coordinator*



ADD ONS

Kansas Recreation & Park Association Conference

January 24-27, 2012

Capitol Plaza Hotel, Topeka, Kansas



## BOARD MEETING MINUTES

November 8, 2011

A regular meeting of the Derby Recreation Commission was held at the Derby Recreation Center, 801 E. Market, Derby, Tuesday, November 8, 2011.

Chairman Robert Flaharty called the meeting to order. Present were Board members Chris Sexton, Rick Ruff, Ken Greteman and Ken Mulanax. Also present were Frank Seitz, Superintendent of Recreation, Trina Bauer, Director of Facilities, Chris Drum, Assistant Director of Facilities, Derek Smith, Director of Administration, Kathleen Avitt, Director of Programs, Rob McDonald, Director of IT, and Caryn Greenstreet, Administrative Assistant. Guests included Gary George, George, Bowerman & Noel, and Jeff Cott, Derby Informer.

Ken Greteman moved to approve the Consent Agenda, Rick Ruff seconded, motion carried 5-0.

The Superintendents Report was reviewed.

The Staff Highlights were reviewed.

Robert Flaharty moved to approve an additional \$3,000 for the purchase of a 2000 Blue Bird TC 2000 Bus, Rick Ruff seconded, motion carried 5-0.

Kathleen Avitt presented the 2011-2012 Winter Program Guide to the board.

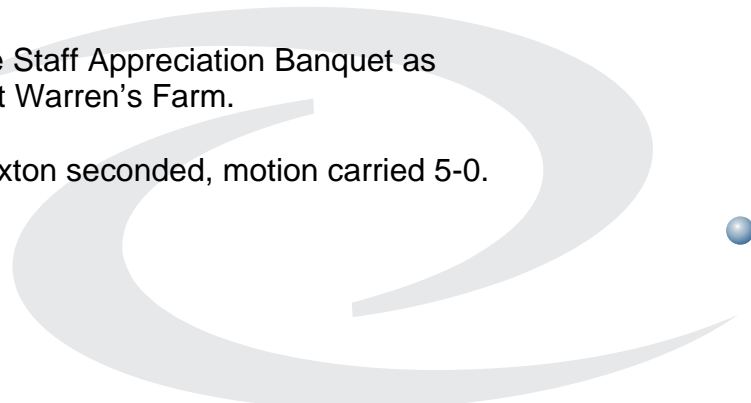
Chris Sexton moved to approve the 2010-2011 audit as presented, Ken Mulanax seconded, motion carried 5-0.

As an off agenda item to the board agenda, Derek Smith discussed the 2012 employee health insurance program with the board.

Derek Smith presented the Employee Wellness Program to the board and discussed its implementation for the staff in 2012.

Robert Flaharty announced the date for the Staff Appreciation Banquet as Saturday, December 10, 2011 at 6:30pm at Warren's Farm.

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





## MEMORANDUM

TO: DRC BOARD MEMBERS  
FROM: Frank Seitz, Superintendent of Recreation  
DATE: December 7, 2011  
RE: SUPERINTENDENT REPORT

- Completed all directors' evaluations and reviewed all staff evaluations once the director's completed them.
- Met with Director of Programs Kathleen Avitt and Grant Writer Deanna Carrithers concerning KRPA Blue Chip Award.
- Met with City Manger and Superintendent of Schools at our monthly meeting.
- Met with staff members concerning our bus sponsorship program.
- Met with architects concerning the Madison Place project.
- Met with Aquatic Program Coordinator Tonya Sullivan and Director of Programs Kathleen Avitt regarding DRC programming.
- Attended the DRC Thanksgiving potluck luncheon.
- Met with board member Rick Ruff concerning architectural plans for Madison Place.
- Took four days of vacation.
- Took one day of bereavement leave.
- Working on end of year reports for the Annual Report and Superintendent Evaluation.



**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Trina Bauer, Director of Facilities

DATE: December 5, 2011

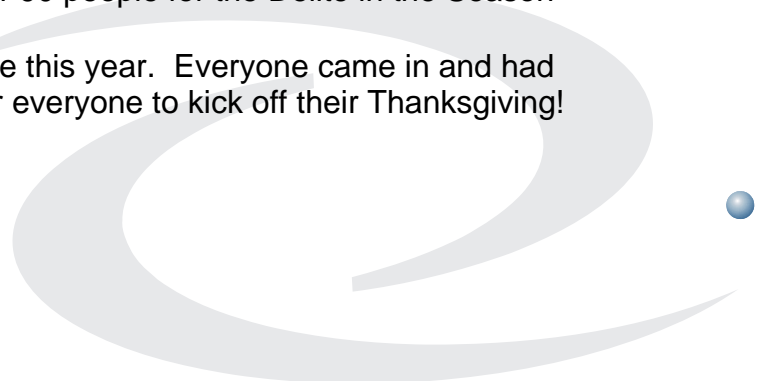
RE: NOVEMBER FACILITY BOARD HIGHLIGHTS

**Derby Recreation Center**

- Served on the Art Fair Committee.
- Attended DRC employee Thanksgiving potluck
- The Center closed at 7pm on Wednesday, November 23<sup>rd</sup> and was closed Thursday, November 24<sup>th</sup> for the Thanksgiving holiday.
- Conducted staff evaluations. On behalf of myself and facility staff we would like to thank the DRC board for our performance bonuses!
- Held our quarterly Support Staff meeting to review the upcoming sessions.
- Interviewed and for a part time support staff position
- Membership total for November – 3766, auto pay members – 1819.
- Completed CPR and AED certification.
- Met with Frank and SJCF staff on DRC remodel and Madison Place project options.
- Completed the monthly auto pay process.
- Met with City of Derby staff on their Special Event Permit for parks.
- Corporate Wellness Program update – we currently have 28 companies enrolled as corporate members, with a total of 889 employees and family members participating. An updated corporate list is attached.

*Fitness Center*

- Complete weekly schedules for all Fitness Specialists.
- Attended the Athletic Business Conference and Expo Nov. 29-Dec. 3
- Fitness Specialists weighed in over 90 people for the Delite in the Season weight management challenge.
- Opened the facility for Go-n-Gobble this year. Everyone came in and had a great time. What a great way for everyone to kick off their Thanksgiving!



### *Indoor Pool*

- Complete weekly schedules for all Lifeguards and Head Guards.
- Instructing CPR Certification classes for DRC staff.
- Derby High School Boys swim season started on Nov. 14.
- Indoor Aquatics staff meeting held on Nov. 13. The staff completed CPR scenarios and in water pool rescues. We also talked about the new Wellness activities that are planned for both full time and part time employees.
- Continued research on swimming pool lifts and what we need to be in compliance by March for 2012.
- Attended a SKAC meeting in Hutch on Nov. 9 where we discussed plans for our annual Pool-a-Palooza seminar in April.
- Attended a KRPA Aquatics Branch meeting on Monday Nov. 21 in Abilene. We finalized details for the aquatics sessions at the annual KRPA Conference in Topeka. We also discussed final details for our one day workshop at the end of February in Hays, KS.

### **Oaklawn Activity Center**

- Attendance for the month of November was 1,216.
- Began the OAC mini session on November 28<sup>th</sup>.
- The installation of the four new gymnasium furnaces is complete. The gym is staying much warmer.
- Installation of the new interior and exterior doors are complete. The doors are very nice!
- Acquiring bids for painting and staining of the new doors and frames.
- Regular scheduled boiler maintenance was completed in November.
- Regular scheduled HVAC controls maintenance was completed in November.
- Attended the quarterly support staff meeting on Nov. 13<sup>th</sup>.
- Received CPR re-certification in November.
- Drove to Tulsa, OK to pick up the 2000 Blue Bird Bus.
- Preparing potential operating expenses for the Madison Place Facility.
- Completed all weekly staff schedules.
- Reviewed evaluations with Facility staff members.
- Attended a meeting with Director of Facilities and City Staff regarding special events at City Parks.
- Assistant Director of Facilities attended the Athletic Business Conference in Orlando Nov. 30 – Dec. 3.
- Facilitated the following events in November at the OAC:
  - -Communities in Schools Clothing Drive.
  - -Daily Boys and Girls Club gym activities.
  - -Private Wedding Reception.
  - -Church Marriage Conference.
  - -District 5 Advisory Board Meeting.

### *Fitness Center*

- Decorated for the Holiday Season.
- Fitness Specialists did weigh-ins for Delite in the Season.

### **Rock River Rapids**

- Sent out letters to potential returning staffs letting them know when re-certification training is.

### **Outdoor Maintenance and Fleet**

- Prepared equipment/supplies for winter season- snow plow, snow blower, ice melt, shovels, scrapers, de-icer.
- Pulverized and drug St. Mary's and High Park practice fields.
- Winterized all fields- pulled bases and trash cans, pulverized and drug out fields.
- Began laying shale on High Park field 1.
- Finished cutting and added shale to walkups and in front of dugouts at DHS Field.
- Replaced all broken boards on our small trailer.
- Cleaned up leaves around DRC and OAC.
- The 2009 Ford Explorer was serviced for regular scheduled maintenance.
- The 2001 Dodge Dakota was serviced for regular scheduled maintenance.
- Purchased a 2000 Blue Bird Bus and sold the 1989 Ford Blue Bird Bus.

CORPORATE WELLNESS MEMBERS

CORPORATE MEMBERS COMPANY	PLAN	PLAN 2 SUPPORT LEVEL %	PLAN 1 EXPIRATION DATE	# ACTIVE
AIRCRAFT & COMMERCIAL ENT	1		7/8/2012	14
ALL STAR PEST CONTROL	2	100%		0
BOEING	2	0%		48
CITY OF DERBY	1		12/31/2011	205
COLEMAN MATERIALS	2	100%		0
COWLEY COLLEGE	2	0%		2
DERBY FAMILY MED CENTER	2	0%		18
DERBY FIRST CHRISTIAN CHURCH	1		2/9/2012	18
DERBY PLAZA THEATERS	1		5/24/2012	9
EL PASO ANIMAL CLINIC	2	0%		14
FAMILY HEALTH CENTER	1		4/14/2012	14
FIDELITY BANK	2	100%		10
HAYSVILLE USD 261	2	\$8.33		11
MERITRUST	2	25%		23
MID-KANSAS PEDIATRICS	2	\$20		0
MULVANE FIRST ASSEMBLY	2	0%		0
OAKVIEW AT THE PARK	1		8/3/2012	13
SEDGWICK COUNTY	2	0%		6
SHELTON COLLISON REPAIR	2	0%		5
SPECIAL ANESTHESIA SERVICES	1		6/6/2012	11
SPIRIT/BOEING EMPLOYEES ASSOC	2	0%		22
STERLING HOUSE	2	0%		2
TECHNIDREAM	2	0%		1
TWO LAWN RANGERS	2	0%		0
USD 260	1		8/31/2011	430
VILLA MARIA INC	2	0%		0
WOODLAWN UNITED MEDODIST	2	0%		0
YOUTHVILLE	2	\$6.50		13
				889

new since initiating Plan 2 (Aug 2010)

## MEMORANDUM

TO: DRC Board Members  
Frank Seitz, Superintendent  
Trina Bauer, Director of Facilities

FROM: Darcie Parkhurst

DATE: December 13, 2011

RE: Athletic Business Conference + Expo 2011

I would first like to thank everyone for the opportunity to attend a conference such as the ABC. It was a great learning experience in many ways. I would like to briefly tell you about what I learned and what new innovating ideas I have for our facilities. If there is anything that you want to know more about, please don't hesitate to ask any questions.

I was able to attend two preconference workshops which both met my expectations. The first was "Dealing with Difficult People". How true the fact is that 20% of people take up 80% of our time. Eileen Soisson defined what kind of difficult people we have to deal with and effective ways to deal with each of those personality traits they may have. My favorite take away from this session as far as dealing with employees is what she put on her office door. "If you are coming in with a problem, I can't wait to hear your three possible solutions" and that following the golden rule may not always work in situations, she called it the Platinum Rule instead – "Treat others as they want to be treated". She also spoke about effective ways to discipline your staff, which I think will be very useful in dealing with a lot of the young staff we have as well as giving ways that the managers can be effective supervisors. The second preconference workshop was "Supervisory Skills for Leadership Success" presented by Ruby Newell-Legner. Not only did this session show me things I was doing wrong as a supervisor, it also re-enforced things that I am doing well. Ruby is such a dynamic speaker that gets you involved in her presentations. Staff training and orientation is such a key element in the success of our organization and workplace. We do a lot of things well, but there is always room for improvement. Ruby also showed us in a very unique way how to determine personalities of those that you work with and how important it is to work off of others strengths to get them involved in key elements of our organization.

On day two the conference began. I went to a session called "Unforgettable: Creating Messages That Stick" in hopes to find that magical answer on how to avoid having to repeat myself over and over to employees. Turns out that is one of the keys, repetition. My goal as we approach the summer and training all the staff for Rock River Rapids is to revamp how we do our training. We need to

develop a creative way to get our message to the staff and have a core message that has impact. This in turn will hopefully open their minds and leave a lasting message for them. The second session of the day was "Pursuing Excellence: What It Takes to Create a Great Place to Work". Key take away from this session for me was the phrase when talking about leadership in the workplace – "All of us are better than any one of us" and the phrase when talking about culture in the workplace – "It's not what you do, it is how and why you do it". He really focused on developing leaders within your organization and how to create a positive work environment. The third session of the day was "Empowering Your Staff to Achieve the 3 R's: Recognition, Reward and Retention". This session description was, learn how to get your fitness staff out of the back office and on the fitness floor proactively engaging with members. The end of day one was spent going around the trade show and talking with different vendors about various ideas and innovations. I spent at least three hours and gathered a lot of useful information for aquatics, fitness and various programs.

On day two of the conference I spent some more time with Ruby Newell-Legner. I attended back to back sessions of hers named "Encouraging Staff Development to Motivate Your Staff: The Performance Appraisal Process" and "How to Build a Recognition Program to Motivate Your Staff". The first made an impact given we have just gone through our own evaluation process of staff recently. I realize that there is a lot of ways we could improve that process within our facility if we would like to make that effort to change. The second session is something we are always looking for new ideas on. After these two sessions I attended the Athletic Business Keynote which had Bill Walton as the speaker. He did a wonderful job and it was such an inspiration to hear him speak about his life and all that he has been through and overcome. If anyone can say, don't ever except it if someone tells you something can't be done, it is him.

I was able to attend one session on day three before flying out. It was named "Aquatic In-Service Training for Improved Risk Management and Safety". If there is one thing that sticks in my head about most aquatic professionals that I have ever her speak is they always are so passionate about what they do and safety is always their number one concern. Jim Wheeler is not exception to that. He really gave us a lot of practical ways to design and implement an in-service training program that is reality based and will enhance staff response and performance. He was so good in fact that the South Central Kansas Aquatics Committee (SKAC) is going to try and get him to speak at our annual Pool-a-Palooza Conference in the spring.

I told Frank that this was one of the best conferences that I have ever been to. I am excited to review every idea that was given to me and see what practical ways I can use them to become a better supervisor and to help make the DRC a great place to work and a great place to be a member of. To have the support of the DRC Board to go out and attend a conference such as this is such a great

thing that a lot of organizations don't have. Thank you again for your support as I continue to grow as an employee.

## MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Chris Drum, Assistant Director of Facilities

DATE: December 8, 2010

RE: ATHLETIC BUSINESS CONFERENCE

I would like to thank the Superintendent of Recreation and the DRC Board Members for granting me the opportunity to attend the Athletic Business Conference in Orlando, FL earlier this month. A substantial amount of valuable information was presented at the conference. I would like to elaborate on the trip by describing the sessions that I attended and the education that I retained.

I chose to attend two pre-conference workshops the day before the conference began. These two workshops were titled, "Dealing with Difficult People" and "Building a Facility from Concept to Completion." The former workshop presented very valuable information and provided ways to look at situations from several different viewpoints. This session addressed the following topics: ways to identify various types of difficult people who cause conflict within the workplace, communication skills to survive and succeed with difficult people, and management methods to bring out the best in people and decrease the impact of negative behavior. During this class, I was able to identify several situations where I can immediately utilize these skills at work. This workshop strongly emphasized the formula of success is knowing how to get along with people. A couple of my favorite quotes from this session are, "Anger is one letter away from danger" and "Say what you mean but don't say it mean."

"Building a Facility from Concept to Completion" provided a general overview of the major phases of the design and construction process. It also formed a foundation for understanding the owner's role and how we should relate to the design and construction team members. The workshop provided in-depth detail of the process of construction and offered tools to make it a success. This course reminded me of a lot of the same situations that we faced during the construction of the OAC. It also provided good insight as the DRC prepares to make facility improvements and, potentially, acquire new facilities while working with architects and construction contractors.

At the conclusion of the pre-conference workshops, we were welcomed by the National Alliance of Youth Sports at a reception that recognized and celebrated NAYS' 30<sup>th</sup> year of providing safe, positive and fun sports for youth. This was a

great opportunity to network with recreation professionals from around the country.

The first official day of the conference and trade show was Thursday, December 1<sup>st</sup>. I was able to attend three sessions on Thursday morning which included, Strategic Capital Fund Planning Before and After the Doors Open, Becoming a More Creative Individual, and Planning for Athletics and Recreation – Making Every Yard Count. Two of these sessions were geared towards facility management and how to effectively plan for the future. One of the very valuable topics that I received from this session was the life expectancy of various building amenities and how and when to plan for the replacement of them. These were great sessions to attend in regards to keeping an aging facility just as functional as it was the first day the doors opened.

At the conclusion of these morning sessions, I attended the trade show for the remainder of the day. This was a great opportunity to meet with vendors, ask questions and gather material that gives us the ability to make better purchase decisions and do our job better. I met with several vendors that have a direct relation with our current operations and vendors that provide services that will be helpful during the “growing stages” at the DRC.

The conclusion of the first day of the conference was highlighted by a networking reception at the Hard Rock Café. This was another great opportunity to meet and network with other recreation professionals from all over the country.

All of the sessions at the Athletic Business Conference are first class and offer an abundance of material. However, the sessions that I attended on Friday were very informative and among my favorite. My first session was “Using Metrics to Understand Organization Performance.” The material presented in this session provided ways to use metrics to help us make the best decisions. There were several topics that I immediately associated with our organization and look forward to utilizing this data in our DRC operations. I also attended a session titled “The Changing World of Sports Surfacing.” This was another session that provided me with great ideas. As we move forward with DRC expansion projects, I look forward to utilizing this information in selecting the appropriate flooring for our facilities.

I am very glad I chose to attend the Athletic Business Keynote presented by Bill Walton. This was such a high energy speech given by Mr. Walton. As he spoke of all of the obstacles that he has burdened through his life, there was no other option but to leave the speech motivated. Some people may not know that he has had over 36 surgeries throughout his life!

The final day of the conference offered morning sessions before the conclusion of the event. I attended a session titled “Preventative Maintenance for Recreation and Sport Facilities.” This was a session that I had been looking

forward to attending for several weeks leading up to the conference. Preventative Maintenance programs are very important to the daily operations of a facility. As facility managers, we know that efficient PM programs pay great dividends over time. I absorbed several ideas and practices that I am looking forward to implementing at our facilities.

I would like to thank the DRC Board once again for supporting my attendance to the Athletic Business Conference. This was an excellent opportunity for me to gather important material and bring it home for utilization within our organization. I truly appreciate this great opportunity!

The only negative experience during the trip was the flight from Orlando to Dallas. Severe storms in Dallas = a roller coaster ride thousands of feet in the air!



## MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: December 1, 2011

RE: NOVEMBER PROGRAMMING BOARD HIGHLIGHTS

### Program Area Highlights

- Attended NRPA in Atlanta, October 31-November 3.
- Took 7 days of vacation time.
- Reviewed employee evaluations with staff.
- Met with Deanna and Frank to review Blue Chip Award nomination application for KRPA.
- Reviewed Month end reports.
- Completed school newsletter content and city powerpoint for channel 7.
- Held Programmers' Meeting and bi-weekly staff meetings.
- Held Derby Health Collaborative monthly meeting.
- Updating Textcaster with Winter programs and DHC monthly calendar with upcoming events.
- Updating 2011 Fall Comparison Report numbers and 2011 Volunteer Report.
- Attended Quarterly Support Staff Meeting to present Winter program guide.
- Worked on Art Fair orders and preparation for Concession.

### Aquatics

- Attended a SKAC meeting on November 9, returned with confidence on the new American Red Cross changes/updates.
- Second session of fall swim lessons ended November 9.
- The Unsinkables program for all 2<sup>nd</sup> grade classes in USD 260 continued. Cooper Elementary began November 7 – November 17.
- Converted the "Burn off that Thanksgiving Dinner" lap swim challenge into a bulletin board for all lap swimmers and water aerobic participants to see. It includes the amount of calories that are in a typical Thanksgiving foods, and how many minutes it takes to burn off those calories.
- Held a WSI staff meeting on November 13, to go over evaluations and upcoming programs.

- Mini session will begin on November 28, with diving and stroke school.
- Working ahead on putting spring programs into CLASS and working on charts/master list for summer 2012.

### **Art**

- Interviewed and hired Youth art instructor.
- Continued preparations for 26<sup>th</sup> Annual DRC Art Fair.
- Assisted with Observation Day for Youth Dance classes with 140 in attendance.
- Assisted hanging art for “Who Knew” an exhibition of local high school talent at the Derby Public Library.
- Attended opening reception for “Who Knew”.
- Assisted with holiday decorating.

### **Fitness**

- We offered TRX free demonstrations on November 5 with Brian Scheikosfsky at Oaklawn Activity Center.
- Started the virtual bike routes for the spin classes coming in the winter session in fitness.
- Organized and started the Delight in the Season program, members are asked to weigh in and stay within 3lbs at their last weigh in January. There were 95 that weighed in.
- Mailed out all tri folds and sponsor letters for the indoor triathlon that we are having on January 22<sup>nd</sup>.
- In house workshop for the upcoming Hot Yoga classes that are being presented in the winter session. All yoga instructors attended and enjoyed the opportunity to practice yoga in the yoga studio at Oaklawn Activity Center.
- In house workshop for spin instructor with the virtual videos that are being presented in the winter session. The mini session will start with a trip on the spin bikes through California.
- Go N Gobble had 121 people attend on Thanksgiving Day. We raised canned foods for the local food bank.
- Hired a new Zumba instructor to start in the spring session. Welcome to Symone Berry to the fitness department.
- We offered the Red Cross Blood drive donor bus on November 19<sup>th</sup> and 20<sup>th</sup>.
- Organizing lunch and learns for the wellness committee.
- Organizing an upcoming in house workshop for the aquatics instructors.

### **Special Events, Special Programs and Oaklawn**

- We held our second party of the year. National Honor Society and the junior class chaperoned for us. We had 365 5th/6th graders.
- Dee Ann and I coordinated and implemented Preschool Games at the DRC.

- Set up dates and attended meetings with USD 260 Elementary Principal at Wineteer Elementary. Dee Anna and I handed out and went over detailed outlines with the principal about the new Connect Program. This school will begin in the third 5 week session starting in January.
- Took down all Halloween decorations at the DRC and OAC. Began preparing and organizing dates for Christmas decorations.
- Sent out thank you cards to businesses that donated to the Hullabaloo.
- Prepared Hullabaloo PowerPoint for the December Board Meeting.
- Attended CPR Training on November 16 to keep certification current.
- Finished organizing and assigning volunteers task for the Art Fair and Breakfast with Santa.
- Made reminder phone calls to the Kiwanis, NHS, Santa, and South Central Teachers Association for Breakfast with Santa.
- Began work on brochure dates, mailing list, and advertisement outline for the Texas Hold'em Poker Tournament.
- The Free Spirits volleyball and bowling teams continued practice. Both teams competed in the Fall Classic state competition in Kansas City.
- Attended a Free Spirits board meeting.
- The Off Season Training program for the Free Spirits continued to meet.
- Met with Doug Anderson, USD 260 Special Services Director, regarding transportation funding for Afternoon Adventures.
- The Free Spirits attended a WSU volleyball game.
- Held Recreation Station one day this month.
- Continued organizing Oaklawn Gym & Swim.
- Continued organizing the DRC After School Program.
- Attended a Derby Health Collaborative meeting.
- Finished up the first session on Connect and started the second session. With the second session we added Pleasantview and Swaney elementaries. We are now offering programs in 6 of the elementary schools. We met with instructors and met with the principal of Wineteer about starting the program there the third session.
- Continued meeting with and providing supplies for the recreation portion of Wee Panther Pals.
- Held Preschool Game Day at the DRC.
- Continued working on getting the DMS cafeteria licensed for Recreation Station.
- Attended a Child Start child care class in Wichita.

## **Sports**

- Supervised youth and adult sports on nights and weekends.
- DRC fall youth volleyball season ended this month.
- Held youth basketball coaches meeting.
- Completed fall coed softball season this month.
- Scheduled officials and scorekeepers for youth and adult fall sports league.

- Contacted officials and scorekeepers concerning upcoming basketball league
- Sports Department helped with DRC Art Fair set up.



## MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: November 14, 2011

RE: NRPA CONFERENCE – Atlanta, GA

Thank for furthering my professional development and allowing me to take part in the National Parks and Recreation Association Conference. The annual NRPA Conference was held in Atlanta, GA October 31-November 3. The trip once again has given me great insight for comparing Derby programming to other recreation departments on a national level.

There were many interesting points made in these sessions. A few of these interesting points are listed as tidbits below.

### **Sessions attended:**

- Opening General Session: Keynote Address by Tony Hawk.
- Choose the Path to Certification (Certified Park and Recreation Professional) (8 hours)
- Repositioning to Become Vital: Purpose Driven Programming
- Obesity in Families: Interaction of Cultural, Environmental and Psychological Factors
- Improving Organizational Excellence Through Change Management
- Awesome Apps and Cool Tools Everyone Needs to Know
- Nature Within Reach: Connecting People, Parks, and Open Space
- 99 Seconds – Sharing Your Program Ideas
- Getting Them to Listen: Tools for Communicating to Staff and Public
- USFWS: Let's Go Outside for Good Health

**Opening General Session: Tony Hawk** – Tony Hawk’s presentation was just okay. He isn’t your dynamic speaker but he did review all the great work that his foundation has covered and how skating has made a comeback in our communities.

**Choose the Path to Certification** – This was an eight hour review of for the CPRA certification. The class was lead by the committee that creates the test. It was very useful and helped get participants in the mind set of NRPA terminology and national thinking.

**Repositioning to Become Vital: Purpose Driven Programming** – Loved this session. It was on the VIP plan created by the California Parks and Recreation Society. They now have programming worksheets that outline in detail set by set actions. I will soon implement these into our planning processes.

**Obesity in Families: Interaction of Cultural, Environmental and Psychological Factors** – This session was on a project out of the United Kingdom called M.E.N.D. It’s a program for families to fight obesity. They have some pilot sites now in the US but are working out the differences in countries to be able to roll out the program further to each state.

**Improving Organizational Excellence Through Change Management** – This session was on the overall organizational change that Virginia Beach, VA did to get its programs and services aligned with customer needs and expectations.

**Awesome Apps and Cool Tools Everyone Needs to Know** – This by far was one of my favorite sessions. I get so many short cuts about how to stay cutting edge with apps and websites. Some of these tools you will see me using in the future.

**Nature Within Reach: Connecting People, Parks, and Open Space** – This session was on the Bay Area in California being able to connect its bus transportation system to all the parks and trails that surround this area. Interesting story on providing livable cities and connecting transit to trails.

**99 Seconds – Sharing Your Program Ideas** – This session is the session that shares all the cutting edge programming ideas nationwide. I didn’t hear any programs this year for something unique but I did get lots of ideas for revamping programs to maximize our efforts.

**Getting Them to Listen: Tools for Communicating to Staff and Public** - I wasn't impressed with this session. It was all textbook remedies of communication. I didn't hear anything we don't already do.

**USFWS: Let's Go Outside for Good Health**- This session was on the US Fish and Wildlife Services. I was shocked for the first time to hear that a government agency added connecting children and nature was a national priority. This was due to the book that came out some time ago called "The Last Child in the Woods". USFW is now offering programs that connect their services with children. Regionally for us this might be a programming idea.

**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: DECEMBER 5, 2011

RE: NOVEMBER ADMINISTRATION HIGHLIGHTS

**Accounting/Risk Management**

- Working on follow up items from audit.
- Attended KPERS Town Hall meeting.

**Contracts**

- Worked with Derby Junior football on contract renewal.
- Prepared Verus contract for Board Meeting.
- Developing several policy recommendations for board.

**Personnel**

- Preparing 2012 master training schedule.
- Attended support staff training.
- Began daily challenge program for Wellness.
- Advertised maintenance tech and support staff positions. Conducting reference checks in preparation for interviews.
- Updating employee data and completing other information for health insurance renewal.
- Gathering employee declarations for 2012 FSA program.
- Scheduled employee orientation for FSA program and new FSA vendor orientation.

**Other:**

- Numerous tasks during week of art fair.
- Updating RRR web site with 2012 season information.
- Exploring possibility of removing some paper documents in our registration process. Save resources and storage with technology.
- Attended summerfest planning meeting with City.

**Technology**

- Installed new website security certificate for our drconline site. This secures the site with encryption for credit card transactions.
- Continued working on internal signage and our "Be" campaign.
- Worked with Class on some biometric issues.
- Worked on Web-Site for updated winter info.
- Replaced a few older computers in the office.

- Worked on our new billboards with marketing.
- Updated our server with new patches.
- Did some trouble shooting at the OAC on a few of the lab computers.
- Solved some media center issues.
- Worked with Kathleen with some fixes for BeHealthyDerby.com.
- Worked with Coalition Computing on some accounting software issues.
- Produced some marketing banners for DRC and OAC
- Set up new dvd player in spin room
- Replaced auxiliary finger scanning station for afterschool scanning.

## **Marketing**

### **Community Involvement**

- Attended Community Marketing Steering Committee meeting
- Attended the Chamber Breakfast
- Attended USD 260 Long Range Planning Committee meeting
- Attended the Go Wichita annual meeting

### **Rock River Rapids**

- Created and placed Holiday Special ads in Derby Informer, Mulvane and Rose Hill papers
- Posted Holiday Season Pass special on RRR and DRC FB pages

### **Program Support**

- Solicited coaches from McConnell working with the commanders of all enlisted, pilots and reserves. Garnered 6 basketball coaches from McConnell through those requests.
- Volunteered at the Art Fair
- Photographed Stroller Fit class
- Posted the following on DRC Facebook page: Art Fair reminders, Stroller Fit class enrollment, basketball coaches needed, fitness classes start date, hot yoga enrollment, Go N Gobble event, DeLite in the Season weigh in, winter program registration
- Worked with Trina to prepare a marketing plan for a membership push; includes billboards, Wichita Eagle Notes, patron stories highlighted, newspaper ads and direct mail pieces

### **Health Collaborative**

- Attended DHC monthly meeting
- Prepared Derby Walks informational materials for elementary schools
- Assisted Kathleen to prepare the End of Year presentation for UMHMF

## **Program Guide**

- Visited with Riverside Café about advertising opportunities

## **Partnerships**

- Contacted Verus regarding 2011-12 partnership
- Worked with Derby Wrestling club on sign up details
- Had lunch with Chief Edwards from McConnell to discuss DRC volunteer requests and how airmen can meet those needs (thanked him for past volunteers and his support recruiting for us)

## **Miscellaneous**

- Advertised DRC positions open on FB page: Maintenance Tech, Spin Instructor, Aquatics Instructor, Support Staff
- Registered online with Boeing to receive a donation due to a volunteer coaches reported of community service hours
- Attended the Chamber Marketing Coalition meeting with Kansas Star Casino to inquire about ways to connect to casino patrons and employees
- Made contact with Doug (Mktg Dir) about offering DRC services to KS Star employees
- Worked with Rob to create membership billboard artwork



## MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: November 14, 2011

RE: NRPA CONFERENCE – Atlanta, GA

Appreciate the opportunity to attend KRPA. Please see below a summary of sessions attended.

**Keynote Speaker Tony Hawk** – Talked about the progression of skating in the country and the overall importance of skating for a portion of the community. Envisions it becoming a Olympic Sport and even a high school and college sport at some point. Underscored the need to continue to advocate for improvements in this area for Derby.

**Don't play poker with tax dollars, but leverage your funding** – Greensborough and Mecklenburg County put out RFP's for local organizations to request funding for specific projects on the condition they were willing to match with some combination of funds and property. The two organizations funded CIP projects with Schools, churches and other organizations. They put in ball fields in a church complex for instance and negotiated use of those services by both the church and the government organizations. Both parties got larger facilities than they otherwise could have undertaken. Of course there are downsides like how to distribute prime time access, maintenance etc. But overall Derby could be a excellent location for these types of partner arrangements.

**Evaluate your Employee evaluation process** – Actually talked about employee and program evaluations. When developing evaluations it is good to evaluate various aspects of an employee/instructor's performance but to also give an indication of how important that aspect is. If you have an instructor that scores low for instance on punctuality and friendliness you want to work on both of those issues. But if your customers value friendliness much higher than punctuality it gives you guidance on where to concentrate most of their effort. Employees can then have added guidance to not only what areas they need to work on, but also what areas their employer values more.

**Lasting Impressions: the impact of special events on local communities** – Events have far reaching effects beyond the measurables of the event. Well run events gives an overall good impression of the community and encourages visitors and businesses to consider your community. On the flip side poorly run events can give a negative impression as well. Major events affect the perceived culture of the community. For instance promoting large fitness related events may encourage citizens to pursue fitness at other times as well.

**The impact of federal legislation on parks** – NRPA lobbyists gave overview of Federal legislation and how it could affect local communities. Various funds like the Land and Water conservation fund and Transportation funds are big time targets for budget cuts so NRPA is basically in defense mode. The most significant source of federal dollars in Derby are the community walking paths which are funded 80% by federal dollars administrated by the State of Kansas. Would be beneficial for all recreation providers in Kansas to be vocal with our representatives in Congress.

**Customer Service in a Digital Age** – Talked about the importance of an easy to use website. Some tools we already use like RecText etc. But emphasized the importance of human interactions and the importance of asking questions to truly understand the customer and what they want/expect.

**Effective Training for Seasonal staff** – Talked about setting high expectations being very specific about behaviors expected, civility training, motivation etc. Generally seasonal staff are younger and it is a bad idea to assume they have a base of knowledge or skill set similar to year round staff.

**Improving Special Event Programming and Revenue generation** – The main thing I took away is that when you have several hundred or thousand people for an event you have a full retail store for all intensive purposes. I think we have an opportunity to expend revenues with things like shirts, hats, different food vending choices etc. Small things like attendees don't want to pay a dollar for a 12 oz can of soda but will gladly pay two dollars for a 20 oz bottle. Giving a free t-shirt for an event costs you 5-6 dollars but you can raise prices \$10. Also gave tips on crowd management, estimating needs for police, vending totals, portapotties etc. very interesting session.

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: December 1, 2011

RE: HALLOWEEN HULLABALOO

At the meeting, Jennifer Nixon, Program Coordinator will give you a program highlight of the Halloween Hullabaloo. We will present you with PowerPoint presentations and share photos. Attached are the PowerPoint presentations to be presented.





## Halloween Hullabaloo 2011

Date: October 22  
 Time: 6:30-9:30pm  
 Adults: \$1.00  
 Youth 4-15: \$3.00



## Goals

- Incorporate other community businesses
- Have more larger and reusable decorations



## Community Donations

- Derby Bowl
  - 12 free bowling passes
- After School Kids Pumpkins
- Damm Pharmacy
  - \$100.00
- Bransetter and Sparks
  - Pencils
- Derby Plaza Theatre
  - 12 Free Movie Passes
- Walmart
  - \$100.00 in store purchase



## Financials

- Expenses
  - \$1001.89
- Revenues
  - \$1347.00
- Profit
  - \$346.00



## Participants

- DRC
  - 600+
- Oaklawn
  - 60
- Primetime
  - 261



## Volunteers

- National Honor Society
- Aviators
- DHS Theatre
- Community Service
- DRC Staff
- 331 Total Volunteer Hours



## "All Hallows Eve"



- Marc Durfee & Kathleen Avitt
  - Hallway Leads
- DHS Theater Department
  - Volunteered
- Trick or Treat Feel
  - With Witches, Goblins and Ghost
- Racquetball Courts
  - Cemetery
- Door at the End



## Future Plans



- Add more larger decorations
- Involve other community groups
- Addition of new games



Questions/Comments?





## MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs

DATE: December 6, 2011

RE: QUARTERLY INTERNAL EMPLOYEE RECOGNITION

November 30, 2011 marked the end of the fourth quarter for the internal recognition nominations. The three employees that will receive recognition awards for their customer service are as follows:

- Jay Hall
- Mandy Baker
- Shelbi Carpenter

Each will be presented with a crystal ferris wheel, gift certificate and framed certificate.





## MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Lisa Nelson, Director of Administration

DATE: December 4, 2011

RE: VERUS PARTNERSHIP AGREEMENT

Attached is the agreement for the Verus sponsorship package for the 2012. The most significant portion of the contract is for sponsorship of RecText. RecText delivers messages about various aspects of the DRC to customers via text messages. Each message sent includes a "brought to you by Verus Bank" message. Verus also purchases program guide ads and provides other program support outlined in the document.





## DERBY RECREATION COMMISSION PARTNERSHIP AGREEMENT

*Wherever possible the DRC develops partnership agreements with individuals and organizations to outline expectations for the partnership.*

*Partnerships:*

- *Facilitate communication*
- *Develop long-term consistency in the working relationship*
- *Document positive partnerships to pursue grants and intergovernmental financing*
- *Demonstrate to the citizens local organizations are working together to maximize resources for the best possible outcomes in service delivery*

**PARTNERING AGENCIES:** Derby Recreation Commission (DRC)  
Verus Bank, Derby, Kansas (Verus)

**PURPOSE:** Verus Bank sponsorship of DRC events and programs for 2012

**BENEFITS:**

- DRC receives valuable financial support for events and programs.
- Verus continues its commitment to the community.
- DRC acknowledges Verus Bank's commitment in various forms spelled out in the agreement.
- Community benefits from high quality free and low cost events and programs due to the support of Verus Bank.

**Derby Recreation Commission agrees to:**

- Promote Verus Bank as the sponsor of the **Derby RecText** Service
- Create and place ½ **page ad** in all 4 **DRC Program Guides** with content determined by Verus Bank
- List Verus Bank as a DRC **Bus Sponsor** on two busses with external and internal signage
- Promote Verus Bank as a **Hook A Kid on Golf sponsor** for one child

**Verus Bank agrees to:**

- Contribute an amount of \$2,149 for its combined sponsorship of DRC programs.
- Provide DRC with content for ½ page program guide ads
- Sponsor a Hook a Kid on Golf participant.
- Sponsor two seats on DRC buses.
- Sponsor the Derby RecText service.

\_\_\_\_\_  
Derby Recreation Commission

\_\_\_\_\_  
Verus

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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

## MEMORANDUM

TO: DRC BOARD MEMBERS  
FROM: Derek Smith, Director of Administration  
DATE: December 6, 2012  
RE: DERBY JUNIOR FOOTBALL PARTNERSHIP AGREEMENT

The contract for Derby Junior Football is attached. It is unchanged from the previous year.



## DERBY RECREATION COMMISSION PARTNERSHIP AGREEMENT

*Wherever possible the DRC develops partnership agreements with individuals and organizations to outline expectations for the partnership.*

*Partnerships:*

- *Facilitate communication*
- *Develop long-term consistency in the working relationship*
- *Document positive partnerships to pursue grants and intergovernmental financing*
- *Demonstrate to the citizens local organizations are working together to maximize resources for the best possible outcomes in service delivery*

**PARTNERING AGENCIES:** Derby Recreation Commission (DRC)  
Derby Jr. Football, Derby, Kansas (Derby Jr. Football)

**GOALS:** Outline programming areas Derby Jr. Football will sponsor in 2012.

**BENEFITS:**

- DRC receives valuable contribution in support of its programming.
- Derby Jr. Football continues its commitment to the community.
- DRC acknowledges that commitment in various forms spelled out in the agreement.
- Youth served by the DRC continue to have high quality, low cost recreational opportunities.

**LENGTH OF AGREEMENT:** Renewed annually.

**Derby Recreation Commission agrees to:**

- Place Derby Jr. Football signage on 2 DRC buses.
- Place contact information for DJF official in program guide.
- Advertise DJF league in monthly school newsletters.
- Provide the following acknowledgements for flag football league sponsorship:
  - Place the Derby Jr. Football name/logo on all Flag Football participant's Shirts.
  - Title sponsorship of flag football league posted on outdoor LED sign.
  - Place Derby Jr. Football name/logo on all promotional and registration material regarding the Flag Football Program
  - Place two ¼ page ads in DRC Program Guides; one in spring and one in summer guide to promote registration and one other at the discretion of Derby Jr. Football.
- Provide the following registration services:
  - The DRC will process registrations for the football league in DRC software.
  - The DRC will collect fundraising buy outs if participant chooses that option.
  - Forward rosters to DJF weekly during registration periods.
  - Financial payments will be processed through the DRC accounting system and checks issued to DJF on the first Wednesday of the month.
  - Postcard reminder sent to registered families on league orientation meeting.
- Provide DJF with a contact name for relaying any messages for broadcast on textcaster service.

**Derby Jr. Football agrees to:**

- Sponsor the Flag Football Program.
- Sponsor two seats on DRC buses.
- Provide to the DRC, by May 31, scheduling and registration information to expedite processing of camp/league signups for Derby Jr. Football. Handouts should clearly state the football league is run by Derby Junior Football and should have contact numbers for Derby Junior Football administrators. Should include information on buy out option for fundraising.
- Contribute an amount of \$1,800 in May 2012 for its combined sponsorship of DRC programs. (Invoiced by DRC)
- Reimburse DRC for postage on reminder postcards.
- Reimburse DRC for the cost of any non sufficient fund checks written for DJF activities.

---

Derby Recreation Commission

---

Derby Jr. Football

---

Date

---

Date

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Frank Seitz, Superintendent of Recreation

DATE: December 6, 2011

RE: EMPLOYEE SERVICE AWARDS

Annually in December of each year, the DRC announces employees who have received recognition of their years of service over the past year. Attached is the list for 2011.



## ANNIVERSARIES FOR 2011

<u>STAFF</u>	<u>POSITION</u>	<u># OF YEARS</u>
Gary Bunyard	Facility Services	1
John Flanders	Center Coordinator	5
Linda Little	Support Staff	5
Karen Schlecht	Support Staff	5
Verna Smith	Support Staff	5
Marc Durfee	Art Director	5
Kathy Zech	Aquatic Facilities Coordinator	5
Stephanie Schneider	Fitness Instructor	5
Denise Madison	Fitness Instructor	10



**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Kathleen Avitt, Director of Programs  
 Tonya Sullivan, Aquatic Program Coordinator

DATE: November 8, 2011

RE: PURCHASE REQUEST – WIBIT AQUATRACK

For the last several years DRC staff have prepared a budget including funding for an indoor play feature. The indoor pool’s design is primarily set up for a lap swim/ competitive swim environment. Staff has felt we needed to develop more interactive features for some time. We have the mushroom feature, basketball goal and the climbing wall but very little else to enhance the environment for families and children. We have in the past had an inflatable Clifford the Big Red dog but Clifford has aged and is no longer usable.

Through research and testimonials we have found that the Wibit- Aqua Track would be a great asset to the DRC indoor pool. The Aqua Track would be used for family events, after hour rentals, school groups and possibly once a month on a designated weekend. The apparatus is accessible enough to be used by smaller children while still challenging for older kids and adults.

Staff has put this purchase in the facility budget for the year 2011, to attract new and current members to the indoor pool. The total cost of the Wibit- Aqua Track is \$9,795.00; this includes a blower, 4 bungee cords and shipping and handling. There are six different obstacle pieces that the Wibit comes with, but they don’t all have to be put up at the same time, which will increase the usage of the Aqua Track. It has a 2 year warranty. The price will go up \$300 effective January 1, 2012.

Staff also plans to use the equipment at various points at Rock River Rapids during the 2012 season. We view the spending as an acceptable cost especially when viewed in context of annual fitness center spending on equipment. (\$45,760.00 in 2011) Any kind of permanent feature will cost several times what this feature costs and will not have the flexibility for two different locations.

LINE ITEM	BUDGETED	EXP TO DATE	BALANCE
Capital Fund – Capital Improvements	\$721,000.00	\$74,067.62	\$646,932.38

