

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Work Session
February 5, 2020 @ 7 P.M.

1. Roll Call

Discussions:

2. Clubs/Organizations: Board policy and hall usage
3. Report from insurance company: Dock to Nowhere
4. Rescind Committee Charges: Fact Finding Only, Trustee Baxter: Banner Chair
5. Amend By-Law Provision: Committees
6. Any additional business the Board of Trustees deems necessary

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: BAYSHORE BANNER Meeting Date: 2/5/2020

Type of Meeting: WORKSHOP Workshop Board Meeting

Motion: Discussion: (check one)

Rationale for Request: Bayshore Banner ① Why is the Banner
a Committee? If Trustee is doing his/her job correctly
the only other folks involved are the people who submit
articles & proof readers.
2- The Banner submission policy was written before Banner
went digital & never updated

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None:

Board Trustee: Belle Baxter Date: JAN. 24, 2020

Print Name: BELLE BAXTER

Received by: [Signature] Date: 1/24/2020

BANNER COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a BANNER committee to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting I needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District until such authority is granted by the Board of Trustees.

The committee is charged with the following duties and responsibilities:

1. Compile the articles and ads for the Banner in compliance with Board Policy
2. Obtain Board of Trustee notes for Banner
3. Proof read the Banner before publication
4. Prepare Banner for distribution
5. Provide the District office with any outstanding bills

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19 

Revised _____

Effective 3/19/19

BUDGET AND FINANCE COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a BUDGET AND FINANCE committee to be chaired by the Treasurer Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting I needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Prepare or cause to be prepared a monthly report of performance to budget at the monthly Board of Trustee meeting .
2. Work with Trustees at work sessions to prepare a budget.
3. Prepare a budget for the next fiscal year by June 1st annually
4. Present possible dates for Budget hearing to Board for approval
5. Monitor budgeted projects to insure they are within budget guidelines
6. Post budget on the website at least 2 days prior to hearing and adopted budget within 30 days of adoption . Must remain for 2 years
7. Post audit report on website when it is finalized.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19

Revised _____

Effective 3/19/19

HOUSE AND GROUNDS COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a HOUSE AND GROUNDS committee to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee


The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting I needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Survey the needs of the District facilities and report to Board in a noticed meeting
2. Present proposals to the Board for the correction of deficiencies.
3. Obtain bids for the projects that will need approval according to Board Policy
4. Notify the District office and the Chairman of the Board of any situations that require immediate attention.
5. Problems that can be repaired by our employees should be reported to the District office to be put on the work list unless of an urgent nature.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19 

Revised _____

Effective 3/19/19

MARINA COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a Marina Committee to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

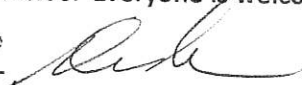
The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the marina needs of the District and submit a plan for implementation to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website, dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting for posting on the website and minutes must be taken and submitted to the District. The committee has no authority to enter into any agreements for the District .

The committee is charged with the following duties and responsibilities:

1. Meet with the Dock Master to review his/her concerns at least bi-monthly
2. Tour the Marina at least quarterly and report any concerns to the Dock Master and the Board of Trustees
3. Review fees for slip rentals annually and report to the board by May 1st .
4. Review Trailer Parking space rental fees annually and report findings to the Board of Trustees
5. Review annually Dock Master Job description and report findings/recommendations to the Board of Trustees.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19 

Revised _____

Effective 3/19/19

PERSONNEL AND SALARY COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a Personnel and Salary to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the personnel needs of the District and submit a plan and salary requirements to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website, dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District . All positions must have prior board approval as well as a budget approved by the Board of Trustees for the position/s.

The committee is charged with the following duties and responsibilities:

1. Review Employee Handbook at least annually and report any recommended changes to the Board in the February Board of Trustee meeting.
2. Review at least annually or as needed the pay scale for each all employees and make recommendations for changes to the Board of Trustees in the February Board of Trustee meeting .
3. Survey the pool usage at least every two weeks and report to the Board of Trustees at the next Board meeting. The data collection may be assigned to a Pool attendant. The head count must be done for one day every two weeks in 15 minute increments during the time the pool is open to the public.
4. Review employee evaluations at least bi-annually to determine if training is necessary for any of our employees.
5. Review annually job descriptions (except Dock Master) and recommend changes to the Board of Trustees.

Approved 3/19/19 

Revised _____

Effective 3/19/19

POLICY COMMITTEE

GOALS

To review current policies/ procedures, Rules Regulations, and Bylaws for compliance with Charter and applicable laws. To make sure that the policy/procedure, rule/regulation and Bylaws reflect the intent of the district. The Committee will hereafter be referred to as the Policy Committee.

PROCESS

1. Arrange the current policy/procedure book into applicable categories. The Office Procedure Manual should be separate.
2. Obtain prioritized list of policies/procedures, rules/regulations or Bylaws changes that need to be addressed by the Committee from each Trustee
3. The Committee will prepare a prioritized list of policies/procedures, rules/regulations or Bylaw articles to be addressed from those submitted by the Trustees.
4. A Trustee/s with policy draft will submit the proposed new policy/procedure, rule/regulation, or Bylaw change to the Committee for process. The committee may recommend changes if appropriate.
5. Draft policies/procedures, rules/regulations, or Bylaw changes moving out of Committee will be submitted to Board for approval.
6. New Policy/Procedure, Rule/Regulation or Bylaw change will have the noted section as part of the date on the new document and will be added to the index.
7. When approved the new policy/procedure, rule/regulation or Bylaw change will be placed in the policy/procedure or rule/regulation book and will include the date of approval by the Board of Trustees.
8. The Policy/procedure or rule/regulation book/s will have an index and the book/s will be arranged by categories.
9. The meetings will be properly noticed and will be held at 7:00PM on the first Tuesday of the Month or as publicly noticed.

Approved 2/20/18

RECREATION COMMITTEE CHARGE

Bayshore Gardens being a Park and Recreation District creates a RECREATION COMMITTEE to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting.

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the needs of the community and submit a plan to the Board for implementation. Surveys are encouraged; bids to collect the data and prepare a report must be submitted for approval by the Board prior to a survey taking place.

The committee has no authority to enter into agreements for the District until a budget is approved by the Board of Trustees for the activities.

The plan should include but is not limited to, a 4th of July event, activities in the recreation center that may include instructors, construction of facilities to further the Recreation mission statement of Bayshore Gardens.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. The Trustee Chairperson may also bring names forward for appointment. There is no limit to the number serving on the committee.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and dates should appear in the Banner when possible. The agenda must be submitted at least 8 days prior to the meeting and minutes must be taken and submitted to the District Office and they are a public record. Everyone is welcome to attend.

11/20/18 *Sharon Denson*

Proposed By-Law change: ARTICLE V: OFFICIAL COMMITTEES, dated 04/17/18.

Section 4 of the Bayshore Gardens by-laws states: Committees may be created or dissolved by a majority vote of the Board at any regularly scheduled and noticed meeting.

ARTICLE V: COMMITTEES

Committee members may resign in writing or may be removed by a majority vote of the board. All committee meetings must be announced in advance and all meetings must be open to the public.

TRUSTEE COMMITTEES:

The Chairman of the Board of Trustees may appoint a Board Trustee to Chair a committee. The Committee Chair may appoint District residents to advise, inform and assist said Trustee in the performance of his or her duties, subject to approval by the Board. Trustee committees may spend no funds without prior approval by the Board of Trustees, nor may they act in the name of the District. Trustee Committees shall expire December 31st of each year, or sooner as directed by the Trustee.

STANDING COMMITTEES:

With the advice and consent of the Board, The Chairman may appoint Standing Committees. Standing Committees shall be established for a specific purpose and shall report their findings of fact to the entire Board through. The Standing Committee Chair shall be appointed by the Chairman who will report findings to the Board. The Board may, at any time, disband any established Standing Committee. Nominations to Standing Committees may be made by any Trustee, subject to approval by the Board. The members of Standing Committees, unless removed by Board action, shall serve for the life of the Committee.

In establishing a Standing Committee, the following requirements should be stated:

1. The purpose of the Standing Committee
2. The length of time the Standing Committee shall be in existence (it is recognized that some Standing Committees, , because of their stated purpose, may be perpetual).
3. With specific prior approval from the Board, the Standing Committee may act in the name of the District and may be authorized to spend specific money.

BSG Bylaws 4.17.18

ARTICLE V

OFFICIAL COMMITTEES

Section 1. The Chairman of the Board will appoint a Trustee to Chair each Committee and a minimum of two members from the residents of the district. The committees will serve at the pleasure of the Board. The meetings will be noticed annually in the Bradenton Herald as well as in the Bayshore Banner, District bulletin boards, and the Official website. The committees will keep minutes of their meetings and submit an official copy of the minutes of their meeting to the District Manager as a public record. The Chairman and at least one other member must be present to constitute quorum. The members of each committee will be posted in the office of the District, published in the Banner as well as the Official Website. The Committee will prepare their own agenda and distribute to members. A copy of the agenda will be submitted to District Office to place on Website and forward to Trustees.

Section 2. All Official Committee meetings must be held at 6919 26th St. and be open to the public and properly noticed. (see Article IV, section 1 of these Bylaws)

Section 3. The Board of Trustees will charge the committees

The committees are:

1. House and Grounds
2. Budget and Finance
3. Personnel and Salaries
4. Communication (Web/Banner)
5. Marina
6. Policy and Procedure

Section 4. Committees may be created or dissolved by a majority vote of the board at any regularly scheduled and noticed meeting.

ARTICLE VI

ORDER OF BUSINESS REGULAR MEETINGS AND SPECIAL MEETINGS

The Order of Business shall be:

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes
5. Treasurer Report