

NHRPA Executive Board Meeting
May 12, 2022
Meeting conducted via Zoom at 9 am
Meeting Minutes

Executive Board Members Present: Craig Fraley, President; Matt Casparius, President- Elect; Arene Berry, Treasurer; Tara Tower, Secretary; Greg Bisson, Past President.

At Large Members Present: John Kohlmorgen.

The executive board met at 8:50 am to discuss the wage budgeted for the Executive Director, and after discussion ***Tara motioned to increase the Executive Director's 2022-2023 payroll by 3%. Greg seconded. Arene clarified that this would be an increase of \$687.81 for the 2022-2023 budget. This motion was unanimously approved.***

At 9am the following also joined the meeting:

Members Present: Andy Bohannon, Krystal Alpers, Aimee Gigandet, Dan MacLean, Donna Kuethe, Justin Chaffee, JT Clough, and Laura Bryant.

Staff Present: Kerry Horne, Executive Director.

1) **Meeting called to order:** Craig called the meeting to order at 9:00 am.

2) **Meeting Minutes:** ***Greg motioned to approve the minutes of the April 14, 2022 meeting as written. John seconded. All approved.***

3) **Executive Director Report:**

- a. **Election Results:** Kerry announced that the election results are: Matt Casparius, President; David Tovey, President Elect; Craig Fraley, Past President; Arene Berry, Treasurer; Tara Tower, Secretary; At Large Members: Laura Bryant, Justin Chaffee, Eric Feldbaum, and John Kohlmorgen. She welcomed the new board members, and thanked those that are finishing their two year term.
- b. **Update on Program Registration:** Kerry reported that there are currently 19 registered for the Aquatic Risk management, she's hoping for 40 as Primex is covering the cost of this program, so all registration fees are additional revenue funds for NHRPA. She will increase the marketing to include groups outside of NHRPA. Kerry added that we currently have 6 registered for the Wink Tapply workshop, but as most departments are still working on getting their summer staff in place, she's not concerned. Kerry and Donna discussed that there is currently only 1 person registered for the Wink Tapply Waterfront Module, and that this may not happen if more don't register. Kerry also mentioned that there are currently 3 vendors registered for the Maintenance Workshop, but that registration is not yet open for delegates. She added that she will open registration for vendors for the State Conference Vendor hall shortly as people are already asking about signing up.
- c. **Tentative Schedule for 2022-23 meetings/ workshops:** Kerry mentioned that she had sent this out to the executive board, and asked Matt to send out a Doodle poll to set up a summer executive board planning meeting. Matt agreed to do this for a July meeting, as that's what many commented would work best for a meeting date. Kerry added that she could host this meeting at HealthTrust if that works for everyone for a location.
- d. **Discussion on fee increase for NHRPA memberships:** Kerry explained that the membership fees have not been increased since she started as executive director, and she presented the following recommendations based on a study of our neighboring states and their current membership fees.

NHRPA Current Membership Fees: (Recommended increase)

- Agency - \$225.00 (USD) Bundle (up to 10 members) (\$250)

- Associate member - \$40.00 (USD) Part-time or seasonal professionals working in the field of recreation, parks, recreational therapy or the armed services. This category receives all publications and full website access. (**\$45**)
- Board or Commission member - \$40.00 (USD) (**\$45**)
- College / University membership - \$400.00 (USD) Bundle (up to 30 members)
- Commercial member - \$130.00 (USD) (**\$150**)
- Non Profit Partnering Agency - \$50.00 (USD)
- Professional member - \$65.00 (USD) (**\$75**)
- Retired Professional - \$10.00 (USD)
- Student Membership - \$10.00 (USD)
- * Entertainment/Performance Artist – consider as new category? See VT & CT

Discussion reviewing what Maine and Vermont charges, as well as the fact that although rates have not increased, our offerings have increased. ***Arene motioned to add a new category to our memberships for “Entertainment/ Performance Artist” with a fee of \$150 beginning July 1st. Matt seconded.*** There was discussion to possibly add a showcase or other exhibit opportunity for these new members. ***Roll call vote resulted in unanimous approval. Greg motioned to approve Kerry’s recommended membership increases starting September 1, 2022. Arene seconded. Roll call vote resulted in unanimous approval.***

- 4) **Treasurer’s Report: 2022-2023 Budget Discussion:** Arene presented the budget as it currently stands, and there was discussion including adjusting the membership revenues to reflect the above changes, adjusting programs revenues to reflect changes the committee chairs had recently submitted, under expenses adding \$500 to the Conferences (nationals for President) line due to increases in cost for this year’s conference (future discussion needed to determine if we just send President on his first year of his term), adding to Payroll for Executive Director to reflect the 3% increase discussed in EB meeting earlier today, and adjusting GSTF and State Conference to reflect recently submitted changes by committee chairs. After a lengthy discussion on the history and importance of the GSTF program and funding, it was decided that after the current budget there would not be a “carry forward” of any revenues raised and unexpended. Craig brought it our attention the “other” category isn’t very specific, and it was decided to re-name “other” to “”unscheduled events”. There was discussion on the importance of using the cost recovery model for all of our programs and events, so that they are no longer “breaking even” but covering all budgeted costs associated with offering these programs and events. ***Arene motioned to approve the 2022-2023 budget with amendments for a total revenue of \$59,280 and a total expenses of \$56,752.73. Greg seconded. The result of the roll call vote was that the 2022-2023 budget passed unanimously.***

5) **Committee Updates or Reports:**

- a. **Maintenance Workshop:** Greg reported that they are still looking for vendors, and asked everyone to send the committee recommendations for companies that they are currently using for their maintenance needs.
- b. **Wink Tapply:** Donna reported that they have gone with a no keynote approach to this year’s event, and are instead opening with an interactive session. Kerry and Donna discussed the numbers for this and the waterfront module and are hopeful that they both increase. Aimee asked about a possible second satellite location for future years. Donna mentioned that in the past those trainings were organized by the districts, and Andy agreed and said that they are offering one in the western district again this year.
- c. **GSTF:** Donna reported that the sponsorships are higher and the participant numbers are lower than they anticipated. She added that they have secured their venues, team packets are going out, and that Tara B. was able to again get the volunteer lunches donated.

- d. **State Conference:** John reported that they have secured their Keynote Speaker, Tracy Crawford. Kerry added that they will be opening the vendor registration soon. There was discussion about adding a second day to this conference vs. adding a spring time conference, and the topics of Leadership and Revenue Mgt. were mentioned.
- 6) **Old Business:** None reported
- 7) **New Business:** Arene mentioned that we skipped over the **Treasurer's report**, so it was presented here. She presented the Profit and Loss report and mentioned that at our April 14th meeting we did not have budget numbers for GSTF so we need to amend our current budget to include those. ***Tara motioned to approve the GSTF expenses to be \$5480, and the income to be \$5400 for the 2021-2022 budget. Matt seconded. The result of the roll call vote was that this item passed unanimously.*** Kerry added that the income is still coming in for the WINK workshop and the Aquatics Risk Management program. Arene presented the Treasurer's report with a net assets of \$19,146.89 as of May 6, 2022. ***Tara motioned to approve the Treasurer's report as written. Matt seconded. The result of the roll call vote was that this item passed unanimously.***
- 8) **Adjournment:** ***Craig motioned to adjourn the meeting at 10:25 am. Matt seconded. All approved.***

Respectfully submitted,
Tara Tower