

TOWN OF AVON

AVON PARK AND RECREATION COMMISSION

2015 MAR -9 PM 1:43

TOWN CLERK

COMMISSIONERS: Barbara Littlefield, Chairwoman
Kathy McDonald, Vice-Chairwoman
Glenn Fernald, Michael Lawler

FEBRUARY 5, 2015

Avon Park and Recreation met at 7:00 with members Barbara Littlefield, Kathy McDonald and Michael Lawler present.

Minutes from the January 15th meeting were reviewed and accepted as recorded.

THEATER PROGRAM

The Commission worked on the guidelines for the ACT director to use:

CORI forms need to be filled out for all adults who will be alone with any children. A list of all cast members will need to be submitted to P&R so that we can be sure everyone has been CORI'd. All CORI forms need to be turned in to town hall by February 13th. Any one who does not will be excluded from the building.

All checks need to be made payable to: Town of Avon.

When will the tickets be going on sale? How much are the tickets going to be? Accounting for the ticket sales should be as follows:

Serialized tickets and accounting for each nights sales separately. EX: 1st night sold tickets 1 thru 120 (60 children - 60 adults)/

All future purchases need to be approved in advance at a scheduled P&R meeting.

Receipts for all purchases need to be submitted. Town Hall will not process any requests for reimbursement without a receipt. The town tax exempt form should be used on all purchases where there will be a state tax charge. The town hall will not reimburse state sales tax charges.

The ACT production manager will be responsible for returning all materials to Tams-Witmark.

The Commissioners would like a final report submitted at the end of the play, itemizing income from ticket sales, ad's and donations. We also need accounting for all gifts, donations ads, with contact information.

The key to the shed needs to be returned to Barbara so copies can be made. After that a key will be issued to whom ever on the ACT staff will be responsible for signing it in and out as needed. This person should be an Avon resident.

Mike suggested that in the future he'd like to see the production kept at a more amateur level, bringing in town groups to assist with the sets, costumes, etc. This may bring in more towns people to join in the fun. P & R would like a status report from the director before any more payments can be made to her or her staff.

YOUTH COORDINATOR POSITION

The Commission will work on the job description for the Youth Coordinator before deciding on hiring the SP personnel for this season. Kathy suggested that the Commissioners work on creating the job description at home and have them ready for our next meeting.

Our next scheduled meeting will be on February 19th.

Respectfully submitted,

Carol Geary, Secretary
Avon Park and Recreation Commission