



# OFH Team Meeting Agenda

DATE: Nov 21, 2023

## Program Highlights

### Crochet Workshop



Can't wait to make a huge Thanksgiving dinner so my child can eat one roll.



Just wanted to wish you a Happy Thanksgiving before we pass out at the dinner table.



som<sup>ee</sup>cards

## Kudos:



## Projects:

- Merging Teams
- New Section Work Plan/Action Plan Items
  - Facility Programming Plan
    - STEM
    - Family
    - Cultural
    - Rentals
    - Music/Performance
    - Welcoming Feel
  - Alternate Facilities Plan
  - COS Implementation

- Smart Rec Implementation
- Other?
- Marketing Plan
- Sponsorship Flyer
- Supplemental Pay Accounts
- Volunteer Management
- Program Re-Shuffling Proposal
- Budget 101
- Marty Retirement
- Rental Rates and Facility/Program Use Policy

### **Program Update – Jeff**

Program Oversight Changes (effective winter quarter)

- Calendar Creation (Jeff)
- Battle of the Bands (Jeff)
- Jam with Cam/Jack (Jeff)
- Songwriters Round Table (Jeff)
- OFH Dinner Nights (Jeff)
- Acoustic Music Nights (Jeff)
- Live Music (Jeff)
- Group Guitar (Jeff)
- BBQ/Cornhole (Jeff)
- Recording Studio (Jillian)
- Open Mic (Jillian)
- Create with Bobby (Jillian)
- Crochet (Jillian)
- Casino Nights (Tory)
- Ikebana (Tory)
- Poetry Workshops (Tory)
- Life Skills (Tory)

### **Program Update – Tory**

- RGT Update
- December activities
- Adaptive staff update

### **Program Update – Jillian**

- Staff updates – Art Instructors
- 112 Winter Activities – 97 Fee Based
- Summer Camp Updates – RFP Open through 12/29

### **Staff Schedule:**

- Schedule/Vacations
  - Jillian – 12/26
  - Tory – 12/19, 12/26
  - Jeff – 12/1, 12/18-21, 12/28-29\*
  - Cameron – N/A
  - Jackson – N/A
  - Bobby – Out after 2<sup>nd</sup> week of December
- Supplemental Staff
  - Open Positions/Onboarding - Adaptive Rec Leaders

- Terminations?

### **Upcoming Activities/Schedule:**

- Weekends – Shows, Recordings, Programs, and Rentals
  - Fri, Dec 1 – RYPAC/R-TAB Talent Show (Tory + Cam or Jack)
  - Fri, Dec 15 – Live Music (Jeff, Cameron, Jackson)
  - Fri, Dec 29 – Live Music (Jeff, Cameron, Jackson)
  - Fri, Jan 5 – Live Music (Jeff, Cameron, Jackson)
- Other Building/Event or Rental Requests
  - Jonathan Flom/Ilya (School of Rock) – Dec 9, 3:30-8:30pm, also possibly Feb?
  - Charles McCrone (Kaleidoscope) – March 2024 (long booking request TBA)
  - Improv – Feb 24 (no support needed)
  - Bach to Rock - TBA
- Reminder - Weekends – Lock it down or lose it!

### **Recording Studio Update – Cameron**

### **Live Music Update – Jackson**

### **Art Update - Bobby**

### **Discussion Topics**

- Amanda's Departure
- YES Counselor
- Welcome Packet and Collecting Information – Drop-In Regulars
- Sign-In Sheets/Attendance (Jackson)
- Clean Up Schedule/Closing Procedures
- Hallway Boards – Next Steps
  - Staff & Volunteer Board
  - OFH History Board (Jeff, Kevin, Kat)
  - Resources
  - Programs and Calendars
  - Hall Table
- Beat the Bunny 5K – March 30
- Safety Concerns
- Behavioral Concerns
- Counseling Support Needs
- Supply Needs
- December Calendar
- Other?

### **Office Supply Needs – Order from [Staples](#)**