

February 7, 1972

Re:- Special Activities and Arts and Crafts
From: Alma T. Trum

January special dates

January 3-5 Conducted a workshop in weaving for 18 Recreation personnel and 15 Mainstream workers. Each individual wove one purse. (9A.M. - 2:30 P.M.)

" 7 Met with instructors of the Children's Center to assist them with simple crafts for their groups.

" 11-12 Conducted Clinic for personnel with program problems.

" 13 Visited Houston Hill to talk over their crafts program. Mrs. Toole and Mrs. Sanders

" 19 Went to meeting of the Choral Group at Carver (combined Sr. Citizen group of Loveless and Carver) This was a real inspired meeting. They are 'Gong HO!!!'

" 24 Met again with the Choral Group. They need the piano tuned.

" 28 Visited Chisholm and Highland Gardens to check over their craft needs.

" 31 Visited Youth Symphony Group at Cloverdale. Invited them to play at our Ceramic Show.
Their situation is really deplorable. Storage facility is inadequate. Club rooms dirty and cluttered.

All other days of the month were devoted to regular routine schedule such as picking up money from Ceramic Personnel, shopping for craft supplies, attending meetings within the department.

Scheduled Future Special Activities

February 1-2 Kite making workshop for personnel.
" 8,15 Macrame workshop for personnel.
22, 29 " 16, 23 Macrame class for adults in the community.
Mar. 1,8,15 Mar. 11 City wide kite tournament
" 25 Easter Bonnet Parade
April 1-2 Ceramic Show

MORE TO COME

About a YOUTH CHOIR

In each monthly brochure, "Arts in Montgomery" published by the S Seminar Council of Montgomery there is a notice which says "Montgomery needs a Community Choir". Could we try, I believe we could find someone to lead it?

Alma T Trum

MONTGOMERY PARKS AND RECREATION DEPARTMENT

Monthly Report On Various Jobs That Each Foreman Worked On During The Period Of January 1, Through January 31, 1972:

ARTHUR LEE JORDAN, FOREMAN # 2

Most of January work was spent fixing ballfields, getting ready for opening at Cloverdale, Dannley, Bellingrath, Goode St., McIntyre, Floyd and Hayneville Road. Worked on parking lot at Cloverdale. Marked off Tennis Courts and put up net posts at Cloverdale, fixed jump pits for track, did various maintenance and repair jobs on all these areas.

D. C. VAUGHN, FOREMAN # 2

All of January was spent working on animal cages at Zoo, except for three days that work on ballfields was done by part of work crew.

LEO LITAKER, FOREMAN # 1

Cleaned out ditches at various parks and playgrounds and cleaned up trash in general; went to all parks and applied ant poison where needed; used mowing machines to mow weeds and grass and cut leaves in various parks where needed; worked on mowers to get them in shape for spring and summer seasons; picked up trash and emptied garbage cans where needed; helped and oversaw plantings at Lister Hill Mall.

JAMES DEES, FOREMAN # 1

Cleaned up all parks that needed it; hauled garbage from all parks and Zoo at least once a week, sometimes twice; hauled wood shavings to several Centers for jump pits. We are having trouble with beavers at Lagoon Park. Mr. Dees has to go there a couple of times a week to break dams to keep from flooding the place; cut up large trees that fell during a storm; hauled trees in from nursery at Camp Hill for Lister Hill Mall; helped plant them; repaired various gravel roads in parks where needed.

DAVID HILL, CARPENTER, BRICK LAYER # 1

The entire month of January was spent building animal cages at the Children's Zoo, pouring concrete and laying concrete block.

FRANK SWARTZINGER, LABOR FOREMAN # 1

Oversees nursery work: potting of plants, propagating, digging. When necessary pruning, transplanting and cultivating.

THOMAS BOONE, LABOR FOREMAN # 1

Worked at Children's Zoo on animal cages; did maintenance work on Community Centers; did some repair on bleachers at Houston Hill.

This man was out sick one (1) day; was out five (5) days due to the death of his mother.

D. C. VAUGHN, FOREMAN # 2

This man has been transferred to Lynn Bozeman, Athletic Director, with a crew of men and has taken over upkeep of all outside sports areas.


Matt J. Wendling,
Maintenance Superintendent

February 8, 1972

TO: Mr. Henry M. Andrews, Sup't.
FROM: William L. Brannon, Supervisor
SUBJECT: Monthly Report

The two most significant findings during this period of observation and assessment of centers are:

1. Deficient maintenance of properties by center staffs.
2. Inability of some directors to delegate staff responsibility and the authority necessary to the proper discharge of this responsibility.

At Carver, Loveless and Washington Park autocratic administrative leadership situations exist. As a consequence, there is slight interaction between director and staff. Programs lack variety and have limited appeal.

On the other hand, programs at Bellingrath, Baldwin, King Hill and Floyd are full and varied. Programs in the main are focused toward worthwhile objectives.

Leadership is the most important single factor in the operation of a community center. Without good leadership the best equipped center will fail; with good leadership a center lacking many desirable material features, such as King Hill and Goode Street, will still prove to be a success.

Program-wise Washington Park consists solely of simple time-killing activities. The director's full attention is apparently centered on promotion of "Y" programs and officiating for the High School

Athletic Association, often during hours of duty, to the corresponding neglect of job responsibilities and duties. Often at Loveless the ceramics instructor has been saddled with the responsibility of "baby-sitting" the director's children to the contributing neglect of her own duties, as well as lowered morale.

Interest remains high at Newtown. As full a program as is feasible is being conducted. A community survey has been undertaken which will culminate in the organization of an Advisory Council. And, in addition, a recently formed Neighborhood Council will spearhead a drive to provide in kind labor toward any construction planned for rehabilitating old school structure for center use.

During the month of January The Goode Street Advisory Council was organized at Beilingrath, together with a Boosters' Club. Since organization night some twenty-odd members have been enrolled. Currently plans to organize Councils at King Hill and Kiwanis are underway.

Recommendation:

PREPARATION OF ADMINISTRATIVE MANUAL

It is common practice to standardize many orders and issue them through handbooks or Administrative Manuals and codes by which they are available for ready reference when points of issue are involved. Much can be said for this practice.

Such a compilation of the administrative rules, regulations, and guides for the use of employees would contribute immeasurably in better understanding their responsibilities. It would cover procedures and rules concerning how tasks are to be accomplished. More importantly, it would provide a general framework of the details of operation, and it would eliminate much order giving or instruction that is standardized procedure.

February 8, 1972

MEMO

TO: Mr. Jim Vice, Chairman, Montgomery Parks and Recreation Board

FROM: Connie Buckalew

SUBJECT: Monthly Report January 11 - February 8

1. The Girls Basketball tournament has started. The team lists show 236 girls are participating in this program. This number will fluctuate as the season progresses. The entire tournament, to this point, has gone quite smoothly and interest and enthusiasm are running high.
2. I have participated in regular program planning sessions for center programs and city-wide events. We have been working on getting more community assistance from various people. Among these have been Chief Ed Wright, Montgomery City Police; Dr. Mary Jane Brannon, Head, Huntingdon Biology Department; Miss Jane Britton, President, Huntingdon Honeys and the majorettes in the local Montgomery high schools.

PARKS AND RECREATION DEPARTMENT

MONTGOMERY, ALABAMA

February 7, 1972

TO: Parks and Recreation Board
FROM: O'Connor Tennis Center
SUBJECT: Monthly Report of Activities

During the month of January well over 600 people participated in activities at the tennis center. As in the month of December, the last week proved the most productive, probably due to a few days of good weather.

The introduction of tennis clinics began this month. Newspapers, radio and television public service announcements helped to get the ball rolling. We had our first clinic with fourteen women attending and have immediate plans for others including boys, girls, and men. Through the use of these clinics we hope to expose the average Montgomerian to the life time sport of tennis and the beautiful facility at Bruce park.

A men's singles tournament is planned for February. The purpose is to maintain the high enthusiasm of the relative small tennis public and to expose those not acquainted with the sport with the type of clean competition available.

We think that the use of the facility will grow rapidly through the use of the tennis clinics and public exposure. Warm weather should fill the courts.

WILL PURSWELL
Director
O'Connor Tennis Center