

**BOARD APPROVED AS CORRECTED 10/3/11
TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEE workshop
September 19, 2011
Immediately following the 9:30 a.m. Board of Trustee Meeting
SMALL HALL
1903 69TH AVENUE WEST
BRADENTON, FLORIDA 34207**

Workshop began at 11:16 a.m. after a 5 minute break.

Prior to first item Martha commented on pay plan regarding raises. Fred asked about getting help in the office. There was some discussion on the matter.

Gail asked to add an item to the agenda regarding Criminal Background Checks.

Item #1 PP58 & PP58A (Opper) (Brauer) – Gail discussed her concern regarding behavior at meetings and workshops. She felt that there should be a consequence for these types of actions. The board discussed some of these issues and what could be done. An addition to PP58 will be brought to the next board meeting.

Item #10 Criminal Background Checks (Opper) - Gail asked to speak on Criminal Background Check next because she had to leave the meeting. She wanted to know what the possibility was to do a background check on renters of property in Trailer Estates. The board discussed this matter and Gail offered to research this matter further and report back to the Board. Gail left the meeting after this discussion.

Workshop was adjourned for lunch at 12:30 P.M.

Workshop reconvened at 1:10 P.M.

Jim did not re-join the session by phone.

Item #2 District Administrator (Hutchinson) – Debra discussed the reasons for the need of an administrator in our district and her concerns

regarding this matter. She informed the board of some the things an administrator would be responsible for. The board discussed the pros and cons. Some board members would like to get more input from the residents and their feeling about an administrator. Debra asked the other board members to look into how an administrator could help them in performing their duties more efficiently. This matter will be brought up at a workshop in October.

Item #3 Disaster Plan (Hutchinson) – Debra discussed some information regarding the disaster plan. Martha agreed to do some preliminary research into what is needed for a workable plan.

Item #4 Web Site (Hutchinson) – Debra discussed some of the good and bad of other county and city websites. Martha gave an update on her research on updating the website.

Item #5 Marina (Marketing/Slip Rental Rates) (Brauer) – Martha presented a sample brochure for promoting our marina. She suggested that this brochure be given to other bait shops and marinas for people to pick up. The board discussed some ways to benefit from this brochure. Debra made a few suggestions on changes for the brochure. Gail also had some suggestions on the grammar changes. Martha will make some of the suggested changes and bring it forward at the next workshop.

Gail left meeting.

Item #6 County Property Update (Brauer) – Martha reported that the contract was put on hold until the County could decide how all of their property would be used. The County is looking at pulling out their equipment and office on Bay Drive. If this happens the property may come available for sale or rent.

Item #7 Marina Lease Insurance Requirement (Brauer) – Martha informed the board of the lease updates to the boat slip renters. She also discussed the issue of some renters not being able to get insurance that agrees to have TE listed as additional insured on a primary non-contributory basis. Martha will research this issue and report back to board.

Item #8 Office Update/Financial Statements Update (Brauer) – Martha updated the board and residents to the Office hour changes. Office will

close early on the afternoon of September 22nd. Office will be closed all day on Thursday/Friday, September 29th and 30th. She also asked the board to continue the 9-3 M-TH, F 9-12, closed 12-1 pm daily. She also discussed some of the other changes to improve the efficiency of the office. Martha has scheduled some volunteers to help with new ID distribution. Martha noted some of the financial matters. It was suggested by our auditor that we review the budget performance every month. This could clear up any discrepancies that may take place during the month so that corrections can be made in a timely manor. It was suggested that the board do this at the second meeting of every month.

Item #9 Office Phone Service (Neal) – Lenora presented a way to reduce our office phone bill by about \$1200-1500 a year. Lenora stated that she would get accurate figures and report back to the board at another workshop. She would like to get this going for the new year.

Workshop was adjourned at 3:35 P.M.

Respectfully submitted,

Lenora Neal
Acting Recording Secretary