



Maryland Recreation and Parks Association
Executive Board and Council Meeting
Friday, January 5, 2018 at 1:00pm
Harmony Hall Regional Center, Fort Washington

- I. Call to Order: 1:09
- II. Adoption of Agenda
 - a. Motion: Alexandria Wilson
 - b. 2nd: Steve McCoy
 - c. Approved
- III. Approval of December Minutes
 - a. Motion: Jake Chesnutt
 - b. 2nd: Carolyn Ryan
 - c. Approved
- IV. Old Business
 - a. Staff Report
 - i. 1st cut of Training Coordinator Job Description was passed out for review; Chuck will send to the people who called in.
 1. Discussion will occur at the Feb. meeting
 - ii. Jen has finished 1st month of getting acquainted and seems to be coming up to speed very quickly. She is melding well with the team and membership
 - iii. Budget (Calendar year budget)
 1. Draft was put together with Treasure and Treasure-Elect; this is our best guess for the upcoming year – submitted for board approval
 2. Looking at a \$5,000 loss last year; significant decrease in ticket sales program. Spent money on strategic plan and training program but were not included in the proposed budget
 3. Branches not included in budget; did not take 50% from Branches to feed the scholarship account based on funds available
 4. Includes a 3% increase for Adrienne and 4% increase for Daune
 5. Represents us earning money to pay for Training Coordinator
 - a. Questions: Tim – Expenses Spreadsheet – Contracted Services; point of discussion for after meeting
 6. Next step after approval would be to send budgets out to the committees and share their goals with them
 7. Terri – question about increase for speaker fee (Tim will have to review; may be somewhere else in the budget)

8. Steve – Park Branch Budget is a big point of discussion for us at the moment. Recommendation from Park Branch is a greater level of communication between the Treasure of MRPA and Branch Treasurers/Committees’ to form a Finance Committee of sorts to create a better understanding
 - a. Chuck – The Branch’s don’t really affect the association financially and can spend and earn money as they see fit
 9. Question – Wanda; when is the last day to adopt this budget?
 - a. Chuck – we’ll entertain questions offline and hope is to approve at next Board Meeting
 - b. May need to schedule a Board Meeting before the next meeting to approve.
 - c. Jake – recommendation send questions in by the end of next week (Jan. 12th).
 - i. Tim – Questions will be responded to via e-mail to the board which will ensure a quick approval at the Feb. meeting.
 1. Carolyn – since we will have questions answered can we have a vote after the Winter GMM? Will plan for 1pm Board Meeting
 - d. Wanda – suggestion for future is to see the budget in Oct. to approve in Nov so we’re not out of compliance.
 - iv. John Nissel has been thinking about the Social Equity Pillar and is searching for a jurisdiction that might benefit from an MRPA-funded park maintenance project. . . they’ve found a Salvation Army Field in Salisbury and would like to try to help restore it the Tuesday before conference. He would open this up as a workshop for a learning experience; spoke with Joe O’Neil since he is coordinating the Maintenance Track; had questions about the liability and responsibilities. That would be something to look in to.
 1. Wanda suggests we get a proposal in writing
 2. Lots of questions and discussion to iron out details and see if this is something we can start developing
 - v. Conference Registration Fee – last year we raised the rate by \$30; Conference Committee recommends not raising the fee this year.
 1. Tim – if there is not issue with the increased cost of the keynote then let’s leave them.
- b. Committee Updates
- i. Legislative Committee – Session starts on Monday; over 300 bills already filed but none are germane to recreation and parks at the moment. We’ll watch and see how that plays out. Did read an article that the State Forest Conservation Act will be a hot topic. Was proposed to be amended last session but didn’t pass so it’s possible it will come back up this year.

1. MACO and MML will have their joint meeting at the end of the month; they do a lot of advocacy with/for us.
- ii. Membership Committee – starting to reach out to schools to do our visits this year. We can tell them about the free student membership, attend trainings, receive newsletter with job postings. Frostburg is using a picture from conference as the picture on their home page for the specific school. Been working on reaching out to volunteers from the Fall GMM to try and get them engaged.
- iii. Awards Committee – meeting this Wednesday (Jan. 10th). Deadline has passed for nominations; we’ve got at least a dozen on the association side. March 1st is the Luncheon; we’ll have a really good silent auction there as well. It will be a good day. What doesn’t go at the auction will be given to conference. Invitation should be going out at beginning of Feb. Remaining awards to be given at conference are due Feb. 1st
- iv. Leadership Institute – (e-mailed in and Holly presented)
 1. On December 14th, we met at Pip Moyer Recreation Center, City of Annapolis. Thank you Jen Jennings and staff for hosting! Excellent speakers: Michele Potter presented on *Grassroots Lobbying-How to Make it Work* and then Sue Simmons presented on *What do you do when you think no one is looking? Personal Leadership and Professional Ethics*. Both presenters were excellent! Very well received!!
 2. The LI participants planned a pot luck holiday lunch that day and held an “ugliest holiday sweater” contest! We also sent Ritch Stevenson an email from the meeting that day to wish him a happy holiday and to check in to say hello! See attached.
 3. The next LI session is Thursday, January 11 and will be held at the North Laurel Community Center in Howard County, Laurel. Laura Wetherald will be presenting on CAPRA and Professionalism. Betsy Thompson will be spending the day with us and will be introduced as she is the founder of the Institute.
 4. The committee is planning the March 8 group presentation event that will be held in Takoma Park. The Board and Council will be invited. Invitations will be sent out.
 5. We have some questions concerning the MRPA conference:
 - a. Terri Hilton- when does registration open for the conference? The current LI participants will be registering as “First Time Attendees”. Do they need to indicate they are LI participants on their registration form? Any updates on the banquet on Thursday evening that we need to be aware of? Do you all need our plans/logistics for the graduation ceremony for that evening including table reservation needs, the time schedule and how much time

- we'll need to present certificates, we may have a PowerPoint presentation to share that evening, etc.
- b. Thanks, looking forward to working with the banquet committee on this.
 - c. Holly and I are working with Jennene Blakely on the logistics and the supplemental piece that will be developed for the LI participants' conference presentation.
6. The LI participants have a bundle of wooden "memory" sticks that they have kept throughout the LI program and would like to use as "kindling" for the bonfire on Tuesday night. It is a reminder of their journey together throughout the year. Leigh Ann Eckenrode is a participant in the LI program and I believe she is also helping to coordinate the bonfire? If so, we can work with her on this.
- v. Marketing Committee – work with Membership committee to spread the word about our marketing attempts. Have been trying to help with the Learning Communities. The camp meeting that was held in Rockville was not a Learning Committee. It was a pre-established group that we invited some people to. There needs to be some discussion about maintaining that and developing learning communities. Have a student in LI who has experience with LC and working with her to develop some. My hope is to announce some upcoming LC at the Winter GMM so people can start thinking about it; even if they're far out on the calendar.
 - vi. Conference Committee – going really well. The hastag is #treasuremrpa2018. Going to encourage people to tag #mrpa as well. Currently looking at conference apps. Hoping this year will be our 1st year. We've found one that is free up to the 1st 200 people and then there is a fee. Working on a marketing and conference communication plan for when then website will go live and features. Using Sebastian the Duck with cool pictures to highlight these. Edwin Rivera from PG is working with me on this. Tuesday will be in the social hall with the bonfire afterwards; no DJ; we'll have a playlist (looking for requests being sent to Leigh Ann). Wednesday will be in the bar area with a DJ. Thursday, Chuck has secured the 1st floor and we're looking for the branches (branches would have to pay for the room or find someone who would be in that room and find alternate place to sleep that night. pay for bed removal; food and drink). Membership Committee will host a student friendly (moc-tail) room. Banquet will be in the Education Session Rooms; lunch will be in the atrium, but without a speaker. March 2nd is Early-Bird Registration deadline.
 1. Carolyn – question; as you're arranging rooms. Would it be possible to host a transition meeting again this year? Looking to have outgoing and incoming board/chairs for this meeting.
 - vii. Training Committee – Laura on the phone and sent in via e-mail

1. New Training Coordinator for MRPA meet with Training Chair to discuss roles and scope
 - a. All trainings have been very successful as far as attendance and content. Need to continue to focus on CEU driven trainings but also address the new ways in which our members learn.
 - b. John Nissel, who is leading the planning of Park Maintenance staff has been very successful in the delivery and content with good marks in attendance. This continued training market has allowed us to expand our scope of training.
 - c. Future Trainings in the Winter/Spring being offered through MHCPPC- are going to be implemented Darryl. He has shared three new training which are currently going through the process for promotion and fiscal operation with the MRPA office.
 - d. Directors Summit in February continues to be an anticipated first-time event. Laura and the MRPA team are excited with now 20 attendees when 15 was our minimum. The content of the sessions will be very comprehensive and timely. We look forward to accessing the Wye Conference Center.
 - e. The Ritch Stevenson Leadership Institute under the direction of MBDH and her very qualified team continues to produce a best practice model for future LI's.
 - f. Jenene and Dave are putting the final touches on the programs selected for the MRPA conference. It will be a treasured event not to be missed.
 - g. Marketing under the direction of Holly has been able to soar and the word is consistent and getting out in many new venues and reaching new markets and members.
 - h. Training Workshop by Maureen was very successful. It did appear a lot in the class though were looking for skills to train in-house staff as opposed to presenting at a conference but the content was well received.
 - i. Webinar Options and Operational Tasks is still at the forefront to be determined this year. Jen is not taking this on as one of her tasks.
 - j. Creation of a Training Pre/Day of Planning Template is being prepared by Jen from a template used by Karen potter and LTW at Howard County. This template will assist all agencies and branches etc. in setting up the logistics for a training and help with being comprehensive.
 - k. Branch Trainings are continuing to unfold but very pleased all the Branches got their trainings dates on the books early-

- I. CEU Logistics continue to be a lengthy but professional process approving CEU. The sooner they are provided the more time can be given to review, comment and approve.
2. Committee Goals
 - a. Developed and Implement an **MRPA Marketing Plan** just for Training and Development offerings- Holly Harden is on board to assist with this
 - b. Research and Implement a Sampling of 2-3 Online **Webinars** to evaluated for further implementation within the next year-This has been moved to the role of Jen
 - c. **Researched, Plan and Implementation of Directors School- Feb 2018**
 - d. Continue to Develop and Implement another **Successful Year of Agency Driven Development Plans** and Incorporate a Strong, Branch, Agency, and Association Calendar of Offerings for the Entire Membership and maintain and projected and up to date Budget. MNCPPC and Baltimore City are on board to also partner for trainings. Dec 2017 Growth can still happen but the minimum agencies have been acquired.
 - e. Hold at **least 3 Training Committee meetings** during the next year to maintain a strong level of communication, promote marketing efforts, review program and speaker proposals, develop a resource for different training teams and maintain updates on Evaluation Analysis of current and past Trainings offered. This has been accomplished. Dec 2017
 - f. Strive to include **CAPRA driven narrative in training flyers** to continue the CAPRA core 10 categories -This came from the Training and Development Plan Maureen put together. Need to clarify better in the flyer and new verbiage has been approved for trainings for a consistent message. Dec 2017.
 - g. Maintaining a **yearly Up to Date Training Calendar** and working closely with the MRPA Webpage to be current. - Will continue to work with the MRPA on this. This has been accomplished and a flyer version was created by Holly/Marketing. Dec 2017
 - h. New Training Options being planned or implemented within the MRPA Organization- This continues with good coordination. Have buy-in from all branches, interest groups, Board and committees. Dec 2017
3. Question – RALS is wondering the need of Branch trainings if there is a training committee.
 - a. Laura – that’s a good question and I think the direction would have to come from the Board.
 - i. Chuck – the branches are supposed to participate on the training committee and coordinate their

trainings (if they choose to host) through the committee.

- viii. Phil Bryan – thank you for people who helped to sell the lottery tickets. We’re going to be celebrating the 30th MRPA Golf Classic in Sept. looking for sponsors for a big give away.

c. Officer Updates

- i. Past-President: have received nominations and short bios from all candidates except 1. I have not received any info from Branches regarding their candidates or bios. More than one candidate for Secretary and Treasurer-Elect. Wanda will work with Beahta to coordinate how the elections will run. Nominations are needed ASAP. Is there anything I need to do for the Past-President’s breakfast at Conference? – it will be a Directors Breakfast
- ii. Vice President: need quarterly reports by the 24th for the meeting on the 29th
- iii. President-Elect: Winter GMM will be Monday, January 29th. I need some suggestions for executive committee leads for LI and Marketing and Communications committees.
 - 1. Tim – will you get a draft agenda out to us for the meeting? Yes
- iv. RALS Branch – workshop at Beltsville CC in December. Speaker did a really good job. Able to talk with attendees about what topics they’re interested in attending and what they’re looking for out of the association and the RALS branch. Different schedules play a big role in their availability. Baltimore City can attend things in the AM; prior to 1pm. Feedback – people were getting info from supervisors, not from the website. Didn’t realize the association only had 4 staff and is really volunteer driven. Next RALS Meeting is Friday, Jan. 12th to discuss the purpose of the branch moving forward.
 - 1. Chuck – BC new director is very engaged/driven so now is the time to tap into those resources
- v. Secretary – no report
- vi. PARC Branch – met in Dec. and had a conference call yesterday. We have a skeletal schedule for trainings for the upcoming year starting in May. These are networking and touring facilities instead of traditional trainings with CEUs. National Arboretum in May (tent May 24th). Sept/Oct will be at Ft. Frederick State Park; Jan. of 2019 will be at the new Harriett Tubman State Park. March of 2019 North Point State Park and Ft. McHenry State Park. This will be a heavy historical resource conservation focus theme. Possibly make them brown-bag seminars to keep the cost down to prevent people from being unable to register. Looking to possibly looking to create package deals for registration. We have a full slate of officers minus 1 member at large. Have received a handful of

nominations for PARC branch awards. Looking to broaden some of the categories as our membership broadens.

- vii. Treasurer/Treasurer-Elect: we went over the budget in depth with the staff. Looked to see if there is a better way to organize the data to make it more efficient/effective/approachable vs. this excel sheet process. It was a great learning experience for both Myra and Jake. Finance Committee meeting was informational. We have 3 investment accounts (1 focused on scholarships) currently; possibly look to combine those in the future.
 - 1. Jake – motion to combine the investment accounts and maintain the principal internally (keep track) for scholarship
 - 2. 2nd – Corey
 - 3. Discussion –
 - a. Tim: Friendly Amendment: add, that we track each of the three internally until such time that we clarify the purpose
 - i. Jake – so how would the interest accumulated be distributed?
 - ii. Chuck – we’ll keep track of the split of the 3 at the time of the merger.
 - iii. Jake – currently distribute across the accounts if needed?
 - iv. Accepted
 - 4. Vote – approved unanimously
 - 5. Myra, Jake and the Finance Committee will work to get the policy
 - viii. President – Executive Director is evaluated by the Personnel Committee annually to be completed by the end of the month. During this process, we identified that MRPA does not have a current evaluation tool. We are looking to develop a formal tool for the agency.
 - 1. Laura volunteered to help develop.
 - d. Strategic Plan Update
 - i. Rolled it out, committed to give updates at each membership meeting. Maybe include it in the written report to remind people that it was rolled out. The Board will have to decide where the plan will sit to keep track. Please share with branches and committee members to keep the ball moving.
- V. New Business
- a. Carolyn – suggest and am willing to head up a group to re-write the nomination process to be included in the bylaws. Corey and Myra have volunteered to help with that if anyone else is interested.
 - b. Re-writing the roles and responsibilities of the Treasurer/Treasure-Elect to be updated in the bylaws.
 - c. Committee Responsibilities need to be updated.

- i. Holly suggested having these due by March 2nd meeting. Committee Chairs responsible and Elected Officers to revise/re-write job descriptions, given to Wanda.
 - d. Need nominations for Quarterly Award (vote today by board)
 - e. Next Board Meeting – Location at Senior Center in Rockville
 - f. E-mails for MRPA staff so that all staff have personal emails.
 - i. Chuck will revisit with staff
- VI. Questions
 - a. Deadline for trainings on the Calendar?
 - i. Needed by Jan. 22nd to Holly Harden
- VII. Adjournment
 - a. Jake – motion
 - b. Carolyn – 2nd
 - c. passes

Next Meeting:

Board and Council: Friday, February 2nd at 1pm
Location: City of Annapolis to host (exact location TBD)

Executive Board: Friday, March 2nd
Location: TBD

After the Board and Council Meeting; Executive Board has a nomination for Mary Beth Dugan as Quarterly Award nominee

Anyone not in favor, speak now. Passes unanimously.

Please submit a written report to Corey Smith (coreyh.smith@pgparks.com) to be included in the minutes.