



Maryland Recreation and Parks Association
Executive Board Meeting

Roger Carter Recreation Center, HCRP

September 19, 2019, 1pm



Attendance: Carla Benavides, Jake Chesnutt, Holly Harden, Terri Hilton, Kelly Ketzenberger, Carolyn Ryan, Karen Warnick, Nick Johnson, John Nissel, Ashley Gibbs

Staff: Chuck Montrie, Adrienne Varieur

- I. Call to Order: 1:04 pm
- II. Adoption of Agenda: 1st John, 2nd Jake, Agenda Adopted
- III. Executive Director and Office Report
 - a. NRPA local host committee update
 - i. Chuck gave an update on the NRPA conference and the current financial picture. He is still waiting on revenue from walk-ins, Onsite tours and final bills to be paid. Revenue earned will be split with Baltimore City.
 - ii. Adrienne is closing out the amusement park ticket account and will have a better idea of the status at the end of October.
 - iii. Conference and Education committee are all doing well.
 - iv. Social events the week of the NRPA conference - Baltimore City Recreation and Parks is hosting a welcome event on Sunday, October 22nd at Shake and Bake. The Mid Atlantic pop up social will be held on Monday, October 23rd at Power Plant Live. Maryland Social will be held from 5-7pm, Wednesday, October 25th at Pratt Street Ale house.
 - b. President
 - i. Leadership Institute is going well, Holly and Daune did a power point for the LI participants on involvement in MRPA. This power point could be used for other purposes, such as student visits.
 - ii. Working with Wanda, Holly discussed the potential for promoting CPRP's and other individuals with certifications through the weekly update and the possibility of a CPRP study group.
 - iii. Holly mentioned, Jenenne with the Education Committee and working with the City of Gaithersburg is doing a fabulous job working on the Special events Summit and the Rec 101 class.
 - c. President Elect
 - i. Fall membership meeting will be held on Thursday, November 21st at Montgomery Farm Green Park Maintenance Facility. The featured speaker is the featured speaker, Jonte "Not So Small" Hall, the epitome of breaking through stereotypes - including becoming the shortest ever Harlem Globetrotter.
 - ii. Also working on the Equipment Showcase that will feature over 20 vendors. This showcase will be held on Friday, October 18th from 8am-2pm at Pope Farm Nursery.

- d. Past President:
 - i. Submitted a logo request for upcoming nominations process.
 - ii. Created a series of posts for social media and the weekly update regarding nomination for board positions.
 - iii. Reached out to past board members for testimonials.
 - iv. Reached out to branch chairs regarding elections.
 - e. Vice President
 - i. Working with a speaker for the Winter general membership meeting.
 - f. 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 approved for the September 19th board meeting.
Motion to approve: John, 2nd Karen.
 - g. Treasurer/Treasurer-Elect
 - i. Looking at chart of account with office staff and how things are reported and showing up.
 - ii. Will work with Karla to set up committee and branch budget meetings for November.
 - h. TR Branch
 - i. TR Branch meeting was held on 9/10/19. They discussed the possibility of a joint holiday social, a fundraiser idea and the Tommy Ross scholarship fund.
 - ii. The Board discussed the current operation of the Tommy Ross Scholarship fund and realizing this fund means a lot to the TR branch members. Moving the operation of the fund to the scholarship committee, would be for administration and sustainability and would not change the intent of the scholarship. The TR branch would put one of their members on the scholarship committee and still participate in choosing the recipient as well as bring stories and successes back to Chuck to then relay to the Ross family.
 - i. PARC Branch
 - i. Working on branch history.
 - ii. Next meeting will be held on October 23rd at Bladensburg Park.
 - iii. December 12th is the tentative date for their holiday social – Social could be a combined with other branches.
- IV. Old Business
- a. Discussion on the Speakers Bureau – Jake outlined the questions that were discussed to make sure that the board was comfortable with the answers.

The host agency is responsible for:

- \$1,500 speaking fee, payable to MRPA
- Travel and accommodations for the speaker (similar to what we do for conference education)
- Any supplies and materials required for the training

MRPA is responsible for:

- Coordinating with the host agency and the speaker
- Paying speaker (or speaker's agency) the \$900, or equivalent amount in training funds based on the 60/40 split of a speaking engagement.

Speaker is responsible for:

- Coordinating with MRPA, the host agency, and their own agency: MRPA is not responsible for navigating the agency's employment policies, but can assist with sharing options or examples of previous relationships
- Arranging transportation and providing documentation to host agency/MRPA for expense tracking/reimbursement, as necessary.
- When we think about liability, the answers vary but we understand that:
Incidents that occur during travel: on the speaker and/or the agency. E.g., an accident when on official leave = on agency, or an accident when on personal leave = on speaker
Incidents that occur at host agency: on the agency, e.g. icy walkway causes attendees to slip and fall.

V. New Business

- a. Award Naming – Discussion on the Awards Committee had a discussion on the people that our awards are named after and brought up that the many people in the association do not know who the awards are named after. The awards committee discussed taking the names off the awards. A formal request will be coming to the board from the Awards committee. The board requested Chuck to research naming rights policies from other State associations.
- b. Fall Budget meetings will be held with committees and branches on November 18th in the afternoon and November 20th all day.
- c. Fall General Membership meeting – Nick is working on the possibility of having a donation of basketballs for Jonte Hall to sign for a donation that will go to our scholarship fund. Carolyn will open the slate for nominations.
- d. Action Items –
 - i. Branches should follow up on joint holiday branch social.
 - ii. Schedule for November 18th and 20th budget meetings need to be made.
 - iii. Holly will review current SOP's for the Tommy Ross Memorial Fund and speak to the scholarship Committee.
 - iv. Chuck will order association thank you notes.

VI. Adjournment

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