



# OFH Team Meeting Agenda

DATE: Aug 20, 2024

## Program Highlights:



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## Kudos:

## Projects:

- Vector
- Check-In Procedures – OFH
- SOP's – All-Sites
- Community First Recreation Model
  - Site Based Budgeting
  - Changes upcoming and questions
- COS Implementation – No Update
- Alternate Facilities Plan – No Update
- [Clean Up - Summer 2024.xlsx \(sharepoint.com\)](#) – update your progress
- Summer Recap
  - Sharing on document
  - Presenting opportunities
- Staffing & Coverage
  - OFH
  - RCCMV
  - ORSH
- Jeff – Out 8/26, & 8/28-30, 10/18-22
- Tory – Maternity Leave Plan
  - Molly McLeod – RYPAC & Teen Center Drop-In (T/Th 4-8pm)
  - Jesse Boman – Adaptive Rec & Inclusion Support (Tue eves)
- Jillian – None scheduled (maybe ½ day in off on 9/13)

- Michael – All Winter
- Achilles –
- Telecommuting Schedule
- Supplemental Staff – I will be working with you to evaluate candidates and set up interviews
  - OFH Rec Leader – 2 Apps (JH, TW, JL)
  - AV Specialist – 10 Apps (JH, TW, JL, Cam?)
  - Rec Specialist/Gym Supervisor – 6 Apps (Jenny R applied) (JH, MPL, AW)
  - Posting early Fall – Rec Specialists - Basketball Officials (JH, MPL, AW)
  - Su and Carly supporting Tuesday Art at OFH starting September (4-6ish)
  - End of Summer Terminations underway
- **Office Supply Needs**
  - TBA – Ordering Process for each site
  - Order paper from [Staples](#)

### Program Update – Tory

### Program Update – Jillian

- RCCMV Open House
- Carly Friday class 8/23 and 8/30
- ORSH Adult Clay Classes
- Fall Classes
- Art Walk

### Program Update – Michael

### Rental Update - Achilles

### Program Update – Jeff

- OFH/RCCMV Calendars - Due Wednesday
- ORSH Schedule & Staffing – Due Friday
- Rockin’ on the River - Aug 21 – Alex Penkov
- Art Sponsorship – Will get started on a program supply list

I try to regularly review SmartRec to ensure we haven’t missed anything that should be added to our [department events calendar](#). I was just reviewing the calendar for the timeframe of today through the end of the year. I noticed several fun events that were missing, just wanted to send a friendly reminder to be sure events get added to the department calendar for each season 😊. The calendar is reviewed every week at leadership meeting, and it’s a great way to share all the cool things we are doing!

For your reference, [Our dept cal SP page](#) also has a reminder of what qualifies as an event:

- 50+ expected attendees
- OR a dept director or deputy is invited

- *OR* mayor, council, other electees are invited
- *OR* is an internal meeting that includes an entire team or workgroup