



City of Auburn, Maine

Recreation Department

Sabrina Best, Director

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Parks and Recreation Advisory Board

Meeting Agenda

Wednesday, September 12, 2017

6:30pm

City Hall Room 204

6:30-6:35pm Roll Call

6:35-6:40pm Approval of Minutes July, August

6:40-7:00pm Recreation Directors Report

- a. See attached notes from Sabrina

7:00-7:25pm Work in Progress

- a. Strategic Planning Meeting Wed. Sept. 20th 6-8pm
 - i. Timeline
 - ii. Who will Run the meeting

7:25-7:25pm Work Completed since Last Meeting

- a. Invite and Questions for the Strategic Meeting
- b. Rental Policy and Building Priority Use

7:25-7:35pm Sub Committees Reports

- a. Senior Community Center Sub Committee (Belinda)

7:35-7:45pm New Business

- a. Winter Festival Committee

7:45pm Adjourn

Next Advisory Meeting Wed. Oct 11 at 630pm at City Hall

Senior Sub Committee Tues Oct 10 at 1pm at Hasty/Senior Community Center

Parks Sub Committee Wed. Oct 25 at 630pm at City Hall

City of Auburn, Recreation Department

September 12, 2017

Directors Notes for Parks and Recreation Advisory Board Meeting 9/13/17.

1. Senior Community Center is 99% completed and will officially open Sat. Sept 16th at the Ribbon Cutting Ceremony at 10am. It would be great to have all the Board and Senior Sub Committee members present. Some items we will need help with right away is finding a volunteer to "man" the building" that is not a staff member from Mon-Fri 8am-2pm. This person would be responsible for answering any basic questions, getting tea or coffee made, setting up cards and games etc. This person would need a background check as they may be handle money from time to time.
2. Pettengill Park Day Sept 16th – we will have various games, stations, free demos for pickleball and fitness classes, senior community center ribbon cutting and tours, possibly have bingo for everyone in the afternoon, Ingersoll will have bounce houses and vendor booths for his sponsors, we will hand out free popcorn and hot dogs, Good Shepherd Food Bank will be here collecting donations. The only thing I will need from the Board is anyone in town that day can join the 10am Ribbon Cutting Ceremony and if someone would like to say any words on behalf of the board.
3. Joint Holiday Parade will be Sat. Nov 25, the parade will start in Lewiston and End in Auburn. There is a new pre-parade photo time with Santa in Kennedy park, parade will pick him up and come across the Longley Bridge into New Auburn and finish at Festival Plaza. There will be wagon rides, photos with Santa, and DJ on the Auburn Side. I do not need any help right now with this project but will reach out if something comes up.
4. Winter Festival Committee – There will be a different approach with this committee this year. Rec Staff will lead the committee but not have a majority of actual work/events on their plate. Similar to the approach taken for Summer Festival. Rec oversaw the Movie Night, but was not the lead person on the Summer Block Party, Baxter 5k, River Clean Up, Troy's B-ball clinic, and Tabors Mini Golf. I would like at least 1 member of the Advisory Board to be on the committee and work with Rec staff on event ideas, connections, spreading the word, reporting back to the board etc.

Strategic Planning Meeting

1. How do we want to set up round table discussion? Who will moderate the meeting? What will we need for Equipment (easels, dry erase boards, index cards, pens, clip boards, snacks, drinks, microphone etc).

Recreation Strategic Planning
Public Meeting
Wednesday, September 20, 2017
Hasty Community Center 6-8pm

Rough Timeline:

6:00-6:15pm – Introduction

6:15pm-7:00pm Round Table answers to the 4-6 questions (we can announce each question 1 by 1 and allow for the tables to have 10-15 min to answer)

7:00-7:45pm all tables report answers 1 by 1 and we put all ideas/thoughts on a big white board

7:45pm last minute thoughts, comments, questions

8:00pm adjourn

Questions:

- What recreational amenities are currently available in your neighborhood for you and/or your family to use? What would you like to see in the future?
- What do you need for programs, services, and facilities to achieve a high quality of life while living in Auburn?
- What would Auburn need in order to become a Recreational Destination? How could we improve or expose our current programs, services, and facilities to promote recreational destination?
- What is your favorite part about living in Auburn? How could we help improve your favorite part?

Auburn Senior Community Center

The Auburn Senior Community center was designed to enhance the offerings and access for Auburn's Senior population (50+) to engage in healthy and active programs.

The Auburn Senior Community Center will be utilized in the following capacity and priority:

1. Auburn Recreation programs that are designed for the Senior (50+) population will have the first priority to schedule this facility. This includes 100% Recreation programs where the recreation staff is responsible for organizing, planning, and implementing 100% of the program. (Examples; Lunch n' Learns, Meals, Trips, Card Games, Knitting Club, Drop-in time)
2. Auburn Recreation Co-Sponsored programs that are designed for the Senior (50+) population will have the second priority to schedule the facility. This includes Recreation programs that are organized and programmed at least 50% through the Recreation Department and 50% with an instructor, organization, or local group where the funds and registrations are being collected by the Recreation Dept. (Examples: Line Dance, 1st Auburn Seniors, Senior Arts and Crafts, Senior Chair Aerobics).
3. Any local community group, organization, or non-profit looking to offer a Senior (50+) related program FREE to the community. (Examples; AARP tax prep, Healing Waters Fly Fishing)
4. Auburn Recreation program that is offered 100% through the Recreation dept. that is not designed for Seniors (50+) but for Auburn residents. Recreation Department fundraisers, team banquets, and other City Department needs would fall under this category. (Examples; Youth Cheering, Family Bingo Night, City Employee BBQ, Youth Football Banquet).
5. Auburn Recreation Co-Sponsored programs that is not designed for the Senior (50+) population. This includes Recreation programs that are organized and programmed at least 50% through the Recreation Department and 50% with an instructor, organization, or local group where the funds and registrations are being collected by the Recreation Dept. (Examples: Toddler time, parent and me craft time).
6. Any local (Auburn area) community group, organization, team looking to rent the facility for an activity not currently offered through the Recreation Dept. The Recreation Director will have the final decision on determining what is considered a competing and non-completing program. (Examples: Birthday Party, Margaret Murphy Center, Local Home School group)

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Hasty Memorial Community Center

Building Use Priority

Auburn Recreation's facilities will follow the building use priority list when it comes to scheduling and renting out facilities:

1. Recreation Programs (priority will be given to programs and activities that are designed for a specific area i.e. basketball in the gym will take priority over a group meeting). These programs are 100% organized and ran through the Recreation Department. Example; Youth Football, Adult Slow Pitch League, Senior Trip.

2. Co-Sponsored Programs are any programs that are organized and programmed at least 50% through the Recreation Department and 50% with an instructor, organization, or local team where the funds and registrations are being collected by the Recreation Dept. Also in this category will be any City Sponsored Dept. program. Example would be Challenger Soccer, Line Dance, LA Swish, RAD with the Auburn Police Dept.

3. Any local (Auburn area) community group, organization, team looking to rent the facility and is not offered through the Recreation Dept. Example would be Margaret Murphy Center, Local Home School group, LAYSA, Babe Ruth, Legion Baseball.

4. Any other external group, organization, or team that is looking to rent the facility for a NON-COMPETING activity or program. The Recreation Director will have the final decision on determining what is considered a competing and non-completing program.