

**NHRPA Executive Board Meeting  
ZOOM Meeting  
Monday, April 20<sup>th</sup>, 2020**

**Board & Committee Members Present:** Matt Casparius, Craig Fraley, Arene Berry, Tara Tower, Tara Barker, Dan Sturgeon, Eric Feldbaum, Greg Bisson, Donna Kuethe, Kristine Flythe, Herb Greene, Krystal Alpers

**Staff Present:** Kerry Horne

**Others Present:** Andy Bohannon

**Meeting called to order:** 2:00 pm

**1. President's Report:**

Craig welcomed everyone to the virtual board meeting and thanked Andy for hosting the Zoom Meeting. For his President's report; Craig stated that as an Executive Board; we have decisions to make pertaining to the next 3 - 6 months to protect NHRPA.

Craig then went thru the protocol that the meeting would follow. All members will remain muted except for when it is their turn to speak. Anytime that we need to take a vote on something; it will be led by Matt, who will conduct a roll call of the Executive Board to voice their vote. Anyone wishing to speak should raise their hand and Craig will call on them.

**2. Executive Director's Report:**

Thank you all for your patience and her 2:00 am email. She held off as long as she felt she could before reaching out to everyone, but feel it's time for us to meet as a Board. With some solid planning; we will put the Association in a good place to move forward. Our purpose for today is to get thru our agenda and give all of the Committee an opportunity to speak and make a few decisions.

**Membership update:** Arene sent out Treasurer's report which included anticipated income as well as expenses. So far, there have not been any cancellations of memberships. We generally take in just over \$10,000 during this time of year but most members renew in the months of September, October and November; so we are ok for the time being. We did talk about the idea of offering a 3 month extension to any community that needed it and she has had 1 committee request it and they were extremely grateful for it.

**Newsletter:** Kerry would like to get the newsletter out by the end of the month but she is still waiting on updates from several people. Ideally, after today's meetings there will be several things to announce in regards to cancellations and postponements. If you have information for the newsletter; please get it to Kerry by Friday, April 24<sup>th</sup>.

**Committee Budgets:** The deadline for 2020 / 2021 Budgets is due by May 1<sup>st</sup> so that the Executive Board can vote on them at the May 14<sup>th</sup> meeting.

**3. Treasurers Report:**

Arene sent out the Treasurer's Report to everyone ahead of time. As of April 18<sup>th</sup>; the balance for all of our assets is \$34,445.85. Tara Tower made a motion to approve the Treasurer's Report; 2<sup>nd</sup> by Greg. Matt conducted a roll call vote of the Executive Board. The vote was 8 – 0 in favor.

**4. Budget Discussion:**

Arene discussed the two CD's that we have with Bank of America. Bank of America won't talk to Arene since Chris Dillon was on the account when it was opened, and even though Arene has all the access information; the Bank won't let her close the CD's. There was no benefit in trying to close CD's before their term is up in May. Over the last year; the two CD's collectively made \$12.00 and so Arene would like to recommend that we close both CD's instead of just one of them and move the money to our savings account at TD Bank. Arene is going to meet with Chris Dillon at the bank in May. Greg made a motion to close both CD's (one which has \$5,107.33 and the second one which has \$18,591) and transfer the funds to our Savings Account at TD Bank. Motion was 2<sup>nd</sup> by Tara Tower. Matt conducted a roll call vote on the motion and it was approved 8 – 0.

Arene then talked about her recommendation to eliminate the travel expense for the President and Executive Director for this year. We typically spend around \$1,500 per year on this. Her feeling is that we should stick to our bare minimum of expenses which would include the website, insurance, member dues and Kerry's salary. She does not see a need at this time to layoff or reduce Kerry's hour at this point. Arene would also recommendation that we do not spend any money on Wink Tapply. If they want to do something virtual that's fine if we don't spend any money. Granite State Track & Field has already announced that the program has been cancelled for this year with the hope of coming back in 2021. For other programs that are coming up in the Fall; we can look at and make a decision on those at a later date.

Arene would also like to change the \$1,000 Fish Prize to a conference registration Greg made a motion to freeze all travel for the President and the Executive Director and to freeze the \$1,000 Fish Award for 2020. Motion was seconded by Eric. Matt conducted a roll call vote and the motion passed 8 – 0.

#### **5. Granite State Track & Field:**

Donna reported again that the 2020 event has been cancelled and the Committee is looking to see how they can move forward for 2021. Donna said it was inevitable and she has already sent a letter to the Committee and to all the Coaches that the decision is official. The Committee's goal is for the event to be sustainable for next year and so they are working on a new budget and then will balance what is workable with what sponsors they are able to attract and then will adjust accordingly.

#### **6. WINK Tapply Workshop:**

Dan reported that the biggest item is that they do not feel that they can hold an in person event on June 6<sup>th</sup> in Franklin. The Committee was split 3 to 1 on cancelling entirely versus trying to hold a virtual event but no money has been spent at this point. One option was to maybe tap into Recreational professionals who could present pre-recorded presentations which could be posted on the NHRPA website.

Krystal was asked if the keynote speaker she had lined up could do the presentation remotely. Krystal reported that the speaker could do her session remotely but was also willing to push back the engagement until next year. She also reported that she has money in her budget that could pay for a speaker and that she would be happy to share the presentation with NHRPA.

After much discussion; Dan recommended that they see if they can create some virtual training resources utilizing professionals for free to create the contest and post that information on the NHRPA website. His goal would be to create 5 sessions and make them available online and available by June 6<sup>th</sup>. Craig suggested to Dan that he go back to his Committee to see if they can put that all together and what it may look like.

#### **7. State Conference:**

Kerry had shared with Krissy the idea of possibly pushing the State Conference from September to late October or November. Krissy said it was ok with her and said she would speak to Laura in Concord about some possible dates and see what they have for availability. Kerry recommended that we announce now that we are going to postpone the September Conference until a date later; but that we should hold off picking a new date until we know more. Her thought is that we may have a better sense of things when we meet in May. Kerry also reported that Health Trust may be available as a backup location if Concord Recreation doesn't have the availability.

#### **8. Maintenance Workshop:**

Similar to the State Conference; Craig stated that we have some time before we need to make a decision on the maintenance workshop. This item has been tabled until next meeting.

#### **9. Playground Maintenance Workshop:**

Kerry reported that the NRPA Playground Maintenance Workshop originally scheduled for the spring has been put on hold until a new date can be set. Kerry reported that we have received some registrations and she has been in communication with the instructor as well as the participants. Those participants to Kerry to hold on to their payment until the new date is scheduled.

#### **10. Zoom Meeting for Membership:**

Craig provided a brief summary of the Zoom Meeting that we held last week. There were 52 people on the call and so people found it valuable to see who was doing what. He feels that it is a good idea to offer these more regularly and

realistically they cost us anything. The question is what should the topic of the meeting be? Summer is the obvious choice, but in order to do that we need to have answers to questions that we don't have right now. Craig then asked the board what their suggestions were for topics.

Kerry liked the idea of meetings on a district level, but acknowledged that some districts are more active than others. Andy suggested that we offer a weekly coffee check in one time per week and open it up to whatever topic people want to learn about. He is willing to host the weekly zoom meeting. Arene, Craig and Herb also stated that have paid zoom accounts and could also host if need be. Andy suggested holding the meetings at 8:00 am or 8:30 am on Wednesdays with the plan on starting on April 29th. Collectively the Board felt that 8:30 am was better than 8:00 am. Kerry suggested that Executive Board members serve as Co-Hosts to let people into the meeting, follow the questions being asked in the chat and general assistance to Andy in running the Meeting.

- Greg volunteered to co-host the April 29<sup>th</sup> Meeting.
- Craig volunteered to co-host the May 6<sup>th</sup> Meeting.
- Tara Barker volunteered to co-host the May 13th Meeting.
- Arene volunteered to co-host the May 20<sup>th</sup> Meeting.

Similar to the last zoom meeting; participants will be required to register in advance and a link with the password will be send out the day before the meeting.

## **11. Other Business**

**Legislative Update:** Donna reported that the Spring Legislative Workshop was postponed until the Fall. It was her hope that we are able to reschedule it as she felt there was a good lineup of speakers for the workshop.

Donna also reported that she had been working on a draft letter to send to the Governor regarding summer camp and the importance of recreation during the summer. Matt and Andy reviewed a draft letter which was sent to the Committee before the meeting for review. Eric recommended that we start by developing a list of operating procedures on how Summer Camps could operate safely and include those recommendations in the letter to the Governor. Craig suggested that everyone review the letter and getting a suggestion you have to Donna by 9:00 am tomorrow (Tuesday).

Craig – Please get comments to donna by 9:00 am tomorrow.

**Next meeting:** Wednesday, May 14<sup>th</sup> at 9:30 am

Plan for the meeting to be held via Zoom.

Greg made a motion to adjourn the meeting. Motion 2<sup>nd</sup> by Eric.

**Meeting Adjourned:** 3:10 pm