

Village of Albion Recreation

John J. Grillo

Recreation Director

Report for the March 2025 Village Board Meeting

- Attend the Village Board meetings with Department Heads each month.
- I used the new form that Joyce sent for April but I had already done 90% of the March report this way. The April report will be on the new form.
- Researched what other communities have for a budget and what they pay their director and assistants.
- Working on a grant from Dicks Sporting Goods and Batavia Downs.
- Went to Albion Central School District to fill out papers for facility usage and for flyers to be sent out through the district.
- Attended the compensation meeting with Board and department Heads.
- Sent out letters to big businesses for donations and the same with phone calls, emails and text for artisans, vendors, and organizations for setting up at the Independence Day Celebration.
- Looking at purchasing a large canopy for festivals and for special events.
- Spoke to Trustee Tim concerning Sport Camps.
- Spoke to Mayor Javier about a new grant. Then spoke with Jay Grasso to have him contact me for applying for the grant.
- Spoke to Jim Young and set up a date for him to visit the site for our fireworks.
- March 20 through March 30, I worked on several things in the remainder of this month on scheduling, planning, meeting with people, and several other recreation related duties. This happens for a few hours per day.
- Attended the Lions Club meeting on March 24 where they donated \$500.00 for the Independence Day Celebration for fireworks
- The application for Foodlink was lengthy to fill out and made calls in to Foodlink.
- Emails, call, conversations with Mayor, Time, Joyce, and Greg.
- Making posters for the Summer Concert Series, sending in ADs to Orleans County Tourism, collecting photos and doing bios for the summer concert series, working with Brad for concert advertising.
- Organizing use of the fields for the Albion Soccer Club.
- Working on Summer Sport Camps with coaches and school system
- March 14: Purchased containers for donations for fireworks, placed several containers at many local businesses, put labels on all the containers, made up flyers and posted flyers

- Took the Safe Play for the USTA Tennis Grant in the afternoon on March 10. It took two hours to complete.
- Working on the summer calendar and tennis grant on Monday, March 10 in the morning.
- Friday, Saturday and Sunday, March 7, 8, 9, I worked on donations, grants, scheduling, and recreation files
- I attended a webinar on Thursday, March 7 for over an hour for the USTA Tennis Grant. This is very helpful in applying for and receiving the grant.
- Working on programs in my office on March 3-7 all morning
- Spent several hours so far on writing the USTA Tennis Grant on Monday, March 3.
- Speaking several times to the Regional Director Joe of the USTA Western Region for the grant process
- Pushing to have everything in place for the disc golf when the weather breaks.
- Seeking an assistant and will interview those who apply with the recreation committee.
- Working with Brad at the Pennysaver for AD's needed coming up.
- Trying to put Summer Sport Camps in place and will be reaching out to the Albion coaches to see if they will be the person conducting the camp
- Reorganizing files and sending out notices for artisans and vendors for the festivals that I am organizing.
- Still working with Anne Mathes from the Heritage Wind grant that we received.
- Working each day on the July 3rd, Independence Day Celebration. I am contacting vendors and others to make the day and evening a huge success.
- Working on the July 16 Orleans County Youth Fun Day at Bullard Park
- Working on the Annual Senior Citizens Day Picnic on Thursday, August 7 at Bullard Park
- I am working on the advertisement for an assistant, creating the AD and sending the AD out through Facebooks, to colleges and local advertising agencies. So far I heard from two people.
- Making more phone calls to Albion Central School for rental of facilities and to the AD for camps and use of the gyms with costs to the district office and to the current Athletic Director. He still has not gotten back to me.
- Working on the budget on and getting information ready for the meeting this month.
- Attended the Orleans Youth Bureau monthly meeting in March where we were awarded a big chunk of money and with the plans for other events. This is a wonderful addition.
- Attended a lengthy USTA Grant Seminar on Thursday, March 6 with hopes of applying for another grant.
- I will soon be applying for that USTA Tennis Grant for a one- or two-week camp and clinic this summer with hopes of receiving close to \$1000.00.
- Worked on the Summer Concert Series this month. I travel to see new bands for a variety of music and genres which will benefit the community, I do this on a regular basis and continue to plan moving forward. We need different types of genres to make the grant more attractive. Bands call and cancel and I must shop around looking to replace them and to have a list of substitutes in case.
- Working on getting fireworks donations and reaching out to big businesses and continued working with people to see how we can get donations for Fireworks for July 3rd. I am We will need \$10K for a good show the first year.
- I always write the agenda for the GACRE meetings each month.

- I go in to the Village Office to meet with Tracy concerning the budget, funding, and grants.
- Busy at home in my office working on the Recreation Program, and continuous planning. I spent a lot of time throughout the day.
- Chairing the Albion Summer Festival Administrative Chair for good communication between the festival and village as a liaison as the Recreation Director.
- I have been spending a lot of time preparing the one year, three year and five-year plan for the Village board.
- I am always working on ideas for the Summer of 2025.

Thank you for your continued support and consideration as I continue to serve the Village of Albion as the Recreation Director.