

Wednesday, August 22nd, 2012  
City of South Lyon Offices  
335 South Warren, South Lyon 2:00 pm

## MINUTES

2:00 PM

### Call to Order

*Ms. Carcone called the meeting to order at 2:17 pm*

### Roll Call of the Board

*Mark St. Charles, Green Oak Charter Township*

*David Murphy, City of South Lyon*

*Patty Carcone, Charter Township of Lyon*

### Also Present

*Amy L. Allen, SLARA Director*

### Approval of the Agenda

*Motion to approve by Mr. St. Charles, 2<sup>nd</sup> by Mr. Murphy, motion passes*

### Approval of August 1st, 2012 Meeting Minutes

*Motion to approve by Mr. St. Charles, 2<sup>nd</sup> by Mr. Murphy, motion passes*

### Approval of Bills - 7/25/12 thru 8/22/12

*Motion to approve by Mr. Murphy, 2<sup>nd</sup> by Mr. St. Charles, motion passes*

### Correspondence

*NONE*

### “Call to the Public”

*No comments from the public*

I)

### **Old Business**

#### **1. Community Center Committee**

*Hosting a kick off meeting on Tuesday, August 28<sup>th</sup> at 7:00 pm at the City of South Lyon Offices. Mr. Murphy has been working on an agenda for the meeting.*

#### **2. Employee Handbook**

*Ms. Carcone will be inviting Peter to the next board meeting to discuss his proposals for updates to the handbook. Mr. St. Charles made a motion to table this topic until the September board meeting. 2<sup>nd</sup> by Mr. Murphy, motion passes.*

**II) New Business****1. Community Contributions for next fiscal year**

*Mrs. Allen passed out a handout with some updated projections for contributions based on the 2012 participation reports. The board would like some time to look these over before making a final decision on contribution amounts for the 2012-2013 fiscal year.*

*It was also discussed that Mrs. Allen should contact the newly elected officials of Salem Township to inquire about Salem joining SLARA in November. Mrs. Allen will work on putting together a power point presentation to share with Salem Township Officials at that time.*

**2. Office Administrators Hours**

*Mrs. Allen requested that we allow the Office Administrators to work an additional 2 hours each work day so that they would be covering the entire work day from 8:00 am until 4:00 pm. Mr. St. Charles made a motion to authorize 20 hours a week for each office administrator effective immediately. 2<sup>nd</sup> by Mr. Murphy, motion passes.*

*Mrs. Allen will submit a budget amendment to cover this cost at the September board meeting and it will be voted on at that time.*

**3. SLARA Office Updates**

*Sports Programmer Job Posting – SLARA is continuing to accept applications for this position. We will stop accepting applications on Monday, September 27<sup>th</sup>, 2012. At that time we will contact those we wish to interview. Interviews will take place tentatively the 2<sup>nd</sup> week of September.*

*Fall Guide – The fall SLARA brochure went out in the mail last week. We are expecting the office to be very busy with lots of registrations. School will start right after labor day so we expect a lot of parents to start registering their children once school schedules are set.*

*Cemetery Tours – SLARA will once again be offering cemetery tours in the fall brochure. Mrs. Allen will contact Julie at SL City Hall to let her know about it.*

*Day Camp – Camp is officially done for the season. Lots of great feedback from parents this year and NO complaints from parents. Staff was fantastic!*

*Softball – We have picked up some adult softball teams from Westland. The Westland Rec. Department has closed down so some of their teams are coming to us!*

***Adjournment at 3:03 pm***

Next Meeting: Wednesday, September 26<sup>th</sup> @ 2:00pm

Location: Lyon Township Offices  
58000 Grand River Ave, Lyon Township

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Chair Signature

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Secretary Signature

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Approval Date