

NHRPA Executive Board Meeting
May 18, 2023 via Zoom at 1:00 pm
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, John Kohlmorgen, and Justin Chaffee.

Members Present: Donna Kuethe, Andy Bohannon, and Krystal Alpers.

Staff Present: Kerry Horne, Executive Director.

- 1) **Meeting called to order:** Matt called the meeting to order at 1:00 pm.
- 2) **Secretary's report:** David T. motioned to approve the minutes of the March 9, 2023, meeting as written. Justin seconded. Unanimously approved.
- 3) **Executive Director's Report:**

a. Scholarship to attend Counsel of State Executive Director (CSED) conference: Kerry has not attended for a few years due to COVID and budget. She applied for a scholarship to attend this year's conference, as it is in Burlington, VT, and she was awarded \$600 to cover the hotel costs. She will be at the conference from June 19th-21st. Eric asked about working with this group to advocate for LWCF support. Kerry agreed to follow-up with Eric on this.

b. Update on event registrations: 47 have registered for Wink Tapply, 25 have registered for the Financial Sustainability Certification Program, and 2 sponsors and 9 vendors, for a total of 11 vendors have registered for the state conference. Kerry reported that Granite State Track and Field is requesting that we process and invoice towns for their participation in this year's event, and mentioned that they have \$2,000 in sponsorships at this time.

c. Membership update: Kerry reported that we currently have 74 agency members, 22 associate members, 6 college/ university members, 52 commercial members, 3 entertainers/ performance artists, 4 honorary members, 4 non-profit partnering agencies, 102 professional members, 3 retired members, and 2 student members.

d. Date & location for summer planning meeting & set meeting dates for 2023-24: Kerry is working on a schedule for meetings and trainings starting in September. She asked if we want to follow a hybrid model of in-person and virtual mix. Matt will send out a summer meeting Doodle poll soon. Kerry asked if the second Thursday still works for everyone. Andy recommended taking away the November coffee talk due to the Financial Sustainability Certification Program,

e. Swag ordered: No update as Greg was not in attendance.

- 4) **Treasurer's Report:**

a. Financial Report – Arene presented reports showing our net assets at \$23,756.97 and our year-to-date budget in the positive by \$2,527.27. Andy asked about the CDs, and Arene responded that those were closed in 2021. Eric motioned to approve the treasurer's report as presented. David seconded. Unanimously approved.

b. Budget Discussion and vote- Donna explained that the new legislative line item is for an advocacy day, and that the income portion is because a fee would be charged for this program. Andy explained that this is a training day for our members to explain to our legislators what we do and to work with us on how best to advocate locally and federally. Donna explained that GSTF would be looking at adjusting to add porta-potties and other expenses. Arene explained that if expenses increase, we would need to re-vote on the budget. Kerry mentioned that she will look into a possible HHS grant for equipment, and then we can re-visit if it would work for our association. Eric commented that we should be looking at each event covering costs for each program from their income and what they charge. Kerry asked if we would be willing to cover a \$500 "reward" for FISH to go towards training? David asked what "unscheduled events" covers. Arene responded that this year it is covering income and expenses for November's

Financial Sustainability Certification Program. Tara motioned to add \$500 for the FISH reward training incentive. David seconded. Arene reviewed that the revised proposed income is \$57,665, and expenses are \$57,503.18 for a net income of \$161.82. David Tovey motioned to approve the revised 2023-2024 budget. Tara seconded. Andy asked if we're comfortable with an almost flat budget. There was much discussion on fundraisers, membership, and making sure that in the future, we are more than covering our costs. Roll call vote the budget passed unanimously.

5) **President's Report:**

- a. **Summer camp summit** – Matt reported that the Camp Summit was great, but how it was presented was not exactly as he had envisioned. Matt was hoping that it would be more of a presentation of a best practices kind of event, and not a risk management type of event. They are already working on ideas for next year, including budgeting, HR, program safety and etc.
- b. **Social Program ideas**- Matt is looking into several different ideas including Chucksters and other commercial member options that could work as fundraisers. Andy agreed with this approach.

6) **Committee updates or reports:**

a. **Program Committee:** Andy reported that he is working with Kerry on a survey to see what people, including those in border states, would like to see offered for training, and how much they are willing to spend on those professional development opportunities. He added that Primex used to offer a "Recreation Leadership Summit," and they are looking to bring that back. He would also like to see us offer scholarship opportunities for some of our own trainings.

b. **Wink Tapply:** Donna reported that the schedule is finalized and will be out soon.

c. **GSTF:** Donna reviewed that packets went out to the communities, and they are ready to have them sign up soon. They have one event this year, and will continue with one meet until they have over 500 participants. June 17th is the 2023 state meet.

d. **State Conference- 75th-year celebration:** Donna reported that they met and will be honoring the 75th at the state conference. Kerry asked when they are meeting again and said that she doesn't want to open registration until we have a keynote and a schedule to offer. Matt will reach out to see if he can help with the keynote selection. Donna added that the 75th group is meeting again on May 31st via zoom.

e. **Legislation:** Donna said that advocacy day is their big event at this time. Andy added that they are looking to hold this in late March in Concord.

f. **Regional Committee Updates:** None reported.

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

8) **New Business: None reported.**

9) **Adjournment:** David motioned to adjourn the public portion of the meeting at 2:01 pm. Arene seconded. All approved.

10) **Kerry's Evaluation:** The executive board meet to review Kerry's annual performance evaluation. Discussion included having Kerry's job description updated, as well as having the executive board members step up to help more with the committees to which they were assigned. Arene motioned to approve Kerry's 3% increase that was represented in the budget. Tara seconded. Unanimously approved.

11) **Adjournment:** Arene motioned to adjourn the executive board meeting at 2:18 pm and David seconded. Unanimously approved.

Respectfully submitted,
Tara Tower