

Wednesday, May 24, 2017 @ 2:00pm

Location: Green Oak Township
10001 Silver Lake Road
Brighton, MI

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:10 pm

Roll Call of the Board

*Mark St. Charles, Green Oak Charter Township
Patty Carcone, Charter Township of Lyon
Lynne Ladner, City of South Lyon*

Also Present

Amy L. Allen, CPRP, SLARA Director

Approval of the Agenda

Motion to approve the agenda by Mrs. Carcone, second by Ms. Ladner, motion passes

Approval of April 21, 2017 Meeting Minutes

Motion to approve the minutes by Mrs. Carcone, second by Ms. Ladner, motion passes

Approval of April 26, 2017 Meeting Minutes

Motion to approve the minutes by Mrs. Carcone, second by Ms. Ladner, motion passes

Approval of May 22, 2017 Meeting Minutes

Motion to approve the minutes by Mr. St. Charles, second by Ms. Ladner, motion passes

Approval of Bills – 4/10/17 – 5/8/17

Motion to approve the bills by Mrs. Carcone, second by Ms. Ladner, motion passes

Financial Report

- a. Comerica Checking Account (*General Fund*)
 - a. Balance \$370,244.29
- b. Flagstar Capital Improvements Fund, .45% Interest Rate
 - a. Balance - \$247,366.40
- c. Flagstar 12 month CD, .95% Interest Rate
 - a. Maturity Date 11/3/17
 - b. Balance \$146,183.68
- d. Old National 12 month CD, 1.05% Interest Rate
 - a. Maturity Date 12/16/17
 - b. Balance \$250,750.53

Correspondence

None

“Call to the Public”

None

I) Old Business**1. SLARA Office Updates****a. SLARA Staff Meeting Minutes**

Mrs. Allen shared with the board copies of the staff meeting minutes

b. Marketing/Special Events Manager Position – UPDATE

No update

c. Budget Discussion – UPDATE

Mr. St. Charles gave out minutes from the Special Meeting on April 21st which discussed salary adjustments for the upcoming budget

d. Sports Manager UPDATE

The position has been offered to a candidate and accepted, conditional upon successful completion of drug test and background check. Tentative start date is set for June 5th.

2. Member Updates

South Lyon – None

Lyon Township – None

Green Oak – None

II) New Business**1. Hepatitis B Vaccine Forms Approval**

Mrs. Allen presented board members with copies of the updated Hepatitis B Vaccine Offer and the Hepatitis B Reimbursement Contract. Mrs. Allen made the board aware these forms were approved by legal counsel.

Motion to approve the Hepatitis B Vaccine Offer Form and the Hepatitis B Reimbursement Contract as presented by Mrs. Carcone, 2nd by Ms. Ladner, motion passes

2. 2017 Holiday Office Closures – Christmas / New Years

Mrs. Allen made the board aware that the Christmas Eve and New Year's Eve holidays for 2017 fall on a Sunday, however the following Monday is also a holiday. Mrs. Allen wanted approval from the board to observe the Christmas Eve and New Year's Eve holiday the following Tuesdays. The board gave approval.

3. 2017 – 2018 SLARA Draft Budget

Mrs. Allen presented the board with the draft budget. The board requested that Mrs. Allen look into pricing for logo items for part time staff to make them more identifiable at events/programs. The board also advised Mrs. Allen to look into better pricing for cell phone plans and include additional phones for Programming Managers. Lastly, the board asked Mrs. Allen to include additional payroll hours for part time staff to help out in the office when staff is short or to help out at special events.

III) Board Comments

Mr. St. Charles requested that as soon as Mrs. Allen has made the requested changes to the draft budget that she sends it out to the board so they have more time to look it over for the next meeting. Mr. St. Charles also advised Mrs. Allen that she may want to start looking for some additional programming locations in case the schools start to limit our usage. Mrs. Carcone and Ms. Ladner gave Mrs. Allen some ideas of places to check with.

Adjournment at 3:20 pm

Next Meeting: Wednesday, June 28, 2017 @ 2:00pm

Location: South Lyon City Hall
335 South Warren
South Lyon, MI 48178

Chair Signature

Secretary Signature

Approval Date