



Maryland Recreation and Parks Association
Executive Board Meeting

MRPA Office

July 11, 2019, 1pm



Attendance: Carla Benavides, Jake Chesnutt, Holly Harden, Terri Hilton, Kelly Ketzenberger, Carolyn Ryan, Karen Warnick

Staff: Chuck Montrie, Adrienne Varieur

- I. Call to Order: 1:04 pm
- II. Adoption of Agenda: 1st Jake, 2nd Carla, Agenda Adopted
- III. Executive Director and Office Report
 - a. NRPA local host committee update
 - i. Offsite Tours, Leisure Tours, Golf Tournament, Fun Run, Accessibility, Volunteer Management and Hospitality are committees that MRPA and Baltimore City Recreation and Parks (BCRP) oversee. There is one lead Baltimore City staff and one MRPA volunteer overseeing each committee.
 - ii. Registration is open for the offsite tours, leisure tours, fun run and golf tournament and will be ongoing until filled. DC Monuments by Moonlight tour is filled.
 - iii. Revenue generated will be split 50/50 between MRPA and BCRP. Revenue goal is \$30,000.
 - iv. Local host committee is meeting on July 12th.
 - v. NRPA has released room space at the convention center for Volunteers, ADA, Breakroom, and the store.
 - vi. MRPA social will be held at Pratt Street Ale House on Wednesday of conference. All Recreation has sponsored the event for \$2000, Event will cost \$2500.
 - vii. Up to date financial and income/expense projections were discussed (Charts attached)
 - b. Tommy Ross Memorial Fund – Discussion took place on how the fund is currently operated, and it was proposed that the administration of the fund move from under the Therapeutic Recreation Branch (TR) to the Scholarship Committee.

Motion – Karen, 2nd Carolyn

Discussion – The TR Branch will still be involved in making the decision on the scholarship. The scholarship committee will take this scholarship over and the scholarship will be paid from the scholarship account. The TR branch will no longer need to raise funds for this scholarship.

Approved - Unanimous vote to move the administration of this fund under the scholarship committee and from this point, the scholarship will be paid from the scholarship account, and not the TR branches responsibility.
 - c. **Training** – Darryl Wyles resigned as the co-chair of the training committee and has taken a job outside of the field. He will be missed. Chuck and Jenenne are meeting with a representative from PG college to take over a program that Darryl started. The

“Recreation Program Series” was a set of 5 / 4-hour classes in recreation core competencies. Maintenance core competency classes need to be developed.

- d. **Speakers Bureau** – A speaker’s bureau has been proposed. Three speakers, who are experts in the field and are well versed in the best practices within the profession has been chosen for this pilot. The board favorably received the proposal and was impressed with the brochure. More information is needed on insurance, and the fee schedule. Chuck will follow-up with Jennene and the insurance company.
- e. **Summer General Membership Meeting** – 151 members are attending; 9 more spots are left. A larger space will be researched for next year’s meeting.
- f. **CSED Meeting** – Chuck will be attending the NRPA Council of State Executive Directors meeting in Dallas, Texas next week.
- g. **Adrienne and Staff Report** – Adrienne outlined the office staff’s current focus
 - i. Duane –
 - Weekly Update, including reviewing bounce back emails
 - Update CEU form and workshop request forms on website for conference
 - Send individual emails to members asking them to update their profiles
 - Work with Buyers Guide/Directory for website
 - Assist Chuck with update survey for NRPA Council of State Executives
 - Run weekly report for new members; contact new members
 - Facebook and Instagram posting
 - ii. Armeana –
 - Update member records in database
 - Enter job announcements on MRPA website
 - Assist with tickets (returns/order)
 - Download facebook photos to Flickr account
 - First point of contact (answers phones)
 - iii. Adrienne –
 - Tickets
 - Accounting (checks, payroll, deposits)
 - NRPA local host committee
 - Summer Camp Resource Fair 10-4pm pm December 4th, Meadowbrook Athletic Center. \$300 vendors (early bird), \$350 regular vendor fee, \$15 per participant, HCRP staff will be free.

IV. Officer Reports

- a. President
 - i. Met with committees and branches in May to discuss goals and budget. They are off to an excellent start.
- b. Past President:
 - i. Received 2 SOP’s to date.
 - ii. Began researching the role of Past President in similar organizations.
- c. Vice President
 - i. Collecting quarterly report information for the Summer General Membership meeting. Will get the report to Adrienne to post on the website and Facebook before the meeting.
 - ii. Will work with Holly to divide coverage of committee and branch meetings.

- d. Secretary
 - i. Thank you for electronic reports that were submitted.
 - ii. Send handouts to Terri prior to meeting so they can be sent to those attending through the phone.
 - iii. Meeting minutes were sent out for the June 13 Board and Council Meeting.
- e. Treasurer/Treasurer-Elect
 - i. Budget timeline was submitted. **(attached)**
 - ii. Will be meeting with the branches to see how they are doing on fundraising and following their budget.
 - iii. Karen agreed to work on a chart of accounts with Chuck/Adrienne.
- f. TR Branch
 - i. Last meeting was held on Wednesday, June 12 at Kengla House. They experimented with Facebook live for the first time.
 - ii. Next meeting will be Tuesday, September 10th at the Greenbelt Community Center.
 - iii. Targeting a branch fundraiser for the Fall and looking at either a family friendly glow golf tournament or a cornhole tournament.
- g. PARC Branch
 - i. Working on branch history.
 - ii. Working on a trip for late summer/or early Fall.
- V. Old Business N/A
- VI. New Business
 - a. Member of the Quarter – Board voted, and Darryl Wyles was chosen
 - b. Summer General Membership Meeting –
 - i. Need SOP's for Membership Meetings
 - ii. Agenda – Carolyn will work with Holly to develop the agenda. (remember to include Joan, thank the three sponsors, and welcome new members)
 - iii. Holly will call all board and council members to the front for introductions. Committees or branches giving report will remain up front.
 - iv. Back up location is Talbot Community Center.
 - c. Action Items –
 - i. Chuck will follow up on Speakers Bureau questions.
 - ii. Holly will speak to the TR branch and the Scholarship Committee on the change of administration of the Tommy Ross Memorial Fund.
 - iii. Karen will work on a chart of accounts with Chuck and Adrienne.
 - iv. Carolyn will work with Holly on the Summer General Membership Meeting agenda.
 - v. Adrienne will send a script to Holly for the Summer General Membership meeting.
 - vi. Adrienne will purchase a thank you gift (Amazon Card) for Joan.
 - vii. Chuck will order thank you cards with MRPA logo on the front and blank on the inside.
 - viii. Jake and Holly will discuss how to divide coverage of board and committee meetings.

- VII. Adjournment
 - a. Carolyn – motion to adjourn
 - b. Carla - 2nd
 - c. Passed; adjourned @ 3:01 pm