***New Hampshire Recreation & Parks Association***

***April 1, 2016***

***Meeting Minutes***

**Present:** Matt Casparius, Dyana Martin, Chris Dillon, Greg Bisson, Andy Bohannon, Meghan Spaulding, Herb Greene, Arene Berry, Kerry Horne, Donna Kuethe, Christine Collins, Aimee Gigandet, Rick Desharnais, Tara Tower, Leslie Dion

***Call to order***

President Andy Bohannon called the meeting to order at 9:37 am.

**Secretary’s Report**: The January 6, 2016 meeting minutes were reviewed. ***Dyana Martin moved to accept the minutes. Chris Dillon seconded the motion, all in favor, Motion passed.***

**Financial Report:** Chris Dillon reports that we have $9,045.49 in our savings account; $16,923.92 in Checking, $18,561.43 in once CD and $5,098.95 in the other CD. Net assets totaling $49,354.79. Tara Tower questioned Chris on the IRS tax threshold for total assets as we are approaching $50,000. Chris explained it would be an increase of paperwork when filing our yearly taxes. ***Herb Green made the motion to accept the financial report, Donna Keuthe seconded the motion. All in favor, Motion Passed.***

**Executive Director’s Report**: Kerry Horne reported our commercial membership drive has been very successful. We have attained 9 out of 10 commercial members with one more in limbo. Our overall membership is up 100 from last year for a total of 271. Kerry is hoping to put together infographics this fall to attract even more professional members. Ski tickets sales have been completed with a few departments needing to send their tickets in. Kerry is in the process of working with Chris on the summer tickets sales. Palace Theater wants to work with NHRPA in running group shows in which NHRPA would receive $1 per ticket. The Manchester Monarchs tickets sales generated no interest. Kerry didn’t know if it was the fact it was a new team or just timing but suggested we work with them again for next season. Tara recent spoke with the contact at Breath NH and they wanted to make us aware that the books are still viable. Using the booklet at Story Land would pay for the entire book.

**Website:** Kerry reported that there have been too many problems with current website vendor. She is currently looking into another vendor. Kerry confirmed with Chris that the association owns the rights to NHRPA.com along with [members@NHRPA.com](mailto:members@NHRPA.com). Kerry is currently building a test website on a new vendor and once it is completed, she will inform our current vendor of the switch. She estimates it will be a couple of hours to transfer all of the info over. She would like this conversation done prior to the state conference this fall. The overall cost of the new site will go up but Kerry will no longer have to spend time balancing membership data. Aimee Gigandet asked if the fundraising passes could be included in this new site. Kerry believes they can but the purpose of the selling them in the department would drive traffic back to the departments. Aimee would like to sell the discount tickets but town policy prohibits her from collecting money for another organization.

***Tara made the motion to cut from the current vendor and go with new vendor, Seconded by Dyana, All in Favor, motion passed.***

**President Report:** Andy wanted to thank all the committee members for their contributions but encouraged the committees to reach out to members in soliciting new members. Picking up the phone and giving them a call would generate a grass roots effort to attract new members in participating more.

Upcoming elections are coming. Nominations have been made and there are quite a few new faces running for the executive board. Elections will start in May with results announced in June. There is one contested race, the at large seats have 4 available and 5 running.

Andy said that it is important that we ask new members to get involved in committee work so that they feel part of the Association

**Nominations**: Nominations were done on-line successfully. We do the voting process this month with the induction at the May meeting. The first meeting for them is in September. Herb said that he thinks it is good to have the new board as part of the planning process as we meet to outline our board goals for the year. Kerry said that we don’t actually have a May meeting. She would prefer that we do the voting in May and announcement at the June meeting. There will be a lot of new faces on the Board which is exciting.

**DRED Agreement**: Andy said that have not had an agreement with DRED for the past couple of years as we were in the process of hiring the ED. He is going to work with them to redesign this to reflect our current needs. He will do this before he gets done as President.

**July Parks & Rec Month**: Andy reminded us that this is happening and the theme is Super Hero’s. NRPA has a lot of resources available for us to use.

Meghan Spaulding received the young professional Trend Setter recognition for the Greater Monadnock area. Congratulations, Meghan!!

**New England Regional Network**: We used to pay $1/member to be a part of this. They used this for trainings, etc. Donna said it was established in the 60’s to allow for representation at nationals. She said that at times it was used as a student trip to nationals. When they went to the networks the council networks no longer exist. Matt said that they have done nothing for the past year and a half as he is the representative. There is under $2,000 in the fund and the account is losing money due to the service fees. Andy said that the proposal on the table was that the fund get split between the three states that have been sending the funds. Donna said that some states had not paid their dues for many years but that Marcia Noyes who is in charge of the fund has kept track and we should receive a pretty accurate amount. Dyana moved to allow Matt to give our approval for the splitting of these funds. Chris Dillon seconded and the motion passed.

**Date for Fisher Ca**t**s:** Andy said that we need to pick a date to go as an Association. We have 18 tickets. It was suggested to keep this as a meeting format versus a social as it is easier to justify. Greg will look into some dates and report back.

***Committee Reports***

**State Conference**: Andy reports that there has been some discussion around the draft schedule this year as the Awards portion has been moved to the end of the day. He asked that we all respect each other’s opinions on this as we discuss how to proceed. Dyana said that the date of the conference is September 14th and NEPA is starting the same day. This may effect some of our vendors as well. Kerry said that we have not advertised it yet so we may be able to change it. She will look into this. Les said that if in any way her e-mail came across as contentious she wants to apologize. Andy said that none of the e-mails were contentious but he knows this is a tough issue to figure out. Kerry said that some of the feedback was that the two hour break in the middle was too long. She remembers when the awards ceremony was huge and maybe we need to rethink this. Donna said that the reason for putting the awards with the conference was to bring back more enthusiasm.

Herb said that he thinks that the golf might actually keep people there. It was discussed that the Golf piece could always be moved to an event on its own.

Tara said that she also had feedback that small departments don’t go for the vendors and would prefer to spend time getting sessions.

Andy facilitated the discussion with a chart:

Keynote: 9-11:30

Vendors: 11:30-11:45

Lunch & Award Ceremony: 11:45-1:15

Vendor Break: 1:15 – 1:45

1:45 – 3 pm: Final session

3 – 3:15: Vendors and FISH award winners

**Golf:** No golf this year. We will look at making this a Social fundraiser.

**FISH:** It was suggested that we spread the FISH prizes out throughout the day and then do the big award at the end of the day. This would be incentive to stay. Donna said that she thinks we could shorten the day by 30 minutes by doing this. We need to be sure that we put prominently put that info out so that people know they need to stay to the end for the big FISH prize.

**Awards:** Tara said that she did get feedback that going through the history of the awards took a lot of time and is that really necessary. Herb asked if we could put up on the website some of the successful. Donna said that the award process will be updated to give a much clearer explanation of what is expected. Aimee said that we have spent more time on explaining the award and not as much on the award winner. Tara said she thinks it should be focused on the winner. We can include in the Awards brochure the explanation of the awards so people can read them on their own. Kerry said that she will be able to make them electronic if we want to make it easier on the applicant.

Rick asked if someone in their department is winning an award can they just come for lunch and the answer is yes. Kerry said that the big room max is 75 and this is the only time it could become an issue. Herb suggests the earlier we can let families/friends/coworkers know that they should be there and we won’t oversell the space on them.

Kerry said that we may want to partner with another State at some point to bring in a big speaker.

Herb said that he had suggested that prior “Wink” winners make applications for people that are worthy in the organization that have not been recognized yet. Andy said that there are also many Young Professionals out there that have not been nominated and should be.

Dyana asked if we should have a tab on the website that shows who all the past winners were so we know who has not received it. Donna reminded us that it is important that we don’t just try to give the Award so that there is a winner for the bigger awards as it will water them down.

Kerry said if we can keep the Awards to 1.5 hours she thinks it is fine to have them at lunch. She asked when the vendor sessions should be. She feels that we may want to have them there it would be easier for them to come after the keynote so they don’t have to be there so long.

**Legislative Committee**: Andy thanked them for working hard to kill a couple of bills that would have had a negative effect on us. LWCF has been appropriated.

**Granite State Track & Fie**ld: Christine said that it looks like the second district meet will be in Rochester but if not it will be in Wolfeboro. Tara asked about Manchester and Christine said they moved to Pelham as it was free. Dyana said we need to remember that it is Granite State Track & Field as we advertise for it. She will put all info out once locations are confirmed. Kerry asked if they want her to do the contract again. Christine said that would be great if Kerry wants to. Christine said that this is better as she doesn’t know all the things that NHRPA is offering them in the contract. Rick said that he thinks this makes sense. He thinks that the Association could help them with coming up with marketing materials similar to how Hershey did it. This way the funders are getting more recognition as well as NHRPA. Kerry said that we need to make sure that anyone participating in these programs are members of NHRPA. Donna suggests on this program we could say it is free to all members and there is a cost for non-members. Rick said the goal has always been to grow the program and we need to start looking at getting the info out to schools and PE departments. He said that the problem in the past had been that if the school was doing it when it went into July it was hard as teachers contracts were done for the season. Now with the dates happening before school ends it works better for them to be involved.

Andy said that one issue is that our insurance covers our members. If they are not a member they should have to join. He suggests that the school could work through their local rec department. Donna suggests that we go back and look at the numbers to see if this is even an issue.

Donna said that she thinks it would be important to have someone from the Executive Board present that day as well. Herb said that it would be great to have State record holders tracked and maybe give them a t-shirt. Rick said that every 1st place competitor was recognized as being the record holder. He said that it was great when they used to get to go to Hershey and thinks that maybe we could give them a day at Canobie or something similar such as recognizing them at a National event. He has someone that may be interested in sponsoring this as well. Kerry said we could have them recognized at the Fisher Cats game and we could have their families in the booth with food. Donna said that we did lose some of the draw when we lost Hershey so these are great ideas. Andy said that we would be happy to give up our booth for a game for this purpose and it would be a win-win for the Fisher Cats as well.

Christine said that if this is an NHRPA program we need to figure out how to get the NHRPA presence there. It will take an investment to make this happen. Andy said that it may be hard initially as it has been in the past with other committees. Similar to Northern New England’s which became revitalized when that committee started doing things differently in their marketing. This was done internally without additional costs so that may be the avenue we have to explore. Aimee said she will work on the poster. There may be a potential member out there that we could trade this service for a membership.

Donna said for the first year last year it came off very well. They were a little short on people but did a great job. Christine asked if we are saying that part of NHRPA membership includes participation in this program. Kerry said she thinks that should be the case with all of our programs and if there is a fee attached they still pay that but have the opportunity to participate. She wants to make sure that we are consistent across the board with all the programs we offer and that we are not having non-members participate.

There was lengthy discussion around what should be done if there is money at the end of the year. If we use it to purchase items that are needed then we need to figure out how to store them and who is liable for them.

**Wink Tapply Workshop**: Les reported that the committee has met and that we will be having Ed Gerety as the keynote. They are finalizing the sessions and the info will be out for the next newsletter.

**Other:** Aimee said that Donna was named the one of the 20 Most Outstanding Women in NH. We congratulated her. This is so well deserved.

Christine said that she is trying to do a Lifeguard/Waterfront Safety Workshop on May 21st. It would be the same format as Wink and it will be held at the Abenaki Ski Area. She will get the info out soon. The focus will be on different games, classes, beach safety, pool safety, etc. The cost will be within the $15-$25 range. Dyana suggested that she reach out to the State and speak with them as well.

**NRPA Innovation Lab:** This is coming up in May in Boston for $250. It will be focused on data and trends. The date is May 12th.

***Adjournment***

***Donna moved to adjourn at 11:39 am. Tara seconded and the motion passed.***

***Respectfully Submitted,***

***Leslie Dion, Secretary***