

Programmer Meeting Agenda

Wednesday, December 6th, 2017
Time- 1:00pm @ West New Bern

I. Program Proposals Procedures

- Proposals submitted to Facility Managers for review
- Facility Managers submit reviewed proposal to Supervisor of Recreation Services
- Supervisor will review proposals with Managers
- Supervisor will submit proposals to Director
- Director has final approval over all proposals

II. Programming Directives

- PSAs
 - More informative, color, with all relative accurate information
 - More extensive review of PSAs on all levels
 - Investigate more media sources and outlets
 - Increase use of RecDesk and Facebook
 - Remember promotion and branding when developing programs
- Programs
 - Programmers will need to get outside of their “comfort zones”.
 - Ensure statically tracking for programs and events
 - Continue getting participant feedback
 - Programs evaluation mandatory for all programs
 - Do research – other departments in state and out of state
- Community Education for Leisure
 - See examples of what has been created per last meeting

III. Round Table

- Misc.
 - Staff input about revising current program proposal process
 - Questions seem confusing or redundant
 - More streamlined
 - Can PSAs be created, and date be added once proposal has final approval
 - Include space for budget breakdown for cost vs. revenue
 - Method for staff to track approval process with supervisors

Attendance

1. Carly

2. E. P. [Signature]

3. Shelly Collins

4. Ashley Fisher

5. _____

6. _____

7. _____

8. _____