

**MARYLAND RECREATION &  
Executive Board and  
August 29, 2019  
Howard County Recreation**



**PARKS ASSOCIATION  
Council Meeting  
& Parks Main Office**

**7120 Oakland Mills Road, Columbia, MD**

**Conference Call number: (605) 313-5143 Access Code: 767737**

- I. Call to Order 1:04**
- II. Attendance:** Holly Harden, Todd Johnson, Adrienne Varieur, Chuck Montrie, Anna Hunter, Cara Marshall, John Nissel, Jennifer Jennings, Nancy Pfeffer, Jennene Blakely, Derrick Thompson, Kelly Ketzenberger, Carolyn Ryan, Nicholas Johnson, Corey Smith, Jake Chesnutt, Emily Lawrence, Susan Potts, Carla Benavides, Phone: Kathy Burley, Michele Potter, Daune Cook, Edwin Rivera, Wendy Donley, Karen Haseley
- III. Adoption of Agenda – Adopted**
- IV. Welcome & Introductions**
- V. MRPA Executive Director & Office Report**
  - a. See Attachment
- VI. Board Reports**
  - a. President
    - i. Thank you to John for a great summer GMM
    - ii. Thank you to everyone for the hard work and volunteer sign up for NRPA for local host committee
    - iii. Looking for more dynamic content to be included in the Weekly Update
    - iv. Board meeting is same day as Fall GMM now; Board meeting will occur after the Fall GMM
    - v. Board will conduct an electronic vote for the Quarterly Award recipient
  - b. President Elect
    - i. Summer Membership meeting Recap
      1. Number of attendees = 172
      2. Registration Income = \$11,435
      3. Sponsor income = \$1,000
      4. Total income = \$12,435
      5. Refreshments (expenses) = (\$8,625)
      6. Net = \$3,810
    - ii. Fall Membership update:
      1. Topic: Empowering Youth
      2. Date: Nov. 21<sup>st</sup>
      3. Location: Green Farm, Montgomery County
      4. Speaker: Jonte Hall (shortest Harlem Globetrotter to ever play)
      5. NO CEUs; more motivational than educational
  - c. Past President
    - i. Attended the Summer General Membership Meeting
    - ii. Still waiting to receive SOPs and willing to work with any committee to help them develop SOPs

- iii. Began reaching out to past branch chairs regarding upcoming nominations to their board
    - iv. If anyone would like to run for an MRPA Board position or knows anyone who is interested, please let me know!
  - d. Vice President
    - i. Quarterly Reports; thank you for getting those in prior to the summer GMM
    - ii. Reminder will come out at the start of November for the Fall GMM
    - iii. Working on Winter GMM; end of January/beginning of February date
    - iv. Have some ideas for topics/speakers; still confirming details
    - v. Reached out to Committee regarding meeting dates in role of Liaison; please respond if you haven't already
  - e. Secretary
    - i. No report
  - f. Treasurer/Treasurer-Elect
    - i. No report; monthly statement was sent to Board and Council
  - g. RALS Branch
    - i. No report
  - h. TR Branch
    - i. Recruiting Chair Elect
    - ii. Next meeting is Sept. 10<sup>th</sup> in Greenbelt
    - iii. Developing a Fall Fundraiser
    - iv. Looking to have a social during NRPA conference
    - v. Working with a family who has received the Tommy Ross Scholarship to collect pictures and write up regarding his participation
  - i. PARC Branch
    - i. We are still gathering information for our goggle docs *History of PARC Branch*. Just need to clarify how to go about posting that and everything can be added for the Branch to view
    - ii. Our event for October 23<sup>rd</sup> is underway and information has come in today so it will be posted soon
    - iii. Looking forward to the national Conference and planning our spring events.

## VII. Committee Reports

- a. Awards
  - i. Next meeting is September 9<sup>th</sup> at 11:30 at Stained Glass Pub in Elkridge
  - ii. Suggesting we remove the names associated with the Awards; will be discussed by the Board and voted on
  - iii. Meeting to start discussing a location for the Awards Gala
- b. Conference
  - i. Had a few meeting to get the year started
  - ii. Call for presenters has gone out; and have feelers out for Keynote
  - iii. Schedule is being modified for Thursday to include a late breakfast and shifting things a bit
  - iv. Next meeting is Friday, Sept. 13<sup>th</sup> at North Laurel Community Center
- c. Finance
  - i. The latest statement, from the timeframe of June 28 through July 31, 2019, is valued at \$851,263.51, a decrease of \$466.99 from the prior statement. As I begin to explore researching reserve policies for non-profit organizations and

government entities, the Board of Directors or elected officials vote on the amount that is to be placed in the Reserve Fund as part of the annual budget process. This amount could be a percentage or dollar amount and is to be used for funding a major initiative or capital acquisition.

- d. Legislative
  - i. Season is just getting ready to start
- e. Marketing Communications
  - i. Looked into an MRPA store; but the company stopped responding; so we're looking for other agencies
  - ii. Looking for people to join the marketing committee
  - iii. Ensure lead time, with a lot of information to make it most effective
- f. Member Engagement & Outreach
  - i. Looking to set up a meeting with Daune to make sure we're not duplicating efforts
  - ii. Looking to set up college visits in the fall instead of the spring
  - iii. Continuing to work on the video. Would like to interview the office staff in the first few weeks of October
- g. Professional Certification Board
  - i. 3 applications have been approved so far: *How to Get Started Utilizing Drones; Emotional Intelligence for Parks & Recreation Professionals; Grow More Leaders.*
  - ii. 3 Speakers Bureau applications are in the process of being reviewed and one Recreation University CEU app has been received.
  - iii. PCB is still working with the Education & Training Committee regarding CEU applications for the Recreation University.
- h. Professional Learning Community
  - i. Have a lot of PLCs scheduled for the fall; a few for spring
  - ii. Still looking for a few new ones
  - iii. PLCs are open for registration and are on the website/training calendar
- i. Professional Standards
  - i. Want to identify and advocate for professional certifications. Please reach out if you have ideas or recommendations on how to proceed.
- j. Ritch Stevenson Leadership Institute
  - i. Schedule has been finalized; trying to highlight unique facilities in the state
  - ii. Kick off in two weeks (Sept. 12<sup>th</sup>) at Camp Letts
  - iii. Working with PCB on CEUs
- k. Scholarship
  - i. No report
- l. Sponsorship & Resource Development
  - i. Thanks to those who participated in the 1<sup>st</sup> Crabby Ball Drop; hoping to make it an annual event
    - 1. Next year looking to do it before lunch
  - ii. Working on summer camp resource fair
    - 1. Currently have 5 vendors registered
    - 2. We've got an advertising partnership secure as well
    - 3. Working on partnerships for the PLCs
    - 4. Seeking donations for the silent auction
    - 5.

- m. Technology Committee
  - i. Looking into apps/technology that we can share in the weekly reports that people/agencies can utilize
  - ii. Will start working on the conference app at the beginning of 2020
- n. Training and Education
  - i. **Speakers Bureau LIVE**
    - 1. Big thanks to Laura Wetherald who worked with a small subcommittee of the Training and Education Committee to put together a professional **Speakers Bureau** with the goal of bringing professional speakers into agencies across the State. Already have contracts from DC Recreation & Parks – and received very positive feedback from a conference Chuck attended!
    - 2. Take and distribute Speakers Bureau brochure!
  - ii. **Upcoming NRPA Conference**
    - 1. Please encourage good speakers to submit proposals to speak in Maryland! (Distribute “You were great” cards)
    - 2. **Goal 1:** Implement a Programming/Recreation/Parks Certification Program for Entry Level employees “Recreation University”
      - a. *Status:*
        - i. *Dan Vigus agreed to take the lead - Still actively working to form a committee to implement this Leadership Institute style / Introduction to Recreation Program*
        - ii. *Need to review outlines, PowerPoints and CEU submission.*
    - 3. **Goal 2:** Plan 1-2 Summits (Special Event Summit)
      - a. *Status:*
        - i. *Leads on two locations – Quiet Waters and Glenview Mansion – Week of February 17<sup>th</sup> or March 2*
        - ii. *Task list and timeline created for implementation*
        - iii. *Seeking Sponsorship Opportunities + Vendors*
    - 4. **Additional Updates**
      - a. Next meeting is November 22<sup>nd</sup> in Laurel
      - b. Calendar mostly up-to-date on the MRPA website – paper handouts of training calendar available for distribution

#### VIII. Old Business

- a. Standard Operating Procedures for Committees
  - i. Goal is to have them done no later than January/February
  - ii. If you need help, reach out. Carolyn, Jake or Holly will be glad to help if needed

#### IX. New Business

- a. 2020 Budget meetings
  - i. Meeting with Committees with budgets in November
- b. Fall General Membership
  - i. Wanting to ensure there is consistency in the meetings
  - ii. Looking for more member engagement
    - 1. Greeters?
    - 2. If you are willing to help, let Holly know

- a. Nick Johnson volunteered
- 3. If you are looking to set up a table, let John Nissel know.
- 4. Promoting Board responsibilities in weekly update/maybe some testimonials
- 5. Ways to engage 1<sup>st</sup> timers?
- c. Action Items
  - i. Speakers Bureau meeting scheduled for Sept. 11<sup>th</sup>
  - ii. Looking for a Co-Chair for the Recreation University who is passionate about young professional development and training

**X. Adjournment:** 2:49pm

**Next Meetings:**

**Executive Board:** Thursday, September 19th, at 1pm, Roger Carter Community Center  
**Board and Council:** Thursday, October 17<sup>th</sup>, at 1pm, North Laurel Community Center  
**Fall General Mem. Meeting:** November 21<sup>st</sup>, 9:30 am, Green Farm