**New Hampshire Recreation & Parks Association**

**September 10, 2015**

**Meeting Minutes**

Present: Kerry Horne, Tara Tower, Andy Bohannon, Jeff King, Justin Chaffee, Meghan Spaulding, Arene Berry, Matt (Monarchs), Matt Casparius, Melissa, Chris Dillon, Leslie Dion

***Call to Order***

Andy Bohannon opened the meeting at 9:39 am.

***Secretary’s Report***

The June 1, 2015 minutes were reviewed. Under Financial Report it says to see Report. Need to attach report. Les will do this. Under Entertainment Showcase. It says Herb suggested we should be able to bring kids to….add be able to bring out kids to. Under Granite State Track & Field. Put in ‘how much they have done for the association instead of what is there. ***Chris Dillon moved to accept the minutes as amended. Matt Casparius seconded and the motion passed.***

**Executive Director Report**: We have five commercial that have already renewed ahead of time. We should all be getting our membership renewal e-mail. We are also focusing on getting communities in that have not been members but have Director’s or Boards. There have been enhancements to our website. After we renew all of our info will populate automatically. She said that we have worked a lot with Admin sports. We do have some items to discuss on long term upgrades to our website.

The State Conference has only one vendor space left. We have the premier sponsors at 3 and they will be out front and there will be twelve in the hall. She reports that we don’t have many for golf and we will need to make a decision if we don’t get more.

We will need to discuss insurance in the future to look at whether we get Director’s & Omissions Insurance that protects the Board. It is something that many organizations carry. Kerry will look into the cost for this.

**President’s Report**

1. NRPA Congress: Andy reports that there will be about 20 of us going this year.
   1. Wink Induction: Les reports that “Wink” Tapply will be inducted into the NRPA Hall of Fame. This was a long process spearheaded by Donna & Caroline. It is an amazing honor and Les & Dan from Bristol will be attending the ceremony as will Donna & Caroline.
2. Meeting Schedule: Meetings will be the first Friday of each month. The October meeting will be at the State conference and the January meeting will be at Northern New England conference. There will be many educational workshop opportunities as well on the schedule. The schedule will be posted shortly.
3. Manchester Monarchs: Andy introduced Matt from the Manchester Monarchs. He had spoken with Jeff about doing an organization partnership agreement. NHRPA could receive:
   1. Donation for NHRPA
      1. One night = $1,750
      2. Two nights = $3,500
   2. 8 full season seats for the price of 4 and 1 suite night
   3. 8 invites to all season ticket holder events
   4. NHRPA Night (1 night)
      1. $4 on every Family & Friend ticket
         1. 625 paid tickets x $4 = $2,500
      2. Jersey Raffle revenue
      3. Max Access, Big Flag, High Five Tunnel
      4. Facebook post promoting spring registration
      5. PA Announcement at the game
      6. Promotional table
   5. Prominent Info on manchestermonarchs.com under Business Partners Page
      1. Will contain link to NHRPA site.
   6. Each department will receive access to $16 tickets
   7. Max visits upon request

Monarchs will receive:

* Display space for Monarchs Promotional Material
  + Monarchs player standee, Pocket Schedules, etc.
  + Monarchs Jungle News sent out to your e-mail database
  + Purchase of 8 Full Season Tickets as members of Monarchs Corporate Concierge Program and 1 Suite Night for $2,500
  + Membership into the NHRPA
  + VIP Sponsor
  + Sponsor for conference
  + Monarchs info included in mailing
    - Pocket schedules
    - Big game info
    - Family ticket specials

He said that we can change this up if needed. We would also be able to have our camp programs, activities linked to their website. Tickets will be $21 this year so the $16 rate would save us $5/ticket.

Jeff said when he and Matt sat down he felt it was a little too much for an individual department to take on but as an organization it would be manageable.

If we sold 625 tickets we would receive $1,750 back on those tickets if we sold them at $16. If we sold them at $20 we would make $2,500 more.

Andy said in the past we have left it to the individual communities to buy their own tickets for a game. He likes the idea of us having a night that we all sell tickets for.

Matt said that he would recommend after football season as more people will go at that time.

If the individual departments want Max visits to push ticket sales they will come out and do it for them.

Chris said he likes the idea but would like to have us poll the membership to see how many tickets they think we can sell. Jeff said that some departments have their own bus which cuts down on the cost for people to get there. For the departments that don’t have busses there might be an added cost to the tickets. Matt said that if we find that we can’t do those numbers we can adjust them down. We will also make money on the jersey raffle. They would like to work together to make this successful.

Matt said we could honor people at a game – like “Wink” for being entered into the Hall of Fame. He also said that they will donate tickets to our departments when we have fundraising events. The full season tickets we receive would be separate from the big night that we do.

Andy thanked Matt for coming.

We discussed the pros and cons. Melissa said this type of deal would be a good benefit for her and she could sell tickets. She said a Saturday works much better for her. The consensus was that Saturday would be best for everyone so we need to see if a Saturday would be available. WE don’t want to pick a game too late in the season as these games are not always as popular.

We need to just clarify how the finances will work and whether we will need to write them a check up front.

***Tara Tower made a motion to have Kerry Horne negotiate a contract with the Manchester Monarchs. Jeff King seconded the motion. The motion passed unanimously.***

Constitution and By-Law Discussion: Andy said that we knew back in 2013 when we did our last Constitution revision that we would need to update them again after hiring an Executive Director. Kerry reviewed the by-laws and has made some recommendations. She worked with Vermont as they had already done this work in the past.

Kerry reports that when she went to the Executive Director meeting they shared what each group had. One change would allow us to have a rolling membership so that you will pay by your enrollment date instead of by a certain month of the year. She said the NERN position has been dissolved and they recommend making that a 4th At Large position. NRPA is going in a different direction and we need to stay up to date with these changes. This position could now step into a NERN type position should one come about in the future.

The voting can be done at our Annual meeting with voting cards at the table.

Chris said on page 2 under Section 2 of the Constitution: remove ‘by check signed’ as we sometimes transfer money without a check.

Another change is to give the Executive Board the ability to change our non-profit status to a 501c3. There could be financial benefits to this change.

Tara asked for clarification on committee members. The way it is worded says that the President appoints the Committee chairs. This is not how we have been doing it.

Jeff asked if the Awards Committee could have representation from each District. We would not want this to fall on the District Rep but the Executive Board could appoint someone from that District. Les said that this would be great. She feels that it would be great to have this on the Wink committee as well and maybe additional committees.

There was discussion on whether the District Reps should be elected or appointed. It was agreed they should be elected and appointed if no one fills the spot.

Tara suggests we do not put a sponsor name on the Pitch, Hit & Run Committee as it has changed over the years.

Melissa asked who the District Reps would be under as it says in Article II, Section 5 if there is no Vice-President? The Executive Board would be the advisor for this group in the absence of a VP. It was agreed to strike the words ‘where applicable’ in this Section.

Article X: This information is the same wording as Vermont uses.

Article XV: It currently states that if we dissolve we would give all funds to NRPA. The proposed change is to make it so that all funds go to DRED for community recreation purposes. It was agreed that this would be good.

Jeff said that in order to prevent questions at the Annual meeting this info goes out early for members to review. Kerry said that she will also try to put together a quick one page bulleted list of the changes for people to see.

Kerry asked if we are going to put out an electronic vote on this. Andy said that it will need to come from Les. Kerry will get it to me and then I will send it out to the members@ list. Tara said that it might be good to have the proposed changes highlighted on this. Andy asked if Kerry could put it out in a web form for the e-mail so that it is in a voting tool format. She said she can.

Finance: We have $48,884.04 in assets at this time. The check book balance is $16,184.38 is in the checking and $9,044.60 in savings with the balance in CD’s.

Chris reviewed the budget from the past four years. We have added some new lines with our some of our changes. Kerry discussed how much of a balance we want to leave in the Granite State Track & Field budget. This is the only account that we leave money in without it going into the general fund. She would prefer to see this line a break even instead of getting sponsors over and above the cost.

At this point when you look at the bottom line we have a negative balance. As you review past years it shows that our negative balance is less at this point than it has been in the past. We did end last year in the black even with the new ED position. Chris said that some of that was because the Granite State money was in and not paid out until the next fiscal year.

***Tara Tower moved to approve the 2015-16 budget as proposed. Matt Casparius seconded and the motion passed unanimously.***

Website Update: Andy reports that Kerry has talked to Admin Sports and explained that we do not want to do nickel and dime fixes but want to upgrade to make it optimized for mobile devices (responsive design). This would cost $1,500. Kerry said for how our usage of the site is right now we probably don’t need that. We are the main users at this time. Once people will be searching for our website it will be more important to have this. Chris said that our original proposal included a newsletter feature which would make it easier or Kerry to send out the newsletter to all groups at one time. Kerry said they could turn it on but there may be other items that we need. She asked to table the proposal until a later meeting when she can have more info from Admin Sports.

Scott’s Pitch Hit & Run: Tara reports that Tara Barker is willing to do this again.

Kerry said that she feels that if you are not a member of the association we should not be allowing the non-members to participate in things like Scott’s or Granite State. Chris said that he would agree with this. This year we had a couple of communities that participated that were not members. Andy said we could also have a significant fee for non-members. We will table this conversation to a future meeting.

Tara said that we have discussed in the past that member communities could get a discount at the Northern New England’s.

Next Meeting: October 14, 2015 – Annual Meeting @ Primex

Adjournment: ***Jeff King moved to adjourn at 11:35 am. Chris Dillon seconded and the motion passed.***

***Respectfully Submitted,***

***Leslie Dion, Secretary***