In attendance: Dianne Ackerman (chairperson) & Bruce DiBisceglie (Recreation Director).

1. **Communications**
   1. The February 2024 Mendham Borough Recreation Committee (MBRC) meeting minutes were approved as is.
      1. Approved Minutes have been posted by Bruce to the Mendham Borough website.
   2. Communications:
      1. Day Camp applications
      2. Band Correspondence / contracts
   3. Meetings:
      1. Bruce attended the March 13 Borough Council meeting.
         1. Councilman Reilly not in attendance. No report given.
2. **2024 Recreation Booklet Update**
   1. On Feb 9, Bruce confirmed Vicky Norton would not be compiling 2024 booklet.
      1. Bruce began revisions and submitted latest version (v.3) to Joyce for review.
      2. Bruce received mailing labels from Lisa Smith and shared with Hawk Graphics.
3. **Day Camp Update**
   1. 91 applications have been received.
      1. Bruce emailed each contract and employment manual/responsibilities
      2. Bruce is currently onboarding all applicants.
         1. W4 tax document
         2. Direct Deposit documents.
         3. Contracts confirming individual work weeks available.
         4. Acknowledgement of Responsibilities documents.
         5. Medical Release forms.
         6. Working Papers.
         7. Background Checks.
      3. Directors have been hired:
         1. Kristel Gallagher – Camp Director
         2. Sean Fessel – Assistant Camp Director
         3. Kyle Wiggins – Medical Director
         4. Sarah Vinci – Art Director
      4. Head Counselors have been hired.
   2. Training for all staff is Sunday, June 2
   3. Camp will open June 24
      1. Bruce will have Camper Registration made available live to all residents on April 1
4. **2024 Facility Request Status**
   1. Bruce has posted both the indoor and outdoor facilities calendars on the Borough website.
      1. Outdoors: a total of 24,350 hours were allotted on the Jan 1, 2024 – Jan 31, 2025 calendar.
      2. Indoors: a total of 1,038 hours were allotted on the Jan 1, 2024 – Jan 31, 2025 calendar.
5. **Old Business**
   1. none
6. **New Business**
   1. none

***Next Meeting: 7:30 pm, Thursday, April 18th, 2024, at the Garabrant Center***