



Saint Ignace Area Recreation Advisory Committee
 Meeting Agenda **January 8th, 2020**
 6:00 PM Little Bear East Community Center

1. **Call to Order** by Merlin at 6:02 PM.
2. **Pledge of Allegiance**
3. **Roll Call**- Voting Members (*Need 6 for a Quorum*)

	Present		Present
Ed Paquin, St. Ignace Citizen at Large	<u>X</u>	Craig Therrian, Moran TWP Rep. (Vice Chair)	<u>X</u>
Emily Fullerton, St. Ignace Citizen at Large	<u>X</u>	Jimmy Dekeyser, Visitors Bureau Rep.	<u>X</u>
Robert St. Louis, City Council Member	—	Tammy Shepard, SIHA Rep.	<u>X</u>
Connie Litzner, City Council Member	—	Bridgett Sorenson, Sault Tribe Rep.	<u>X</u>
Martha Sjogren, St. Ignace Area Schools Rep.	<u>X</u>	Mike Stelmaszek, City Manager	<u>X</u>
Merlin Doran, Moran Township Rep. (Chair)	<u>X</u>	Morgan Mills, Recreation Director (No Vote)	<u>X</u>

4. **Corrections, Deletions or Additions to the Agenda** (Board & Staff Only)

- a. **Merlin added New Business #9**

5. **Approval of the November Minutes**

6. **New Business**

1. Introduction of Morgan & Megan
2. Little Bear Update: Home Show, Tournaments
 - a. Recapped the tournaments that have happened so far in the arena.
 - b. Kevin said there was going to be a craft show in may held in the arena and that we are on pace with the meet in the middle hockey games from the previous year.
 - c. We are now taking reservations for home show which takes place April 3rd and 4th.
 - d. Member Paquin brought up the idea of doing the radio ads during the basketball games.
3. Current Programs and Programs to Start Soon
 - a. Went over the programs that are currently being offered (Aerobics, Open Skate, Stick and Puck, Snow Shoe Rental) and that Learn to Skate will start next week.
 - b. Member Sorenson brought up the idea of using the McCann school as a place to have some programs.
 - c. Morgan covered ideas for other potential winter programs (Cardio Jam, Painting Class, Piano and/or Guitar Lessons, Dance, Muscle of the Week)

- d. Morgan explained the Program Break Out sheet that had a couple different options on how we can charge the instructors for the program that they want to run and the cost of different partnerships with them.
 - e. Member Dekeyser brought up the idea of having rates based on the class size.
 - f. Member Sjogren asked about if an instructor wants to offer a free program how we would go about partnering with them. Morgan said that this is something she needs to think more about how to properly handle.
4. Yoga Studio for Programming
- a. Pictures of the Yoga Studio were presented by Morgan along with a description as to why it has been looked at and what the use would be. She mentioned using it primarily for most indoor programs to not take the space of the Conference Center that could be rented during those times and the opportunity to hold more programs and sessions because of more space.
 - b. Pricing was discussed and Member Stelmaszek asked Member Sorenson about if the McCann school could be an option.
 - c. Member Doran brought up the golf course being an option now that it is under the city, Member Therrian stated there should be more thought on the golf course.
5. Family Dance for the Spring
- a. Morgan introduced the idea of a Family Dance in the Arena with live local music and snacks. And stated that the department is brainstorming, but excited about the idea.
 - b. Member Paquin asked how many times this event would happen and Morgan stated annually.
 - c. Members Doran, Shepard, and Sorenson suggested the idea of using the conference room until the event grows.
6. Summer Marketing Intern
- a. Morgan would like to look into having a Marketing intern for the Summer to help with pictures, advertizing, social media, and updating the websites.
 - b. Payment was asked about and Member Stelmaszek stated the last intern was paid and Ms. Williams was able to find it in the budget to pay the intern and in his opinion, if the intern brings value to the program they should be compensated in some regard.
7. Fitness Center Scheduling & Rate Confirmation
- a. Fitness Center Rates for 2020 were verified to be the same as the rates previously agreed upon.
 - b. Morgan mentioned that she has scheduled staff to check in on the fitness center daily and has scheduled staff for a few hours a couple times a week to be present to ask questions. She said she would like to have someone their consistently.
 - c. Member Dekeyser brought up the idea of a wireless camera system.
 - d. Member Fullerton asked if the key cards would eventually be used to open the door to the fitness center. Morgan mentioned that she was unsure yet if the positive purposes outweighed the complications of open 24/7, no access for people without a key card, and accessibility, but is looking into it as a potential option.

8. Conference Room Rentals (Table & Chair Pricing, multiple day rate, as well as a potential Non-Profit Price)
 - a. Morgan reviewed the updated Community Center Rental paperwork and the few adjustments made, including Parking Lot price, Table and Chair Rentals, and when payment is due.
 - b. Member Sjogren had the idea of adding our signature to the guidelines to make it an agreement between us and the renter.
 - c. Member Sorenson voiced that she does not agree with charging for table and chairs. She also stated that the Casino does not charge for the use of their tables and chairs.
 - d. It was brought up to have different forms for private events and business events and members Paquin, Sorenson, Therrian, and Fullerton agreed.
 - e. A 15% discounted rate for non-profits and charities was discussed as well as a room discount of 25% at the start of 4 days of renting.
 - f. A donation form for groups who cannot afford full rental was created and discussed. This is a way for them to explain their situation and see if we would be able to have some events or organizations get a donation of full or partial payment towards their event. 5 events was the suggested cap for this year upon receiving the email and reservation form.
9. Merlin stepping down
 - a. Merlin stated that he is stepping down from his position as chairman, but will stay on the board as a Moran Township Representative.
 - b. Member Sorenson nominated member Therrian as Chairman, member Shepard seconded. Member Therrian is the Chairman.
 - c. Member Paquin nominated member Sorenson as Vice-Chair, member Sjogren seconded. Member Sorenson is the Vice-Chair.

7. Public Comment

- a. Jenny said that our rental prices are too cheap and that with the current adjustments she thinks we are headed in the right direction. She also suggested that we include a late fee after a certain amount of days if an event has not yet paid.
- 8. Next Meeting Date – March 11, 2019 @ 6:00 pm** (Any excused absences for next meeting?)
- 9. Motion to adjourn** by Member Paquin, seconded by Member Dekeyser, at 7:47 PM.

Vote: _____.

PLEASE CONTACT OFFICE 24 HRS IN ADVANCE IF YOU ARE UNABLE TO ATTEND