

### 3 Month Summary of Bristol Recreation Department August 1, 2018

May-

Training with Valerie Hanson

- Programs, Policy, and Procedures-traditional, new and recurring events
- Building operations- keys, codes, rental and maintenance schedule
- Filing System-Background checks, Payments owed, and upcoming events
- New Website-Data entry and program details
- Daily, weekly, and monthly operation

Networking with committees of Bristol:

- Bristol CORE
- Bristol Conservation Commission
- 5-Town Steering Committee
- Holley Hall Sound Board
- Neat TV with Mary

With the start of the new website on May 17th, there was a lot of data entry and program training. The site brought ease to the guest signing up their families for camps and events.

Worked with Brian to clean out the Hub and to organize the space. Suggested a MSDS book and labeled food in the fridge for safety.

Researched through the files on hard copy and on Darla's computer. Filtered through scrap paper, hard files and storage areas.

Reached out to a few volunteers that the REC depends on certain roles like Santa or Ted the Bear.

Updated Facebook with all the classes, programs, and events from the Spring/Summer brochure.

Met with Matlak at the Clay Studio to walk through what, how, and when the Studio came about. Hung the Clay Studio sign outside so people would realize which door to use.

Met with Porter Knight and walked the Coffin trail, we discussed the Rec Club vs the Rec Dept. Trail use and the future of working together.

Attended the Select Board meeting about the possible purchase of 76 West St.

June-

Camps, Classes, and Events:

- Creative Dance 6/11-15
- Girl Power 6/18-22
- AHA First Aid/CPR 6/19
- Gymnastics 6/18-29
- Town Wide Yard Sale 6/23
- STEAM Camp and Camera Editing Camp 6/25
- Teddy Bear Picnic 6/27

Networking with:

- Bristol Fitness – Kim Jacobs 6/5
- Preservation Trust 6/8
- Conservation Commission 6/14
- ANESU Kathy Alexander 6/19
- Addison Chamber of Commerce 5/29
- Recreation Club 6/28

June 14<sup>th</sup> was Val's last day; the following week was the start of many of our camps where I checked in with each camp.

The Holley Hall was busy with Dance, Tia, and Karate classes. Rearranged the storage area up in the bell tower closet and made space to move lighting and audio into that area. Worked with Brian taking inventory and label all sound equipment. Ordered 4 new plastic round tables that are lighter and easier to open.

The Rec Dept offered chairs and tables for Pocock Concert in the street.

We brought on an office volunteer, Brianna to help with ANESU lunches (started June 25<sup>th</sup>), chronological filing, and organizing from 11-1.

Attended the Rec Club board meeting to present the estimate of needed work to be done to the Hub for safety and heat efficiency. Discussed briefly the purchase of 76 West St and the future of the property.

Advertising through Facebook, FPF, Minibury, and met with Addison Independence about the advertising schedule.

Processed scholarship applications for camps

Interviewed potential Assist. Dir, great candidates

July:

#### Camps, Classes, and Events

- STEAM Camp 7/2
- STEAM and Clay Camp 7/9
- Clay and River Camp 7/16
- STEAM, River, and Hip-Hop Camp 7/3

Followed up on individual contracts and processing instructors pay was much of the beginning of July.

#### Networking with:

- Mandy from ELP to bring back a partnership, started with connecting Erin from Middlebury Tennis to work with Rec Dept and ELP.
- Followed up with Kim Jacobs with B FITNESS, on programing through the REC and workout clinics.

#### Camps:

- Multiple week camps with individual needs and operation procedures.
- Working with Rec Club for Tennis court time
- Scholarship applications for parents in assistance
- Following up with balance owed on programs

Risk Management meeting with Jeff Thies and Valerie Capels to discuss the coverage of insurance through the Leagues of Cities and Towns.

- Coverage of employee, volunteer, and town
- Tulip Insurance <https://www.vlct.org/print/7767>
- Background checks and Identification
- Safety Committee

Introduced a week-long Skateboard Camp for August 13-17

Signed contract for a concert in Holley Hall

4<sup>th</sup> of July Fireworks and Movies in the Park

Met with Peter Ryan to sort through past and active grants

## Goals and Objectives

### What - How

Concerts series in Holley Hall-Advertising, partnership, and good sound

Boutique events in the Clay Studio & Hub- Marketing our venues

Adult Learning Programs through the Hub- Teamwork with Brian and Alex

Partner in Fundraising- Networking and commitment

Traditional Programs- Respect to what works

Grants- Reaching out to experienced Grant writers and attending Grant workshops

I very much enjoy working with the Town of Bristol, I have had a very nice welcoming. A big thank you to Val Hansen for guiding me through the operations and procedures of the Rec Dept. A shout out to Brian who has been holding the Hub together with his easy style and commitment. August 6<sup>th</sup> is Alex Mihavics first fulltime day and we plan to hit the ground running.