

NHRPA Meeting
September 14, 2023 at 10:30 am
Meeting Minutes

Executive Board Members Present: Matt Casparius, President, David Tovey- President-Elect, Arene Berry, Treasurer, Tara Tower, Secretary, and Craig Fraley, Past President.

At Large Members Present: Eric Feldbaum, Laura Bryant, and John Kohlmorgen.

Members Present: none.

Staff Present: Kerry Horne, Executive Director.

1) Meeting called to order: Matt called the meeting to order at 10:30 a.m.

2) Approval of minutes from the May meeting: *Eric motioned to approve the May 18, 2023 meeting minutes, and Craig seconded.* Unanimously approved.

3) Executive Director Report:

- a. Financial Sustainability Certification Program - Kerry reported that there are 34 registered.
- b. State Conference – Kerry reported that there are 80 attendees and 30 vendors registered.
- c. Calendar of events – reviewed during the executive board meeting.
- d. Newsletter update – It went out on Wednesday. All should watch the 75th video, as Kerry worked hard to embed it into the newsletter!
- e. Membership – Kerry reported that we currently have 76 agency members, 21 associate members, 6 college/ university members, 54 commercial members, 3 entertainers/ performance artists, 4 honorary members, 4 non-profit partnering agencies, 100 professional members, 3 retired professional members, and 2 student members.

4) Treasurer's Report: Arene reported that the new fiscal year started on July 1st and that our net assets as of September 12, 2023, are \$23,612.95, but cautioned us that this includes the state conference and WINK income but not expenses, and \$300 per person of the financial sustainability workshop that needs to be paid out. Kerry mentioned that about \$8,000 in revenue from Affinipay hasn't been reported yet, as they send the report mid-month. There was a discussion about how best to streamline this, but it was agreed that nothing would change until a new treasurer is elected. *Craig motioned to approve the treasurer's report. Tara seconded.* Unanimously approved.

5) President's Report: Matt explained that he reported on most of his items during the executive board meeting.

6) Committee Updates or Reports:

- a. **Program Committee** – There was a discussion about the Young Professionals session being called Leadership Training to entice others to attend. Kerry reported that Andy has been working on this and that Ian Hill has agreed to come speak on March 28th at Primex for \$ 1,500 and travel expenses. We discussed having a weather cancellation clause and who will sign and return the contract. Matt will follow up with Andy on these questions. *Craig motioned to approve up to \$2500 for the Leadership Training expenses to the line-item unscheduled events. David seconded the motion.* There was a discussion; then, the motion passed unanimously.
- b. **WINK Tapply** - reviewed during the executive board meeting.
- c. **GSTF** - reviewed during the executive board meeting.
- d. **State Conference 75-year celebration:** Kerry reported that we received \$3000 for the Landscape Structures grant for the keynote speaker. Matt agreed to set up QR codes for the agenda and vendor hall. Arene will reach out to Krissy about checks for the event, as we need to further look into the issues that we are having with our current credit card and its low limit. All other information was discussed during the executive board meeting.

- e. **Legislative:** Eric reported there is a new bill relative to playground surfacing. Kerry apologized for not including it in yesterday's newsletter but will send out a separate email to members with this information.
- f. **Regional Committee Updates:** reviewed during the executive board meeting.
- g. **NNERPC:** Tara reported that registration is open online for the conference's registration and hotel portions. She added that Adam Sutton is the keynote speaker whose message is "WOW – Widening your welcome." She also reviewed the other session offerings.

7) **Old Business:** None reported.

8) **New Business:** David reported that Caroline mentioned that Jayson Seaman is the new chair for RM&P at UNH and would like to be included in some of our programming. Tara mentioned that he is offering a session at NNEs. David also mentioned that Caroline is concerned about the historic NHRPA files that past UNH students retrieved from Concord Parks & Rec. Dept and are being stored at UNH. She is concerned about their current location and, if found, what should be done with them. There was discussion about locating the documents, evaluating them, and, if valuable information, scanning them to a site that is available to all members to utilize. Eric recommended Teams for \$ 1,000/ year; another option is Basecamp. Kerry will look into backup storage/ communication platforms, as currently, her laptop is backed up to an external drive, and Arene's Treasurer's documents are currently backed up on her computer. Kerry will research and report back at the November meeting.

9) **Adjournment:** *Eric motioned to adjourn the meeting at 11:10 a.m., and John seconded. Unanimously approved.*

Respectfully submitted,
Tara Tower