

**OAKLAND RECREATION COMMISSION  
MINUTES OF REGULAR MEETING  
MONDAY JUNE 25, 2018**

The regular monthly meeting of the Oakland Recreation Commission was called to order at 8:00 pm by Chairman Guadagnino, with the flag salute, at the Danny D'Elia Recreation Center under the public sunshine laws. Commissioners Saliani, Nittoli, LaTerra, Cronin, King, Walker and Logatto were present. Councilman Kulmala was also present.

A motion was made by Comm. Saliani to excuse Comm. Scalabrini, seconded by Comm. King and passed.

Jim Folkerts, Chair for the Sports Association came before the Commission to discuss Raffles and Fundraisers held through the SAO. The SAO has put together guidelines and procedures that will need to be followed going forward to conduct raffles and fundraisers in the future. Mr. Folkerts provided all of the Commissioners with a copy of the new procedures and guidelines. Mr. Folkerts explained to the Commission, some of the problems that they have encountered in the past and why these new procedures have been put in place.

**Sports Association of Oakland  
Fundraising/Raffle Guidelines**

**General Fundraising**

1. Organization representative/commissioner will be voted into the SAO as an appointed committee member
2. All fundraising plans/activities/dates must be communicated to the SAO in advance
3. ANY communication/emails/letters, etc., using the SAO name/logo or any SAO reference must be provided in advance for review and approval
  - a. This also applies to vehicles used to solicit funds (e.g., GoFundMe)
4. Deposit ALL proceeds to SAO bank account
5. Inform SAO of each deposit (Email w/ deposit receipt)
6. Maintain a log with all deposit transactions (Date, Amount, Source of income)
  - a. E.g., (mm/dd/yy, \$100.00, Flower Sale)
  - b. Provide log to SAO when activity is completed or upon SAO request.

**Raffles**

1. Required Fees
  - a. State of NJ - \$20 per "raffle occurrence"
  - b. Borough of Oakland - \$20

- c. SAO has instituted a fee of \$50/year per sport/organization to offset state licensing fees
2. Organization representative/commissioner will be voted into the SAO as an appointed committee member and will serve as and be listed on the application as the “member-in-charge”, responsible for running the raffle, reports, etc.
3. Provide SAO a copy of application **after** it is approved by Borough of Oakland
4. Deposit **ALL** raffle proceeds to SAO bank account
  - a. Inform SAO of all transactions – deposits/check requests via email (w/deposit receipts)
  - b. ALL PROCEEDS must be deposited with the SAO prior to the raffle. All monies must flow through the SAO bank account, even if planned to be used for raffle expenses.
5. After the raffle, provide to SAO:
  - a. Log showing all deposit and withdrawal (checks) transactions (Date, Amount)
  - b. Copies of receipts for all expenses related to raffle
  - c. List of prizes to be

After the Raffle:

6. Prizes over \$600 require a completed 1099 form (with Social Security Number) from the prize winner before they will be distributed
7. Provide list of prize winners to SAO
8. **Raffle reports are due to State of NJ by the 15<sup>th</sup> of the month following the raffle**
  - a. Provide completed report to SAO by the last day of the raffle month with:
    - i. All expense receipts and documentation, including complete list of prize winners
    - ii. **ALL UNUSED TICKETS**

### Raffle Checklist

Note: All documentation must be provided to SAO during and after Raffle. State of NJ requires this.

- **1a.** Complete application for Raffle License (obtain from Lisa Duncan, Boro Clerk)
- **1b.** Complete “draft” Raffle Report (obtain online or from Lisa Duncan, Boro Clerk)
- 1. NOTE: Raffle Report needs to be “pre-filled” as much as possible.
- 2. Review Raffle Application and Report with SAO for approval/signing
- 3. Provide required fees (State, Boro, SAO)
- 4. Submit application to Boro, provide SAO copy after approved by Council
- **5. ANY CHANGES (Raffle date, venue, prizes, awards) WILL INVALIDATE THE RAFFLE APPLICATION & LICENSE**
- 6. Create smartphone reminder to submit Raffle Report to SAO by the last day of the month in which the raffle is held

- 7. All deposits/check requests must be communicated to SAO via email
- 8. After raffle is completed, email requests for prizes/awards to SAO
- 9. ALL documentation, receipts, winners names, etc., must be provided in 1 package to the SAO. This includes UNUSED TICKETS (as required by the State).
- 10. Provide completed Raffle Report to SAO **BY LAST DAY OF MONTH.** (SAO will send to State of NJ)

A motion was made by Comm. Saliani to approve the May 22, 2018 Minutes, seconded by Comm. Logatto and passed.

The following reports were made and in proper motion unanimously accepted.

**BASEBALL** – Comm. Saliani – The Rec season is over, Summer Travel has started. Games were pushed back so late due to the weather flooding the fields.

**BASKETBALL** – Comm. Walker – The equipment has come in.

**FOOTBALL** – Comm. Nittoli – Signups are over. The season will start August 6<sup>th</sup>.

**GOLF** – Comm. LaTerra – The season is over. There may possibly be a fall session.

**ROLLER HOCKEY** – Comm. King – Many emails have been received about the status of the hockey rink. One grant has been received to fund improvements, another grant has been applied for. 2019 signups will be held in September.

**SOCCER** – Comm. Saliani – There are 350-400 signups so far, signups are lower than previous years.

**SOFTBALL** – Comm. Logatto – The Rec season has ended, it went well. The travel season is underway and will end around July 25<sup>th</sup>.

**SPECIAL NEEDS** – Chairman Guadagnino – IHHS fields have been reserved for football.

**TENNIS** – Comm. Scalabrini – No report.

**WRESTLING** – Chairman Logatto – No report.

**CHEERLEADING** – Comm. Walker – Signups are down, mail-in registrations are being accepted until July 1<sup>st</sup>.

**LACROSSE** – Comm. Nittoli – No report.

**SUMMER CAMP** – Comm. LaTerra – Camp starts next week. Counselors have quit last minute, Mark Durando is looking for new counselors.

**BUILDINGS AND GROUNDS** – Chairman Guadagnino – Everything is going well.

**SUMMER SPORTS CAMPS** – Comm. LaTerra – There are approximately 25 signups, there will be one more in person registration held.

**MOUNTAIN BIKE** – Comm. Cronin – Comm. Cronin is working with Alan on the program.

**VOLLEYBALL** – Comm. Cronin – There is interest in holding a second session for the program.

**CAPITAL PROJECTS** – Chairman Guadagnino –

D’Elia Bathrooms – The bathroom project has gone out for bid.

Lightning Detectors – The Borough is ordering equipment for Wells field.

Safety Nets – The insurance company has been contacted about the nets.

Background Checks – Fingerprinting no longer needs to be done every 3 years. Names should be run through the Police Department every 3 years.

Dogs on the Fields – Police are going to start monitoring fields for dogs. Warnings will be issued first, then tickets.

D’Elia Curb – The curb will be relocated over the summer.

Hall of Fame Ceremony – The ceremony is being held on Thursday.

With no one from the public present, there was no Open to the Public portion of the meeting.

No further business pending and upon motion made by Comm. Cronin, seconded by Comm. King and passed. The meeting was adjourned at 8:56pm.

Respectfully Submitted,

Christina Clipperton

**THE NEXT REGULAR MEETING OF THE RECREATION  
COMMISSION WILL BE HELD MONDAY, JULY 30, 2018 AT 8:00PM.**