



Maryland Recreation and Parks Association  
Executive Board and Council Meeting  
Friday, December 1, 2017 at 12:00pm  
Glenview Mansion, Rockville

- I. Call to Order: 12:46pm
- II. Adoption of Agenda
  - a. Motion: Carolyn
  - b. Second: Alexandria
  - c. Passes Unanimously
- III. Approval of November Minutes
  - a. Motion: Carolyn
  - b. Second: Jake
  - c. Passes
- IV. Old Business
  - a. Staff Report
    - i. Successful partnership with DNR and nature city forum; 120 people participated. Made lots of good connections
    - ii. Adrienne is trying to finish up on the tickets; two agencies still owe us money. Dismal bottom line this year; around \$88,000 or less. Will result in a flat fiscal year this year. We're ok cash flow wise; no need for alarm at this point.
      1. Tickets go out to 34 sellers; but we don't know ratio of camps to public
      2. Looked at continuing ticket sales past summer; but our sellers get tired and overwhelmed.
    - iii. Upcoming work: working on renewing sponsorship and running budget reports; Jake would like to sit in on the process. Looking to present to the Board in early January for approval
      1. Currently 12 sponsorships
    - iv. Tim asked Duane about online directory
      1. Plan to have all the agencies done by the end of December.
        - a. Chuck – this is a hugely ambitious goal
      2. There's a lot more to be done; but at least getting the agencies up online by December.
      3. Space problem and printing costs will go away with the online directory
    - v. Alex – currently it's just the leadership of the agency in the directory, will the online include everyone?
      1. Duane – currently it will look just like the printed version; ultimately will hopefully include everyone
      2. Tim – what do you need from agencies?
        - a. Duane – once I upload this, I'll send it out to the agencies for review and updated

b. Committee Updates

i. Sponsorship – Matt Purkins

1. Matt and Chuck met with Express Marketing Design about making the directory more online in the future.
2. By doing it online (not just uploading), we've got the benefits of the print directory without the printing costs; will be able to search directly and then an advertisement would also pop up. A company would also help us to keep it updated continuously.
3. Chuck – Express Marketing has software so we're looking at how that will work with our website
4. Currently \$4-\$5K worth of advertising in the directory; so we need to find out where we're going to place it. Working with Chuck and Adrienne to figure out what to do with that piece of revenue.

ii. Training – Laura Wetherald

1. Dec. 11<sup>th</sup> – will also offer a small lunch.
2. Have had some very successful trainings; the training calendar has become a real time piece that the branches and everyone are using.
3. Met with Jen, Jenneane Blakely (Training Committee for next year); Adrienne about her job and how it will work with the committee.
4. Hope to have a breakdown on the 11<sup>th</sup>.
5. Jen will take the list we use about a training to create tools so we're all consistent.
6. Had an Artificial Turf Management Training with a huge response. It didn't play out as it was planned; unable to offer CEUs because we weren't able to get data from the trainer. Outside presenter from Field Turf was very disappointing. Internal presenter reached out to the attendees to get their feedback on how it could have been improved from their point of view.
  - a. Chuck – it was still a good learning environment
7. Next training, Reading the Tells is next week. Presenter was at conference last year.
8. Chuck – based on our meeting the other day, we are well prepared to transition with Jennene next year.
9. See attached for more details.

iii. Awards – Elisabeth Deal

1. 1 week until deadline for award nominations are due; please encourage people to submit
2. Deadline for conference awards (6 association awards); deadline Feb. 1<sup>st</sup>

iv. Resource Development – Amy Vagnoni

1. With the flier and letter, Dicks has agreed to give us \$2500.00 for training
2. Lottery that Phil is doing is being advertised
3. Opinions? – I'm looking for business that people think we could reach out to
4. Laura – the cool thing about this is I can pass you names that I am currently in a contract with instead of myself reaching out on behalf of MRPA as well.
5. Chuck – how do we systematically get a list from each agency?

6. Amy – asking people who have received scholarship money before to pay it forward and donate back to the scholarship program
- v. Leadership Institute – Mary Beth Dugan
1. The Leadership Institute is rolling along! The November 9<sup>th</sup> session held at Prince George’s County Parks and Recreation Administration Building (PRA) in Riverdale was very well received where we heard Darryl Wyles presenting on *Dynamic Presentations* and Darin Conforti who spoke on *Budgeting for Leaders*. Both were great speakers! LI participants wanted to hear more! On December 14<sup>th</sup> we will be meeting at Pip Moyer Recreation Center, City of Annapolis. Committee will be meeting on November 30 to confirm all logistics. More great speakers: Michele Potter will be presenting on *Grassroots Lobbying-How to make it Work* and then Sue Simmons will be presenting on *what do you do when you think no one is looking? Personal Leadership and Professional Ethics*.
  2. The LI participants are planning a pot luck holiday lunch that day and will also have an “ugliest holiday sweater” contest! We’re also going to send Ritch Stevenson an email from the meeting that day to wish him a happy holiday and check in!
  3. The committee met in Takoma Park on November 21 to visit the city’s auditorium where the March 8 presentations will take place. It is a perfect venue. Has 154 seats, a stage, lighting, state of the art AV equipment. Very intimate setting! Perfect for the presentations. Working on logistics now.
  4. We will be reaching out to past LI graduates to attend upcoming Thursday sessions in January, February and March to say a few words, have lunch and cheer them on supporting them as they’re nearing the “home stretch”!!
  5. There is no SOP or “training” manual in place on how the Leadership Institute is operated/managed for Leadership chairs. Marybeth will initiate developing an electronic and a hard copy of a SOP for the Institute with the help of past chairs. It will be kept at the MRPA office and updated as needed.
  6. Future idea: Leadership Institute Grad school (second year for LI graduates only much like Oglebay)
- vi. Conference Committee – Terri Hilton
1. Committee meeting this morning (12/1).
  2. Theme: Discover the Treasures of Recreation and Parks
  3. Changed the schedule a bit; no speaker at lunch this year; just a networking lunch in the atrium
  4. Banquet will be in the 3 rooms up by the lounge instead of in the atrium
  5. Communication Committee is starting this year; Edwin Rivera will communicate with attendees throughout conference and send out daily e-mails, etc.

6. Socials: loved the Bonfire last year; Tuesday night will be in the bar/lounge; Wednesday we want to play off of last year to see what we can do with the hotel.
  7. The Exhibiter Brochure is ready! Looks great; still need about 5 exhibitors
  8. Asking exhibitors to provide food and beverages at their booth to bring people to them and minimize our costs
  9. Education is doing phenomenal! All sessions are working to be placed and then will be moving on to CEUs
  10. Tim – Keynote is confirmed?
    - a. Terri – so adjusted price is set; we’ll coordinate logistics with him
    - b. We are covering his travel costs as well
  11. Have meetings set monthly right up until conference.
- vii. Legislative Committee (submitted electronically ahead of time) – John Byrd
1. Attached is a draft Legislation Matrix Format I intend to use during the General Assembly session with examples of how it will look. We will include links to the various Bills we want to watch with status updates as things progress. The link to the General Assembly is below, I encourage everyone to peruse this website, and it is very easy to track Bills that are submitted each day. This is expected to be a record setting year  
as far as Bills being introduced so I expect a lot of repeat issues coming back such as Turf, hunting, Child care regulation, etc.
  2. <http://mgaleg.maryland.gov/webmga/frm1st.aspx?tab=home>
  3. I have not heard of any specific Bills to watch yet. I attended and testified at a briefing 2 weeks ago before the Joint Review Committee for Program Open Space. This committee was formed 2 years ago to examine the POS statute and recommend changes regarding the local side funding and the goal of 30 acre/ thousand population part of the statute, as well as the percentage of funding that can be used for construction vs acquisition. (If a jurisdiction has met the 30/1000 goal they can use 100% of their allocation for development.) It had been proposed to remove this threshold and legislation was submitted last session, which failed. At the briefing 2 weeks ago MACPRA and Partners for Open Space testified that since the POS funding seems to be coming back according to the Governor’s budget proposal, then now is not the time to change the statute. We do not anticipate any legislation that will impact POS., but it’s early.
  4. Local Bond Bills are being heard by the delegation at the local levels this week. I don’t think they have been put on the General Assembly web page yet, but anyone can check with their local County Council or Board of Commissioners to see if anything has been proposed for their jurisdiction relative to Recreation and Parks projects. These are typically

brick and mortar projects that are seeking supplemental funding, like renovating historic sites, building a playground, putting a roof on a food bank etc.

5. The annual winter MACo conference is next week. If I hear of any Issues on the horizon I will send them along. I expect I will submit the matrix each week on Monday or Tuesday morning. If there is a need to testify on behalf of MRPA I will try to be available and if anyone would like to tag along that would be fine.
  6. Lastly, please copy Susana Burrell on any correspondence to me since she coordinates a lot of this information during the session.
- viii. Scholarship Committee (submitted electronically) – Jen Jennings
1. The first coupon that ended 11/22 we will receive a check for \$65.16. It usually takes about 6 weeks for the check to be cut from the last day of the coupon. For the one that started 11/23, we are currently at \$78.61. This coupon will run through 12/26 so we still have time to reach over \$500.00 and then get 5% above that. It does not seem like a great return, however we do have a return and it can grow from here, "baby steps"!
  2. Please share the coupon with family and friends. (Coupon can be found on MRPA website and newsletter)

c. Officer Updates

i. PARC Branch

1. No new report from our last meeting. Our next meeting is next week on Dec. 7<sup>th</sup> at Sandy Point St. Park
2. Looking to hear about the outcomes from the Fall Membership Meeting to drive our next steps
3. 1<sup>st</sup> session of the Park Ranger Training started on Wed. of this week. Chuck attended; 19 in the class this year.
4. Will have more of a report after the meeting next week
5. Any update on the legal issue of the trademark?
  - a. Chuck – I'm out of the loop on this.
  - b. Last I heard it's with the lawyers

ii. President Elect

1. The winter General Membership Meeting will be held on Wednesday, January 24<sup>th</sup> at Annapolis Rec and Parks Pip Moyer Rec Center
  - a. Working with Wanda Ramos and Jen Jennings on speaker and details for the meeting
  - b. Pursuing an NRPA Executive member as the speaker
    - i. Wanda – Leon T. Andrews, Jr, NRPA Board Chair is available that day if we are interested
2. Finalizing committee leads for next year

iii. RALS Branch

1. Next meeting is Dec. 15<sup>th</sup> at 2pm; following meeting will be the bowling social at Severna Park Lanes. Please let us know by Dec. 5<sup>th</sup> if you'll be joining us for bowling

2. Training has been pushed back until Dec. 13<sup>th</sup> to allow for higher registration numbers
    - a. May need to look at other topic areas for interest
    - b. Carolyn – it's a good topic; just date conflicts
  3. Next workshop will be Jan. 19<sup>th</sup> – Pip Moyer
  4. RALS is looking to rebrand the logo; hoping to have a new design to review by Feb. 1<sup>st</sup>; hop to present at conference.
- iv. Treasure/Treasure Elect
1. The financial situation is different this year than in previous year
  2. In the Guiding documents, what the positions should be/could be/actually do are not currently in line; we'd like to be move involved in the process
  3. We'd like to propose that people are tracking more consistently throughout the year to help the budget process
    - a. Tim – so, does that portion of the bylaws need to be rewritten?
    - b. We just need to look at how we want the roles to function
    - c. Tim – do you and Myra have something you'd like to propose?
      - i. Jake – that's where we'll be looking at the budget with Chuck and Adrienne
    - d. Chuck – we weren't getting great tracking responses from committees so we modified how we developed it. We started sending it out for review; but we weren't getting responses.
    - e. Laura – on other boards, the paid staff are the management of the money and the treasure is the check and balances/go between for the board
- v. Secretary
1. No Report
- vi. Vice President
1. Tag teamed with Chair Elect
  2. Would like to possibly tag a training from the training committee to the membership meeting
- vii. President
1. Everyone got my e-mail back in April about being the dream team; I'm very proud of the working being done.
- viii. Past President:
1. MRPA is still accepting nominations for Board positions. Please submit your nominations to the MRPA office. We have at least one candidate for each Board position.
  2. If you are a current candidate for a Board office, please remember to email me your short bio.
- ix. TR Branch (e-mailed after the meeting)
1. Our last meeting was Monday, November 20<sup>th</sup>. We had 9 TR branch Members in attendance. Discussed about Tommy Ross Scholarship and creating an up to date flyer with stories of past scholarship awardees for marketing purposes. Currently, were working on the next TR branch workshop tentatively scheduled for February 21<sup>st</sup>: The Final Rule. Also, plan to send a survey monkey to all TR branch members asking what

topics they would like to see for workshops and which ones they would be willing to help organize.

d. Fall Meeting Debrief

- i. Want to review this meeting; I passed out 3 e-mail responses but I'd like to hear from everyone here.
- ii. Marybeth read an email that she received. Will request that she provides a copy for the minutes. Marybeth has been a member since 1982 and think what's happened is the integrity has gone down. The new folks have not had the opportunity to learn about MRPA without any transition and any leadership. The meeting was very disorganized. How do we get the new members to understand the integrity of who we are? In the past they would have retreats and get to know one another and learn the history of MRPA.
- iii. Matthew: One of the things that he recommends is having a Historian. We need someone to teach the new members the roots and what we stand for.
- iv. Tim: The meeting was centered around being strategic and nothing was strategic about it. For the remainder of the meetings would we please try to have an agenda and targeted outcomes. Targeted outcomes and always have an agenda. Good intentions but no justice on the strategic plan. Will a system based on individual mentoring even matter anymore?  
AGENDA and TARGETED OUTCOMES should always be present.
- v. Wanda: time limitation and not enough time for the breakouts. Lost a lot of people during rotations.
- vi. Carolyn: The nomination process was the most embarrassing part of the meeting.
- vii. Amy: Why don't we just do an educational session just about MRPA? How about doing a video with an apology and more information about the strategic plan.
- viii. Laura: A statement addressing the ball was dropped and then an introduction into what the strategic plan is all about. When the welcome goes out to new members the mention the General Membership Meetings and have a welcome session for them.
- ix. Alexandria: Summer GMM is a good place to teach the new members. Engage them at every opportunity and address what is in it for me.
- x. Corey will start sending out an email in regards to who has any ideas or would like to add any information to the agenda.

e. Nomination Process:

- Tim: Seems like we are saying one thing and doing another. Extend the
- Chuck: We should decide what works best for us.
- Marybeth believes the nomination process should be open and that it should be a process.
- Corey: Would like to recommend, put out a call for nominations that include descriptions of the positions and recommended qualifications
- Jake would like to resend the current policy.
- Discussion

- Wanda: Motion to extend the deadline to January 15, 2018
  - Jake: Second
  - Discussion
    - Change date to Jan. 12<sup>th</sup> and include Bio
  - Motion passes
- f. Strategic Plan Progress – postponed to a special meeting to be held on December 6<sup>th</sup>.
- i. Review from Fall Meeting
  - ii. Establish a timeline
  - iii. Distribution and Posting of Final Version
  - iv. Process/next steps
- V. New Business
- a. NRPA Planning meeting coming up that Chuck will be attending for conference in Baltimore in 2019.
- VI. Questions
- VII. Adjournment: 3:13pm

Next Meeting:

**Executive Board:** Friday, January 5<sup>th</sup> at 1pm – Prince George’s County, Southern Area to host  
 Location: Harmony Hall Regional Center 10701 Livingston Road, Fort Washington, MD 20744

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

*Please submit a written report to Corey Smith ([coreyh.smith@pgparks.com](mailto:coreyh.smith@pgparks.com)) by noon on Wednesday, November 29th.*



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

### Updated 12/1/2017 for Executive Council Meeting

Laura Wetherald, Chair

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:

- Contacting Speakers and assisting them with CEU application (if applicable).
- Create surveys to be sent out to participants after every training and analysis is prepared and stored for future planning.
- 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. (Updated Program info attached)
- MNCPPC Training Supervisor, part of our MRPA Training team is partnering 1-2 trainings in the winter spring. These will be confirmed at the next meeting in December.
- Article Writing on MRPA Training to be provided to MRPA office in an upcoming newsletter.
- **Excellent Meeting to discuss the new Training Staff and this committees oversight. Great discussion and ideas were shared along with future programming functions and strategic planning**
- **TRAININGS UPDATE- Calendar Update- Flyers Handouts**
  - **Artificial Turf Management** provided by Field Turf and Heather Johannian from HCRP. Details are forth coming MRPA spots filled and could have had a waiting list of 6. Very successful with attendance but weather and program set up affected the roundtable outcome. Good Lessons Learned from this training on what will work. Extensive Evaluation completed for enhanced review.
  - **Benchmarks for Success** – 6-hour training given by LERN instructor, Greg Marsello was held and provided excellent training in program, marketing and administrative benchmarked tools and knowledge. Huge success and excellent rating on the training.
  - **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).

- **Effective Facility Management, Programming & Operations** – Facility Tour being created for late Spring.
- **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–  
 There is room in this session from MRPA. This is the one to PUSH right now!  
 Please spread the word.  
 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.