



Maryland Recreation and Parks Association
Executive Board and Council Meeting
Friday, February 2, 2018 at 1:00pm
Pip Moyer Recreation Center, Annapolis

- I. Call to Order: 1:07pm
- II. Attendance: Chuck Montrie, Holly Harden, Carolyn Ryan, Wanda Ramos, Mary Beth Dugan, Melissa, Corey, Myra, Steve, Jake, Alexandria, Terri, Adrienne, On the Phone: Beahta, Elisabeth, Amy, John Byrd
- III. Adoption of Agenda
 - a. Carolyn – move to approve
 - b. Wanda – suggest we change the order of old business to be Office Updates, Committee Updates, Staff report to meet the needs of attendees
 - c. Carolyn – move to approve with suggestions
 - d. Myra – 2nd
 - e. Approved
- IV. Approval of January Minutes
 - a. Grammatical changes were submitted and corrected
 - b. Beahta – move to approve with changes
 - c. Jake – 2nd
 - d. Approved
- V. Old Business
 - a. Office Updates:
 - i. Beahta – spoke with TR Chair Elect nominee regarding nomination, candidate has not accepted, but has not rejected. Don't want to hold up the election process.
 1. Chuck – based on the timing of this, we have about 1 week to play with before we really have to get the ball rolling, but its Beahta's call.
 2. TR Branch can hold a special election or Board of Directors can appoint as needed.
 3. We will move forward with the election process to open nominations on Feb. 14h and last day for voting to be March. 7th.
 4. Proxy budget vote to Myra (vote will be after Board and Council Meeting).
 - ii. President Elect – small committee has made small suggestions to the bylaws regarding the Nominations process. Added in a letter D, rest remains the same.
 1. We are presenting this to be added to the bylaws

2. Chuck – background provided to a history of changes to the bylaws. Under Peggy Mark, we removed some items from the bylaws with the intent to develop a Policies and Procedures Manuel that would be easier to update.
 - a. Carolyn – I think that is a good discussion t have, but I think the feeling was this is something that should be included in the bylaws.
 - b. Chuck – just from the process we’ve already had, I think there is still work and updates that needs to be done on a wide scale.
 - c. Myra – I feel that’s something we discussed at the last meeting, that the bylaws do need to be updated on a wholesale.
 - d. Chuck – whatever we decide, we still need a policies and procedures manual.
 - e. Suggest that the Board reviews the bylaws and discuss at the March Board meeting.
 - f. Jake – this process came up for a reason, I’d like to suggest that the Board and Council review the suggested information and have comments to Carolyn by Friday, Feb. 9th.
- iii. President (sent via Vice President)
 - a. Is there a role for MRPA for helping address racial inequity issues across Maryland? If so, what might that role look like?
 - i. Chuck – MML is an affiliate of NLC (as we are an affiliate of NRPA); that relationship could be the group to help carry that work forward. I like the idea of working through their structure.
 - ii. Wanda – how does that benefit the membership of MRPA
 1. MML is the conduit to create the work. So, through MML, we can request trainings from NLC and we can open it to our membership.
 - iii. If this group likes that idea, then we can follow up with MML to see if we can move forward.
 - iv. Mary Beth – I also want to make sure that people with disabilities are addressed in this discussion as well to promote actual inclusion.
 - v. Alex – what kind of timeframe are we looking at here?
 1. This is a hot topic and we’ll keep the momentum going.

2. Wanda – can we hope to have an answer by the next meeting? Chuck will have a conversation with Michelle Potter ASAP
- b. Asking for any more input on the tool to be used for the performance of Executive Director
- iv. Vice President: working to put together the descriptions of each of the committees to update them. Committee Chairs will be getting an e-mail on Monday with the current ones to be reviewed and updates sent to Wanda by Feb. 23rd
- v. Treasurer/Treasurer Elect – sent electronically
- vi. Secretary – no report
- vii. TR Branch
 1. Plan to have a meeting in March, to have a planning meeting and figure the best way to move the branch forward
 2. 6th Annual Mini-Golf on Tuesday, prior to conference at 3:30pm. Charlie Butler is working on it and is developing a flyer.
 3. TR Branch is willing to host a room for the Thursday night social. (RALS has room 209).
 - a. Terri will send an arrangements form and we can work with the hotel to get everything set up.
- viii. PARC Branch
 1. Met at the membership meeting on Monday
 2. PARC Branch will also host a room for the social
 - a. What can we expect expense wise? Looking at securing a sponsor for that event.
 - i. Carolyn – last year, different people donated different items to bring in
 3. By conference, we will have all 4 dates for the workshop/meetings locked down
- ix. RALS Branch
 1. Next meeting, Feb. 9th in Greenbelt, will have a conference call in March if necessary
 2. Last two workshops are planned for Feb. 13th in College Park and March 13th at Greenbelt Aquatic Fitness
- b. Committee Updates
 - i. Legislative
 1. sent a matrix electronically with legislative updates
 - ii. Conference Committee
 1. Using GuideBook to have a conference app this year. It will be \$700 for the 1st year and \$1750 for subsequent years if we continue with them
 2. We need some more exhibitors, passing out information to share and distribute.

- a. We have about 10 regulars who haven't come in yet, so we'll hopefully fill them in, but we are still looking for other companies.
 - 3. Early Bird Registration ends March 2nd and room block ends March 9th.
 - 4. Bonfire will happen again on Tuesday, Wednesday will be in the bar and will be a Maryland theme, Thursday dinner will be in the education rooms, not in the atrium
 - 5. Currently we have 48 education sessions, and there will be a Sports, Tourism and Maintenance tour on April 11th
 - 6. Info will be coming out soon regarding the silent auction
- iii. Resource Development
 - 1. Shout-out to Phil for the lottery tickets and the upcoming golf tournament
 - 2. Can you send me the exhibit brochure electronically
 - 3. Sent about 20 sponsorship letters to Parks & Rec companies across the country
 - 4. Can Corey send my e-mail to the Board and Council so they can send me people I should reach out to
- iv. Awards Committee:
 - 1. Awards are on track, winners have been notified, ticket sales are open, the silent auction is going to be awesome
 - a. Can we notify non-winners as well
 - 2. Still working to confirm a speaker for the luncheon
- v. Leadership Institute:
 - 1. On January 11th, Laura Wetherald, Bureau Chief of Recreation for the Howard County Department of Recreation and Parks, presented a thorough overview of CAPRA and how to be a visitor while exploring the necessary characteristics of a true professional and professionalism. Thank you, Laura and to the Howard County Recreation and Parks Department for hosting us, especially Matt Madera and the staff at North Laurel Community Center.
 - 2. We're looking forward to February 8th when we will meet at the beautiful Belmont Manor and Historic Park in Elkridge. Our dynamic speakers will be Sheema Hai who will speak on Cultural Competency in the Work Place and Tim Matthews, Employee/Labor Relations Manager, MNCPPC as he takes us through the interview process, leveraging our strengths for professional growth. Thank you to Howard County Department of Recreation and Parks, particularly Cathy Allen and her staff at Belmont for hosting us this day.
 - 3. The LI participants are busy researching and developing their chosen leadership topics in their groups and will present them to

a panel of judges, their supervisors and Executive Board and Council on March 8th at the Takoma Park Community Center auditorium. Thank you to Takoma Park Recreation Department for hosting us, especially Debby Huffman for her continued support. You all will be receiving invitations to attend. We hope you are able! Lunch will be served at noon. RSVP to Marybeth by close of business, March 1.

4. On April 12th, from 1:30-3pm, the LI participants will be presenting at the annual conference in Ocean City! Come out and support the LI participants!
5. Participants will receive their certificates of achievement on April 12th at the conference in Ocean City during the Thursday night banquet. I met with Terry and Matt after the Winter membership meeting to discuss logistics. Chuck and Tim, would you like to help with presenting their awards, shake hands, etc. The committee members will also be available on the stage area to assist (entrance, exit areas).

vi. Marketing Committee

1. Looking to do a direct call for volunteers
2. Working to help people promote all of their trainings
3. Met with Jen Mogus yesterday regarding the Learning Communities. Had a great response to the Learning Community Survey. Having an Active Call on Feb. 14th to get the ball rolling on some of the communities
4. Went to MARPSA meeting – they will be activating a community as well

vii. Sponsorship Committee (sent electronically)

- 1.

viii. Training Committee (sent electronically)

1. Working on final details for the Directors Summit. So excited with over 20 attendees.
2. Chuck can give an update or Jen on the training committee.
3. Sports Programming 101/102 is this month's supervisory series, with almost a full slate from MRPA spaces.
 - a. Just got a few attendees from the MD State juvenile detention staff attending.
 - b. We are reaching new members.

c. Staff Report

- i. TEDx College Park, June 22nd
- ii. Parking Day, 3rd Friday in Sept. – you take a parking space and create a little mini park. Looking to roll out at the Directors Retreat. DNR is developing a rollout packet
- iii. Safety Expo in on Feb. 15th

- iv. Learning Communities are going really well, 3 on the books, more coming
 - 1. Holly – I'd like to recommend that the Training Coordinator include a report in the Quarterly Reports
- v. Each county has to do development plans and so does the state; they have asked me to be on the technical team for this plan development. It will be about a year commitment
- vi. Amusement Park Tickets
 - 1. Some counties/agencies buy tickets through MRPA, we would like to talk to your people to find out what prices you're getting and why prices are different
 - 2. We had a bad ticket sales year this year (almost a quarter of our revenue). We need to look at how we get the word out
 - a. Can this be a topic for the Camps Learning Community (March 7th)
 - b. Tickets are set for this year, but MRPA Staff will talk to Amusement Park staff for future year prices
- d. Strategic Plan Update
 - i. Review/approval of suggestions from membership feedback
 - 1. Recommendation from the website is to include a training for the identified departmental liaison (2018-2019)
 - a. We need to share the recommendation with the Membership Committee (Alex, Jake and Emily) to see if this is feasible, committee will submit a response to the board.

- VI. New Business
- VII. Questions
- VIII. Adjournment
 - a. Steve – move to adjourn
 - b. Myra – 2nd
 - c. Adjourn at 3:02pm

Next Meeting:

Executive Board: Friday, March 2nd, 1pm
 Location: Rockville Senior Center 1150 Carnation Dr. Rockville, MD 20850

Board and Council: Friday, April 13th
 Location: Time and Location to be confirmed (hotel in Ocean City)

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

Board Meeting

Call to Order: 3:06pm

Old Business:

- Approval of Budget

Staff recommends approval

Corey – so moved

Carolyn – 2nd

Approved unanimously

- Updates to the Financial Guidelines, Policies and Procedures
 - Suggestions/edits presented for review/approval
 - Board will review and vote to approve/accept at March 2nd meeting
- Investment Policy
 - Presented by William Blake (Investor)
 - Reviewing page 8 of 9, ED and Investor are recommending investment strategy to effect a change Policy Benchmark under Fixed Income to 70%
 - Strategy is to shift from mostly growth to mostly income with a 70/30 split
 - Myra – Move to not wait as far as moving the money around and utilize the 70/30 split, we can review the remainder of the document later
 - Chuck – he will come back with all of the details each time
 - Jake – looks to be consistent to what has been discussed
 - Steve – 2nd
 - Passes unanimously

Adjourn:

-Alex Motion

Carolyn 2nd

Adjourn at 3:19