

Monthly Report

February 1st – February 28th, 2019

West New Bern Recreation Center

The following is a summary of activities for the West New Bern Recreation Center and staff.

Facility Manager

February

- Returned from Medical Leave on February 27th.
- Monitor front desk.
- Review facility rental/meeting request.
- Manage and update facility calendar, programs for the upcoming 2019 calendar year.
- Updating Flex Forms in RecDesk as new forms and existing forms are approved.
- Update Website as new information and programs are approved.
- Met with programmers to get updates on programs.

March

- Working on Facility Schedule - programs and meetings.
- Update Flex Forms and Programs in RecDesk
- Juvenile Crime Prevention Committee meeting.
- Conduct staff meetings.
- Assist with After School Program when needed.
- Meet with staff on new programs ideas.
- Work on Neuse River Senior Games

Meetings Attended / Conducted

Meeting Type	Meeting Purpose - Date	Meeting Location
Meet with Programmers Individually	To receive program updates	WNB

Trainings Attended / Conducted

Training Type	Attended/Conducted	Date of Training
N/A		

Facility Rentals/Reservations

Rental Type	Attendance	Date
Champions in Motion (Cheer)	360	Every Wed.
Birthday Party	20	2/16
Annual Republican Precinct Meeting	20	2/23
Total Rental & Reservations Attendance For February	400	

Facility Programs

Program	Frequency	Monthly Attendance
Low Impact Aerobics	M,W	80
B.E.A.R. After School	M-F	411
Ceramics	W-Th	34
Adult Art Class	Fri.	10 (one class)
Inspired Cupcakes	Sat.	5
Self-Defense Exercise Class	Tues.	12
Senior Exercise Class	M,W,F	144
Golden Age Club	W	35
Tryon Decorative Painters	S	10
Sr. Line Dancing (Morning)	Th	27
Sr. Line Dancing (Evening)	Th	46
Total Attendance for February		679

Facility Meetings

Type of Meeting	Frequency	Attendance
AARP Board Meeting	M	8
Cal Ripkin Baseball	varies	12
Duffyfield Community Watch	Every 1 st Thurs	27
Greater Duffyfield Residents Council	Every 2 nd Thurs	19
MLK Outreach	Every 4 th Thurs	8
Veterans Garden Meeting	Every 4 th Thurs	8
Sr. Games Committee Meeting	varies	10
<i>Attendance Totals for the Month of February</i>		92

Athletic Programs

Program	Frequency	Attendance
Youth Basketball	T,W,TH,S	378
Coed Volleyball	M	144
<i>Attendance Totals for the Month of February</i>		522

Drop-in Facility Use

Type of Program	Frequency	Attendance
Open Game Room	M-F	337
Pickle ball	MWF	146
Salle Fencing	M,W	80
Embroidery Guild	2 nd & 4 th Mon.	19
Needlepoint	1 st & 3 rd Mon.	10
Paint with Us	Every Mon	16
<i>Attendance Totals for the Month of February</i>		608

Open Gym Drop-In Attendance

Open Gym		235
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Volunteers

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Other Miscellaneous

Misc. Event or Group	Date	Action	Attendance
Craven Co. Special Olympics	2/5		78
Craven Co. Special Olympics	2/12		80
Craven Co. Special Olympics	2/19		90

- **Monthly Facility Attendance for February: 2,784**