

**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
November 2, 2017

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 7:00 p.m. by Chairman Simon.

**MEMBERS PRESENT:** Cynthia Robinson, John McCarty, Steve Musselman, Matthew Cooper, David Hunsaker, Doug Simon

**MEMBERS ABSENT:** None

**AGENDA** Hunsaker moved, Musselman seconded, to approve the agenda dated November 2, 2017. Motion voted and carried.

**MINUTES** Musselman moved, Robinson seconded, to approve the minutes dated October, 2017. Motion voted and carried.

**FINANCIAL STATEMENT** a. Musselman moved, Robinson seconded, to approve the Revenue/Expense Report for September 2017. Motion voted and carried.

b. Musselman moved, Robinson seconded, to approve the September 2017 bills as presented. Motion voted and carried.

**STAFF REPORTS** Executive Director- Stevens updated the Board of Commissioners on his efforts to obtain training for DARA staff on crisis prevention and de-escalation tactics. The Southern Michigan Recreation and Parks Association, of which he is the president of, is pursuing a partnership with Highfields for the training. Stevens also provided a usage report for the inflatable obstacle course that was purchased for DARA programming.

McClintock provided a written report updating the board on programs that are currently running and programs that are coming up.

Smith provided a written report updating the board on programs that are currently running and programs that are coming up.

**UNFINISHED BUSINESS**

a. None

## **NEW BUSINESS**

### **a. Server replacement**

Stevens provided a business quote from IT Right for replacement of the office server. It is past due on needing to be updated/replaced. Cooper offered a different option of moving the DARA server to a cloud based format. Stevens will research the cost and feasibility of that possible transition.

### **b. Director's Evaluation and Contract**

Stevens informed the Board of Directors, that per his contract, an annual evaluation of the executive director must be completed no later than December 15. His contract also expires at the end of 2017 and must be reviewed. McCarty and Cooper volunteered to lead the evaluation and contract negotiations with the aid of Chairman Simon.

**PUBLIC COMMENT** – None

### **BOARD MEMBER COMMENT**

Musselman coordinated with Hunsaker to assign check signing duties.

### **ADJOURNMENT**

Hunsaker moved, Robinson seconded, to adjourn at 7:55 p.m. Motion voted and carried

Submitted by: Chad Stevens – Executive Director