

Monthly Report

March 1st – March 31, 2019

West New Bern Recreation Center

The following is a summary of activities for the West New Bern Recreation Center and staff.

Facility Manager

March

- Monitor front desk.
- Review facility rental/meeting request.
- Manage and update facility calendar, programs for the upcoming 2019 calendar year.
- Updating Flex Forms in RecDesk as new forms and existing forms are approved.
- Update Website as new information and programs are approved.
- Met with programmers to get updates on programs.
- Met with Neuse River Senior Games Committee
- Met with Golden Age Club President

April

- Working on Facility Schedule - programs and meetings.
- Update Flex Forms and Programs in RecDesk
- Juvenile Crime Prevention Committee meeting.
- Conduct staff meetings.
- Assist with After School Program when needed.
- Meet with staff on new programs ideas.
- Work on Neuse River Senior Games

Meetings Attended / Conducted

Meeting Type	Meeting Purpose - Date	Meeting Location
Meet with Programmers Individually	To receive program updates – Various Dates	WNB
WNB Staff Meeting	Go over Work Schedules and roles – March 7	WNB
Juvenile Crime Prevention Committee	March 11	Twin Rivers YMCA
Golden Age Club President – Joe Williams	March 12	WNB
Community Service Assignee's	Review Description of work and rules – Various Dates	WNB

J&J Floors	Look over the floor at damages and get recommendations/quotes – March 18	WNB
Ashley Parham	Double Dutch Program – March 21	WNB
Programmers Meeting	Review Dance Proposal – March 25	WNB
P&R Management Staff Meeting	March 28	P&R Admin

Trainings Attended / Conducted

Training Type	Attended/Conducted	Date of Training
Wellness Webinar: Healthy Aging		March 18

Facility Rentals/Reservations

Rental Type	Attendance	Date
Champions in Motion (Cheer)	478	Every Wed.
Birthday Party	15	3/2
Baby Shower	60	3/30
Total Rental & Reservations Attendance For March	553	

Facility Programs

Program	Frequency	Monthly Attendance
Low Impact Aerobics	Mon-Wed	72

B.E.A.R. After School	Mon-Fri	378
Ceramics	Wed-Thurs	68
Family & Friends Game Night	Fri. 3/15/19	6
Candy Making Workshop	Sat. 3-9-19	5
Self-Defense Exercise Class	Tues.	28
Senior Exercise Class	Mon-Wed-Fri	216
Golden Age Club	Wed	39
Tryon Decorative Painters	Sat	12
Sr. Line Dancing (Morning)	Thurs.	28
Sr. Line Dancing (Evening)	Thurs.	67
Total Attendance for March		919

Facility Meetings

Type of Meeting	Frequency	Attendance
Cal Ripkin Baseball	Mon-3/4/19	22
Duffyfield Community Watch	Every 1 st Thurs	13
Greater Duffyfield Residents Council	Began Meeting offsite	N/A
MLK Outreach	Every 4 th Thurs	10
Veterans Garden Meeting	Every 4 th Thurs	6
Sr. Games Committee Meeting	as requested	15
Attendance Totals for the Month of March		66

Athletic Programs

Program	Frequency	Attendance
NBPR SWAC Basketball Tournament	3/8 – 3/10	424
Coed Open Net Volleyball	Mon.	54

Attendance Totals for the Month of March		478
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Drop-in Facility Use

Type of Program	Frequency	Monthly Attendance
Open Game Room	Mon-Fri	290
Pickle ball	Mon-Wed-Fri	154
Salle Fencing	M,W	78
Embroidery Guild	2 nd & 4 th Mon.	25
Needlepoint	1 st & 3 rd Mon.	16
Paint with Us	Every Mon	22
Attendance Totals for the Month of March		585

Open Gym Drop-In Attendance

Open Gym		606
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Volunteers

N/A		
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Other Miscellaneous

Misc. Event or Group	Date	Action	Attendance
Kidsville 2.0 Design Day	3/23		45

Monthly Facility Attendance for March: 3,198