

## **Mt. Lebanon Sports Advisory Board**

### **Meeting Minutes**

April 4, 2013, 7:00 – 9:00 p.m.

Municipal Building Meeting Room D

#### 1. Call to Order and Roll Call

John Bendel called the meeting to order. David Donnellan called the role.

The meeting was attended by Board members Chip Dalesandro, Dale Cable, Stacey Franklin, Walt Henry, Tim White, Dave Franklin, Anna Murphy, Brian Auer, Scott Foor, Joy Pajak, Chris Curran and James Menegazzi. The meeting was also attended by Commissioner John Bendel, School Board Member Ed Kubit, Rex Gatto, Ph.D. and Recreation Director David Donnellan

Dave Klasnick was absent.

#### 2. Citizen Comments

There were no citizen comments.

#### 3. Approval of the March 26, 2013 Meeting Minutes

The minutes were approved as submitted.

#### 4. Review Summary of Needs Assessment, Rex Gatto

Dr. Gatto asked the group to take a few minutes to review the summary report. The group then worked together with Dr. Gatto's direction to agree on a mission statement. The results of the discussion are included in the final report from Dr. Gatto and are incorporated into these minutes.

Potential short term goals for the board were discussed. The Municipal 5 Year Capital Improvement Program (CIP) was discussed as a possible source to assist with goals setting. Tim White asked Mr. Donnellan to send a link to past and present CIPs on the municipal website. John Bendel asked Mr. Donnellan to also include a summary of capital expenditures for athletic facilities from the past few years.

#### 5. Define Strategic Plan, Rex Gatto

Dr. Gatto worked with the group to form the basis for a strategic plan.

#### 6. Discussion of Board Officers

The importance of having officers for the board was discussed. It was agreed that a Chair, Vice Chair and Secretary would be elected. Officers were elected as follows:

Tim White, Chair  
Chris Curran, Vice Chair  
Anna Murphy, Secretary

7. Rules for the Board

David Donnellan reviewed the Sunshine Act and the Right to Know Law.

8. Establish Regular Meeting Schedule

The next meeting was set for May 2, 2013 at 8:00 p.m. It was determined that Tim White and David Donnellan will work together to establish the remainder of the meetings.

9. Adjournment

The meeting adjourned at 9:15 p.m.

Final Summary Report  
for  
Mt Lebanon Sports Advisory Board

Presented by  
Rex P. Gatto, Ph.D.

April 2013

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## **Introduction**

Dr. Rex Gatto was asked to create a Needs Assessment Survey (NAS) for the Mt. Lebanon Sports Advisory Board (SAB) by Mr. John Bendel, a Mt Lebanon Commissioner. Gatto solicited information through the survey, which was completed by SAB members who are volunteer leaders of various sporting activities within the Municipality. The first meeting of the SAB was March 26, 2013 in the Municipality offices from 7:00pm to 9:00pm. A second meeting has been set for April 4, 2013.

## **Purpose of This Document**

The Needs Assessment Survey is intended to help Mt Lebanon Municipality and School District understand the current sports needs. The SAB is to identify strengths and developmental opportunities in sports facilities/playing spaces/programming to School District Board and Mt Lebanon Commission.

## **Mt. Lebanon Municipality/School District**

Mt. Lebanon provides many recreational opportunities for its residents. Fifteen parks are scattered over 200 acres throughout the community. In addition to the parks, there is an Olympic size swimming pool, a regulation size ice rink, and recreation building. Mt. Lebanon also has a golf course, tennis, and basketball courts. Other recreational sports opportunities include a sand volleyball court, bocce courts, platform tennis, and over eight children's playgrounds. Each school within the Mt Lebanon School District also provides playing spaces and facilities. Mt Lebanon has many sporting associations: baseball, football, field hockey, hockey, indoor and outdoor tennis, lacrosse, skating, soccer, softball, and golf. Mt. Lebanon sports are a big part of the community and for that reason the SAB was established with leaders representing many of the sport associations.

## **Needs Assessment Survey**

Dr. Gatto created a Needs Assessment specifically for Mt Lebanon to solicit the SAB members' thoughts, feelings and insights about: sports offerings, programs, associations, gyms, and fields.

Sports Advisory Board responsibility is to ensure that quality recreational and sporting programming, facilities and fields promote a healthy lifestyle, build self-esteem, family life, and meet the community's needs.

Following are the results from the Needs Assessment Survey:

## **Needs Assessment Survey**

For Mt Lebanon Sports Advisory Board (SAB)

Responses from the individual and small group discussions of the SAB members

### **1. Name the top three goals that you believe are needed to guide SAB.**

Person 1

- Try to form a consensus opinion of what we are trying to accomplish
- Finding out which ideas may work best
- Working together with all the resources available

Person 2

- Improve current field condition and usage times
- Look at possibilities of installing another turf field
- Improve gym spaces or add gym space

Person 3

- Available facilities
- Programming to maximize resident use
- Communication on available facilities and programming usage

Person 4

- Cooperation and coordination
- Transparency
- Strive to make each organization better

Person 5

- Developing new multisport playing spaces
- Improving existing fields
- Expanding playing/recreational opportunities for entire community

Person 6

- Advertising and getting more adult and young adult involved
- More intramurals not pressure sports but with winners and losers
- Cooperation of the diversity represented here on the SAB

Person 7

- Cooperation between the school board and municipality
- Determining the priorities for sporting events in Lebo
- The role of YSA in this new board

Person 8

- Cooperation within the groups, association, clubs
- Synergy between School District and Commissioner/Municipality
- Development of goals, planning, strategy, and needs

Person 9

- Quality of athletic playing fields
- Quantity of athletic playing fields
- Financial support of K-12 athletic programs

Person 10

- Township and District act jointly to improve athletic resources
- Sports with common overlapping interests gain comfort shaping info and plans
- Increase the programming that athletics is a worthwhile use of our shared resources

Person 11

- Improve the facilities in Mount Lebanon
- Coordinate efforts between organizations buying power
- Create more recreational opportunities for adults (softball, basketball, golf, hockey, etc.)

Person 12

- Communication
- Education
- Municipality support

Person 13

- Address the lack of all-purpose field space
- Improve coordination among sports groups
- Ensure programming is meeting the needs of all residents

Person 14

- Create fair and valuable sports experience for all participants
- Ensure functional facilities to hold sports events
- Allocate funds to most in need programs and facilities

Person 15

- Identify ways to improve field conditions
- Address the availability of fields and facilities
- Define a priority for athletics/sports/fitness in education (both kids and adults)

**2. Based on the three goals you listed in question #1, list actions you believe are needed to make those goals a reality.**

Person 1

Discussions, evaluation of ideas arise from any discussions, determining how to implement the ideas

Person 2

Change (circle) current (diamond) fields to regular fields/Brafferton: attempt to provide more usable space for soccer football, hockey, any new sports, flag football, and rugby

Install turf at one of the school fields and add lights. This will increase the availability tremendously; this allows the high school to solve many scheduling issues. Not sure how to increase gym space but we need more, may be a long-term term plan for gyms to be added somewhere

Person 3

Capital and operational funding, staff necessary to teach, coordinate and monitor; website, email phone, and in person communication

Person 4

Understand each organization's needs

Utilize tools available to us (professional services, school district, and municipality resources) communicate!

Person 5

Identify potential funding sources (grants, state funds etc.)

Identify space already owned by Mount Lebanon to develop, identify fields in most need of improvement

Person 6

Coaches/qualified people to encourage participation, equipment, parent involvement, positive feedback from all involved

Person 7

Good start already having the school board and municipality representatives together in the same meeting, cooperation not just talking about cooperating

Get the list of priorities from each representative of each sport, ranking them putting the plan into action, (wants and need)

Determine Future role of YSA how will they operate, will they dissolve?

Should money still be collected from the youth sports to fund it

Person 8

Regular meetings, involvement of association and sports programs

Bring ideas forward to improve brainstorming

Intergovernmental/agreement municipality/school board willingness to look for constant improvement

Person 9

Commit funds to change from natural grass to synthetic turf and lighting for Wildcat Field and Jefferson or Mellon

Improve overall quality of existing fields through more focused maintenance and upkeep

Greater funding from the school district and township to deliver on quality of athletic fields and quantity of athletic playing fields

Person 10

This committee is a good start, continue by breaking down procedural barriers cooperating in management just as the resources and shared in common

Continue recent YSA discussions and have this committee help housekeeping details like colors of the field, paint, and scheduling flexibility are key to maximizing use of utilization, hard part, one hour of dialogue here will humanize the volunteers and their groups and boost community approval for athletic spending

Person 11

Thoroughly analyze and inventory facilities (how they are used, who, what, when)

Be creative with solutions, engage in association/membership determine similarities, differences, opportunities for collective effort, gather information from community regarding available resources (money expertise)

Person 12

Better communication with municipality to build and grow Skating Club of Mt Lebanon (SCML)

Learning from other organizations to take back to my organization

Does municipality fully understand sports programs?

Person 13

We need to define gaps and needs. Assess alternatives and information on high school facilities and availability; develop a budget, including traditional and new revenue

Person 14

Have a comprehensive program for how coaches and administrators are chosen, educated, developed, and ultimately reviewed positive experiences.  
Detail and needs assessment with community and Association input to improve a bad field/rink situation, review budget of commission to determine funding allocated to support above actions

Person 15

Funds always a factor

Long-term district municipality plan for example don't improve field X if field Y is going to be expanded

Get agreement between the school district and municipality

**3. Rank the following 10 to 1 (10 being the most important to 1 being the least important). Based on the average of the SAB members, the following is the ranking:**

**Fields 10**

**Municipality Support 9 (tie)**

**Field/Gym enhancements 9 (tie)**

School District Support 7

Financial Support 6

Coaching 5

Coach Background checks 4

Coach Sport Training 3

Team Building training 2

New sport (examples: bowling, biking, kayaking) 1

**4. Based on your number one (rated 10), write a suggestion to enhance that topic.** To address question, the board was broken into three discussion groups.

Group 1

Identify financial support grants. Look for outside help and fundraising events

Turfing, creating, and developing facilities

Make gyms more available maintenance and improve drainage

Group 2

Playing spaces. Inventory the facilities and how they are used (who, what, when). Develop a master plan and creative solutions

Financial support: develop/understand funding opportunities/limitation/private funding

Coaching require certifications

Group 3

Playing spaces: turf Wildcat and one or two of the middle school fields

Following is an average of the SAB members' responses to ten questions.

Rate the following...	High	5	4	3	2	1	Low
1. quality of sports facilities (lowest)							2.7
2. quality of sports municipal fields							2.8
3. quality of school district fields (lowest)							2.7
4. upkeep of fields							3.1
5. organization of boys sports (highest)							4.2
6. organization of girls sports (highest)							4.0
7. support for your sport is sufficient							3.3
8. planning for your sport is sufficient							3.7
9. communication to the public about your sport is sufficient (i.e. registration)							3.2
<b>10. There are sufficient sports programs in Mt Lebanon</b>							<b>4.7 yes</b>

**Comments**

**Groups 1**

Changing the hearts and minds of a large portion of our residents who seem to have an allergic reaction to investing money to maintain/improve these facilities

**Group 2**

Recommendation to fix the top three is financing, turf, maintenance, and development of new or improved/renovated facilities

**Group 3**

The greatest need greatest enhancement our field sports Wildcat and Mellon  
 Financial support by realistic fees/players/ teams/sports money

**What is the best way for the Sports Advisory Board to carry out its duties and responsibilities** (for example, recommend possible changes and improvements, safe provisions of athletic opportunities, consider public comment, and promote programs and services)?

**Bullet Points: What are the best ways for SAB members to work together (examples: meetings, responsibilities, presentations to the commissioners)?**

### **Group 1**

We intend to prioritize goals, communicate, with the municipality and school district to cooperate and commit as a group to improve sports in Mount Lebanon

Develop a clear and concise plan data, develop recommendations, and develop a long-range plan 5 to 10 years

- Meetings: take information back to individual groups; assign responsibilities to the groups
- Discussion with the public, seek their input action items at each meeting (understand each others needs)
- Take ownership of tasks. We need to know the needs and wants of each group before deciding how to align - no need to have a tier - work as one group

### **Group 2**

Gather comprehensive information regarding the sports and recreational opportunities, develop goals for improving those opportunities and coordinate the necessary resources to accomplish those goals in unified manner

- Develop an organizational structure to create agendas, run meetings, set expectations, speak for the board
- Understand how other associations operate; attend meetings of other organizations
- Prepare regular reports to the sports advisory board/commission and require follow-up

### **Group 3**

Develop a clear and concise 3 to 5 year plan. Plan to execute on improving and expanding (new facilities) the sports facility, through suggesting ideas, cooperation, and accountability between the school district, the municipality, and various associations

- Small group meetings; follow up the email
- Hold off on formal alignment for 60 to 90 days
- Needs assessment/complete a gap analysis

## **Mt Lebanon Sports Advisory Board's Purpose and Mission**

### **Purpose**

The purpose of the Sports Advisory Board (SAB) is to advise the Commission on how to improve the sports programming and facilities available in Mt Lebanon.

### **Mission Statement**

We will continually conduct needs analysis in order to develop realistic short and long-term plans through which the Mt Lebanon Municipality, School District, and Sports Associations will improve the athletic facilities and recreation opportunities.

1. The Sports Advisory Board will continually and actively pursue initiatives to support our mission within a specific timeframe
2. Meet with potential funding sources and research grants to support the mission of the SAB
3. Communicate to the Mt Lebanon Municipality and School District the needs and objectives of all sports associations/organizations in a clear and concise plan to support the identified short and long term goals to improve and expand facilities and recreational opportunities.

### **Elections of Sports Advisory Board Officers**

An election of officers was completed to identify leaders of the Board who would be responsible to call and facilitate meetings, set agendas and open lines of communication with the Mt Lebanon Municipality, Mt. Lebanon School District, and sports associations. The officers were elected for a one-year term ending April 1, 2014.

Chair:..... Tim White  
Vice Chair: ..... Chris Curran  
Secretary: ..... Anna Murphy

## **Strategic Planning**

In small groups, SAB members were asked to discuss four questions that could be used as a start to a strategic plan.

### **What does the SAB need to acquire (what is needed that the board does not have)**

- Assessment of organizational need
- Trust of community
- Information commitment of resources
- Knowledge: deeper dives on other groups (commonality)

### **What are the SAB strengths (what does the board have and want to sustain)**

- One voice speaking for many
- Wealth of experience/knowledge
- Ready to act
- Commitment /compliance
- Experience diversity constituencies, common commitment

### **What does the SAB need to eliminate (what does the board have and does not want to sustain)**

- Negative perceptions
- Lack of unity
- Formalities/focus on action
- Complacency in our association and in the community
- Lack of accountability among decision makers

### **What does the SAB need to prevent (what does the board not have and does not want to sustain)**

- No bad emotions/hard feelings (mojo)
- Keeping up with the Joneses
- Comparisons to other communities
- Quitters
- Attrition scope creep
- Lack of focus
- Too much work done by too few people

## Strategic Actions

### Strategic Actions #1 - Needs Assessment

- Brief report from each organization
- Prioritization of needs
- The assessment is to be done within two months

### Strategic Actions #2 - Needs Assessment

- Inventory fields/athletic space and utilization
- Survey associations – needs strengths and budgets, undesignated funds; private sources

### Strategic Actions #3 - Needs Assessment

- Provide a forum for non-represented groups

Develop inventory of assets:

- People: coaches players/others
- Structures
- Money
- What keeps you awake at night?
- Timestamp: 90 days

## Summary

Overall, Mt Lebanon has high demand for the facilities, fields and playing spaces within the Municipality to accommodate all of the sports-related activities and programs. The combination of active sports associations, difficulty in finding new playing spaces, updating gyms, and being an established community, makes the coordination of so many athletic activities difficult. The survey results identified that a multi-use coordinated approach by the SAB is a must.

The various Mt Lebanon Sports Associations, while wanting to provide needed sports programs community wide, have a daunting task. The SAB, working in concert with the Municipality and School District, will be successful in addressing the needs of the residents. The newly formed SAB will play a vital role in the development of playing spaces, facilities, and programs.