



Maryland Recreation and Parks Association
Executive Board and Council Meeting
Friday, September 8, 2017 at 10:00am
M-NCPPC, Montgomery Parks
Green Farm Maintenance Facility, Gaithersburg, MD

- I. Call to Order: 10:11am
- II. Attendance: Joan Brooks (Phone), Melissa Wyman, Elisabeth Deal, Terri Hilton, Steve McCoy, Holly Harden, Adrienne Varier, Amy Vagnoni, Carolyn Ryan, Laura Wetherald, Chuck Montrie, Emily Lawrence, Mary Beth Dugan, Wanda Ramos, Corey Smith, Alex Wilson, Jake Chesnutt
- III. Adoption of Agenda
 - a. Motion to Approve – Alex
 - b. Second – Carolyn
 - c. Passes - unanimously
- IV. Approval of Past Meeting Minutes
 - a. April
 - b. May
 - c. July
 - i. Carolyn - Move to approve all
 - ii. Steve - Second
 - iii. Passes unanimously
- V. Old Business
 - a. Staff Report
 - i. Chuck: Past President has moved to California, however will continue to complete her tasks (nominations for Officers of next year), Branch Officers are needed at time of Fall Meeting (nominations will open from the floor), Winter Meeting, nominees will have a chance to speak to the membership
 - ii. Fall Meeting (Nov. 15th) is shaping up, Prince George's is hosting at the College Park Aviation Museum. The topic will be Strategic Planning, Maureen Dougherty will spend an hour working on your own personal Strategic Plan and the 2nd hour we will spend on our Strategic Plan. Will be discussing the M, R, and P aspects. Hoping to get engagement to work on these 3 components.
 - iii. Amy Vagnoni is the Resource Development Chair, but want to talk about donations. We're going to activate a donation button on our website and we want to make sure they are donating to a charitable cause (will go towards Scholarships).
 1. Laura – at one point, when people did United Way, they could designate MRPA as a recipient, is that still happening?

2. Chuck – we are a 501c3, but I don't see us as "needy," so I have mixed emotions about this. Our members are aging out and could put us in their Will if they want.
3. Jake – how will it work?
 - a. Chuck – we're still looking at the logistics of it, but I think we're looking that anyone who could do it.
4. Mary Beth – we're getting a lot of in-kind donations as well, how do we acknowledge them or put a value on that?
 - a. Amy – we're looking at a Sponsors page possibly.
 - b. Laura – Sponsors can be in kind and monetary
 - c. Chuck – I don't think we have a lot of in kind sponsorship, its mostly monetary
 - d. Laura – there's a lot of in kind stuff we're receiving from our members that we should/can be tracked
5. Amy – Sponsorship package, give a letter of thanks and then have a sponsorship page to advertise that
- iv. The Annapolis 101 workshop is next Friday, the MML is hosting, close to 40 people have signed up. Few spaces available
- v. Daune is on vacation this week and next week. She has absorbed so much work, it's amazing! Adrienne is working on finalizing the newsletter to be sent out.
- vi. Litigation has come in to us in the form of a Petition for Cancellation, there is a For-profit agency, Narrative Content Group, LLC in GA that thinks they have rights to the Tree Hugger Logo. We have spoken to a lawyer, it could be a \$50-70K fight. Petitioning to cancel our trademark on the logo. Stay tuned for more!
- vii. Adrienne – Several new trainings have opened up on the website.
 1. Chuck – everything is really slow to fill with us, but we've had to cancel a workshop recently. Not really sure what is going on or why
- b. Action/Follow up items
 - i. Wanda – are there any that we need to discuss, can we add it into the agenda to keep track
- c. Committee Updates
 - i. Leadership Institute (Mary Beth) – welcome to Green Farm. Leadership Institute started this week! We had a great retreat at Rockwood Manner (detailed report was handed out and is attached to the end of these minutes) Next training will be at Huntington Community Center in Bowie on Thursday, October 12th. Barbara Heller will be coming in from Boston. Looking to have Graduation on April 12th at the Banquet. They will get ribbons or a pin, really discussing how they'll be involved with MRPA. 20 participants, 36 applied.
 - ii. Membership (Emily) – working on updating the outreach booth with the new logo. Also looking at updating the brochure that was done a few

years ago, most of the information can stay the same, just needs the new colors. On our schedule: the PG Parks Employee Picnic is Wed, Sept. 13th. Several hundred employees can be reached there. Been talking with a student from Frostburg and we're looking at doing a student visit/student tour. If anyone has a staff meeting or agency meeting where they would like us to come out, let me know we'll get it on the calendar.

- iii. Training (Laura) – Hand out was presented (attached at the end of these minutes)
- iv. Resource Development (Amy) – currently a committee of one, but have been talking with some people from Frederick and Chuck to try and get some things up and running. Looking to send out a survey to get feedback about ways to raise money. Want to do a silent auction on FB/online. If you have anyone who would like to be a part of this committee, send them my way.
 1. Laura – wouldn't that be Phil Bryan?
 - a. Chuck – he has raised a lot of money for us over the years, but some of his events are down. We don't see him wanted to participate in part of a larger committee and so we don't want to discourage him; he tends to operate on his own.
 - b. Laura – I just want to make sure his name is recognized because he puts so much hard work into it. He tends to enlist people in the hallway as they walk by.
 - c. Melissa – the TR branch also has a representative on your committee, I think it's Mary Bowie, so I'll put you in contact with her.
 - d. Chuck – We are looking to hire a Training Coordinator to help take our training program to the next level. So we are looking to move some of our investment accounts to really start driving that. If we're going to continue that, we're going to need Resource Development to continue to add to that.
 - e. Terri – I did a great ebay auction during conference and I'll be happy to help you any way I can.
 - f. Amy- Prepare list of potential sponsors to reach out
- v. Scholarship (Jen) –Working with Holly to promote info. Bring awareness to the scholarship opportunities.
 1. Chuck – two major sources are from the silent auction at conference and from the branches at the end of the year and that number has been dropping.
 2. Deal with Model's for the month of Oct. Consumer will get a discount and then the association will receive 5%. Will be across the state.

- a. I'm asking you to help push people to use it and market it. Really get the word out.
 - i. Chuck – how do we get that coupon out to our Athletic Teams? That's a huge number!
 - ii. Wanda – can we give them out at workshops?
 - 3. Send new/other ideas to Jen
- vi. Conference (Terri) – Conference is April 10th – 12th – Theme is “Discover the Treasures of Recreation and Parks.” The front cover/brochure is looking really good and I'll share it with you once it's finalized. Our meeting is next Friday at Howard County. We've got about 30 members and 14 sub-committees that are working on kicking into high gear. Looking for some new vendors for conference this year, so if you have anyone you're working with, send them our way. I'm meeting with Adrienne and Chuck next week regarding the budget.
 - 1. Emily – proposals are due Oct. 15th, correct? And are there still options for 30 minute speed-sessions?
 - a. Yes, and yes
- vii. Awards (Elisabeth) – Showcase and Agency Awards will be at the Cylburn Auditorium, it's a beautiful facility, and we had a tour last Wednesday. We're nailing down caterer. It'll be a luncheon, so we're hoping people will come out and get a table. Deadline is Dec. 8th for nominations. We're going to send out attention getters to pull in nominations. Need the photo backdrop with the new logo. Next meeting will be in December, but we're looking to touch base with committee at Fall General Membership meeting.
 - 1. Melissa – can I send the TR Branch representatives your way.
- viii. Marketing (Holly) – I'm gonna e-mail out the new logo to the group. Please use from that so you have the cleanest, best version. Send them this as well so everyone is using the best. I've been touching base with a few people and developed fliers for some workshops. Remember to think about your lead time for fliers. Looking for people to help develop fliers as well. Talked with RALS and they've been doing a great job of posting things on their FB page. Working on more TBT, but if we don't catalog our history, we're going to lose it. I'd like us to look at and work on that.
 - 1. Mary Beth – RALS and PARC Branch buried time capsules when they turned 20 and it's at Wheaton Regional Park, but they haven't been able to find it.
 - 2. Using the MRPA from Strategic Plan as a Tag Line will be huge in the future marketing.
 - 3. Postings on the website – something that wasn't an MRPA event was posted on the MRPA Facebook.
 - a. Alex – it might be a nice thing to highlight “special” programs we're doing

- b. Adrienne – it was something they wanted in the newsletter but we didn't think it was appropriate, so we just put it on FB.
 - i. Carolyn – we can always put a link on FB back to it as a “looking for something fun to do”
- c. Chuck – there are things we can advertise that is of benefit to our members, vs. our different agencies programs, so I think we have to look at how to pull this all together
- 4. There's a lot needed, we've got lots of great ideas, but we need someone who has time to dedicate to implement some of them.
- ix. Professional Development (Joan) – no report
- d. Officer Updates
 - i. PARC (Steve) – Sustainability Workshop on Oct. 23rd, registration is open. Flier is on the website. Our committee will be sending out some additional alerts about it as well. On Nov. 2nd (location TBD) at our meeting, we're going to do our own abbreviated Strategic Planning Session and we're looking for someone who is not part of our group who would volunteer to assist us in facilitating that for a day or two.
 - ii. TR (Melissa) – had a meeting on Aug. 23rd at Howard County. We've been trying to increase engagement this year and get our numbers up. We talked about our Good Grief Workshop coming up on Oct. 25th (shout-out to the committee working on that). I'll send out the flier via e-mail. TR Branch will host a social following the Fall General Membership meeting with our annual Corn Hole Tournament.
 - 1. Mary Beth – there again, our presenter and location have been given to us for FREE, so that's what we need to try and market.
 - a. Laura – we can link in their websites as well.
 - iii. RALS (Alex) – last meeting via conference call on Aug. 11th. Got lots of information out. Our Flag Football tournament was canceled due to low registration. Coming up: Oct. 13th – Art Showcase with Howard County, currently looking for volunteers (two shifts available, morning or afternoon). Great place to find acts for your upcoming programs/camps. Steve Parks and John Kennedy are contacts for that. We are looking at revitalizing our RALS logo since we have a new MRPA logo. We have approved amongst our branch to revise our branch charter, does it have to be approved anywhere else?
 - 1. Jake – the charter says it's presented to the Executive Council and has to be approved by then.
 - 2. Adrienne – the office doesn't have any info on the 10/13 Arts Showcase, please send it to us so we can get it out.
 - 3. Alex – next meeting will be at that location.
 - iv. President Elect (Carolyn) – looking for a location for the Winter Membership Meeting. Think about what you would like to do next year, if you would like to continue next year, or if you have a suggestion of who it

should be, please let me know. I'm trying to start thinking about who is going to chair the committees next year.

- v. Past President – No Report
 - vi. Secretary – No Report
 - vii. Vice President – looking for a speaker for the Winter Membership Meeting
 - viii. Treasurer/Treasurer Elect – Myra and I want to get together and see what the budget process will look like with us being on the Calendar year. We have about \$57K in Scholarships, \$790K in Investments, \$270K in Operating
 - ix. President – No Report
- VI. New Business
- a. Quarterly Award
 - i. Elisabeth – award is given at Fall meeting, would like to order the award by Oct. 15th. Board will discuss at the next Board Meeting.
 - 1. Send nominates
 - b. Executive Directors across the county have adopted dropping student fees. We only make about \$900 for the year. Put a 4 year drop off on it so they don't have to renew each year. We could work through the schools to get a list of their students. Will need to be approved through the board.
 - i. Alex – are we talking Undergraduate students?
 - 1. Chuck – ALL
 - 2. Laura – FULL time students
 - 3. Chuck – odd are if you're working in the field in MD, you're already a member.
- VII. Questions
- VIII. Adjournment: 12:09pm
- a. Alex – move to adjourn
 - b. Steve – second
 - c. Passes

Upcoming Meetings:

Strategic Plan Team: Friday, September 22nd at 10am – City of Rockville to host
Location: Glenview Mansion Cottage

Executive Board: Friday, October 6th at 1pm – Kent County to host
Location: TBD

**Corey will talk to Tim about moving meeting to Thursday, Oct. 5th and hosting at MRPA office at 11:30am*

Board and Council: Friday, November 3rd at 10am – Baltimore County to host
Location: Benjamin Banneker Historical Park and Museum (300 Oella Ave. Catonsville, MD 21228)



MRPA EXECUTIVE COUNCIL MEETING

SEPTEMBER 8, 2017

2018 MRPA RITCH STEVENSON LEADERSHIP INSTITUTE REPORT

“CONNECTING THE D.O.T.S.”

(Dynamic, Out-of-office, Training, Self-improvement)

Submitted by Marybeth Dugan, Chair

- The 2018 Leadership Institute is on a roll! We had our kick off retreat on Wednesday, September 6 and Thursday, September 7, 2017 at Rockwood Manor in Potomac. See attached agenda.
- Twenty very excited professionals from across the state were greeted by enthusiastic program committee members, while balloons and decorations in Maryland colors welcomed participants to kick off a great program.
- Maureen Dougherty provided excellent, interactive, very popular training sessions in Strength Finders, Conducting Effective meetings; Kathy Garrity was awesome in her team building and debriefing sessions which really got the participants pumped up and excited. The participants bonded immediately as these strangers became instant friends. Great feedback!!
- A HUGE shout out and thank you to our awesome planning committee:

Maureen Dougherty	Holly Harden	Chuck Montrie
Debby Huffman	Di Quynn-Reno	
Kathy Garrity	Christi Bishop	

- Huge thanks to Montgomery Parks, the City of Takoma Park and Maureen Dougherty for their in-kind services and donations to the program. Thank you, Tim Chesnutt for greeting our students!
- We are very excited to start our monthly Thursday trainings, (held the second Thursdays), beginning October 12, 2017 from 9am-4pm. The first sessions will be held at Huntington Community Center in Bowie where Barbara Heller, founder of **Heller and Heller Consulting, LLC** will present:

Creating a Way Cool Organization

Leadership: Now and for the Next Generation

Creating Organizational Innovation
- Holly will be documenting and sharing stories about LI throughout the year.
- Reached out to Terri Hilton and the Conference banquet committee to include the LI “graduation” certification awards program at the evening banquet on April 12, 2018.
- Discussion about LI participants becoming involved in MRPA. Need to discuss discount conference registration for 2018 LI participants.
- Stay tuned for more exciting news in the future....

MRPA Training Committee and MRPA/HCRP Supervisory development series 2017-18

Updated 9/9/2017 for Executive Council Meeting

These trainings are for supervisory staff as well as staff interested in professional growth. These trainings are offered to HCRP FT Staff as well as professionals outside of the Agency through the MRPA (Supervisor approval must be given for staff to attend trainings; PTB and contingent staff can attend trainings only if permission is given by supervisor and Laura Wetherald). These trainings will provide continuing education credits (ceu's) to staff who have professional certifications. These trainings are coordinated by Laura Wetherald, CPRP, Bureau Chief of Recreation and Karen Potter, Administrative Supervisor, Administrative Services Bureau. They will be responsible for the following:

- Selecting training topics for each fiscal year (using previous training evaluations and staff input on suggested topics)
- Scheduling the training (using both HCRP and MRPA Training Calendars to make sure there are no conflicts)
- Contacting Speakers and assisting them with CEU application (if applicable).
- Arranging location for training and coordinating with facility staff that speaker needs are met.
- Prepare and submit marketing request for training flier. Two fliers will be needed (one for in-house and one for MRPA).
- Food will be provided at the trainings and coordinated with facility hosting the training. Trainings from 9-12 will have a hot breakfast provided. Trainings from 9-4 will have a continental breakfast and lunch provided.
- For in-house staff: Coordinate with Loretta to send flier out and create an on-line sign-up. She will need to know how many openings there will be for training. She will create name tags and attendance roster for the training. For MRPA: Send training flier to MRPA and let them know how many participants will be permitted. MRPA will send final roster at least 3 days before training.
- Create survey to be sent out to participants after the training.
- Send invoice, survey results and attendance rosters to MRPA after training has taken place.
- **Directors Summit is back on and will be held at Wye River Conference Center in February 2018.** A survey was conducted to obtain a head count of interested attendees.
- **Additional Agency Training Update- Meet with MNCPPC Training Supervisor, who is now a part of our team and willing to partner on a training this year.**
- Marketing Plan Update will be shared with updates from Holly Harden
- **TRAININGS UPDATE- Calendar Update- Flyers Handouts**
 - Adding in a new training on **Artificial Turf Management** provided by Field Turf and Heather Johannian from HCRP. Details are forth coming. This was a request made to the committee from the MRPA office.
 - **Benchmarks for Success** – 6 hour training given by LERN instructor, Greg Marsello
 - **Sports Programming 101 & 102** – This will be a 2-part training with an option to register for one or both trainings. Sports Programming 101 will take place from 9:00 AM-12:15.

Sports Programming 102 will take place from 1:00PM-4:15 PM. A light breakfast will be provided at 8:30 for staff attending the morning session. Staff who attend both will be given lunch (12:15 – 1:00).

- during change. Discuss reasons that employees sometimes resist change, and offer suggestions for overcoming resistance. Describe things that a supervisor can do to create climate for change.
- **Effective Facility Management & Operations** – 6-hour training (with lecture and site visits- Suggested speaker Joe O’Neill)
- **A Crash Course for the First-Time Manager or Supervisor** – 6 hours training by Fred Pryor – Gain all the skills and insights you need to lead with confidence and conviction, including:
 - How to start producing results right away
 - Ways to avoid the problems that sabotage many new supervisors
 - How to get the unvarnished truth about a new employee’s position and performance
 - What it takes to get productivity from people who aren’t used to you being “the boss”
 - How to size up your supervisor – so you can give better support and get more backing in return
 - How to increase your visibility and earn the respect your position deserves
- **Reading the Tells** – 4-hour training– Reading the Tells give you practical techniques, tools, and strategies for understanding and using non-verbal communication for the highest impact and effectiveness. During this training, you will learn how to:
 - Develop skills in reading non-verbal “tells” both in the workplace and with friends and family members.
 - Recognize the limbic system and its role in non-verbal communication.
 - Dispel the myth of "fight or flight".
 - Recognize the three non-verbal factors associated with "bullying".
 - Identify the most honest part of the body.
 - Detect deception in any situation.
 - Increase positive communication that hits the mark every time.