



NH Recreation & Park Association

Get out and enjoy life!

NHRPA Meeting Minutes - May 9, 2019

Submitted by: Kerry Horne, NHRPA Executive Director

In Attendance: Kerry Horne, Arene Berry, Meghan Spaulding, Krissy Flythe, Craig Fraley, Donna Kuethe, Dan Sturgeon, Tara Barker, Tara Tower and Greg Bisson

President Meghan Spaulding called the meeting to order at 9:35am at HealthTrust in Concord, NH.

Corrections from April Minutes:

Tara Tower – Steve Maguire name is spelled wrong, please correct in the minutes. Should read Maguire. Also, please add who took the minutes for the April Meeting. Motion to accept the minutes as modified – Arene Berry, 2nd by Tara Tower

Finance report moved to the end of the agenda, as Tara Barker and Greg Bisson were not yet in attendance and on their way to the meeting.

Executive Director Report: Membership remains consistent with 261 total members. We have received a few new commercial members as it is part of their package (if they are a nonmember) when they register for one of our vendor halls.

Registration is open for:

- Wink Tapply Workshop (19 registered)
- Maintenance Workshop Sponsors (\$550 SGS Turf Care & \$400 Durgin & Crowell)
 - Vendor Hall (2 registered)
- State Conference Vendor Hall (4 registered) •
- State Conference Participant registration coming soon •
- Maintenance Workshop Participant registration coming soon

Fundraising:

- There are 17 communities participating in the summer ticket program.
- This year we will collaborate with Six Flags, Funtown Splashtown USA, Water Country, Whales Tale, Candia Springs Adventure Park and new to the program this year is Chucksters Family Fun Park and Hilltop Fun Center. Tickets coming later in May
- Breathe NH Fun Pass book sales are off to a good start – 25 books sold so far

Presidents Report: Meghan wanted to remind everyone that there are not currently many award forms completed and for everyone to encourage participation in all award categories. Kerry H. will send out email reminders to membership in the coming weeks as the deadline is June 1st. The deadline may be extended until July 1 if numbers are low.

Committee Reports:

Wink Tapply: Dan reported that all the sessions are finalized and that the flyer is out and on the website. Les is handling food and raffle prizes again and will be reimbursed after the workshop. Arene reported that she sent Dan the check for Steve Maguire and Dan confirmed that the check would be given to Steve at the workshop.

Granite State Track & Field: Donna reported that Collins Sports would be joining as a sponsor again this year. Shirts and ribbons are in the process of being ordered for the events. The fee for the State meet track at Winnisquam will once again be \$35. Donna also reported that Every Child is Ours and Winnisquam Interact Rotary will be offering a concession stand at the State Meet this year. Kerry asked about the June 5 deadline and how the file will be sent to her so that each participating department can be billed for their participants. Donna mentioned that she would work with Paul to make sure Kerry has the file as soon after June 5 as possible. Finally, as always, Donna mentioned that volunteers are wanted and always appreciated for the GSTF meets.

Maintenance Workshop: Greg, Tara B. and Craig provided information on the workshop. Tara B. is working with the Windmill Restaurant to provide the catering for the workshop. Greg sent session information outlines to Kerry earlier this week and Kerry will work to update the website and open registration over the next week. Greg let everyone know that the fee for the event will be \$85.

State Conference: Krissy reported that the tentative schedule is ready and they are working to finalize the specific topics each speaker will cover. The group discussed waiting until mid-May to open registration, as there are many events currently open for registration. Krissy mentioned that the committee decided to open registration on the day of the conference a little early at 8:00 am to allow any NHRPA business to be discussed before the keynote speaker. Krissy mentioned that Greg would once again be applying for the Landscape Structures grant for our keynote speaker.

NNERPC: Tara Tower reported that the dates that the conference will be held at the Red Jacket Resort is January 7, 2020 – January 9, 2020. They are working on a financial based pre-conference for municipalities. The speaker deadline is May 15 and Tara T. mentioned that they have many proposals for the keynote or larger sessions but not many to fill in the rest of the conference. She encouraged everyone to submit a proposal to speak. Tara T. discussed the upgrades that have been made at the Red Jacket and that the committee was confident that the location would work for the conference. Room rates were looking good as well. Social activities may include use of the indoor water park for one night open only to conference participants and night tubing at Cranmore. Tara T. mentioned that Herb will be officially taking over the vendor hall from Andy Bohannon this year and that the hotel would be able to accommodate the vendor hall. Finally, Tara T. mentioned that the committee was considering the Brown center for a “Play note” which would follow the Keynote speaker to get everyone up and moving.

Fish: Those present discussed if changes should be made to the rules around FISH and who can win the grand prize of \$1,000. In the past, you had to be present the day of the conference in order to win. Kerry suggested that we open up the program to get more participation and new faces completing the form. Kerry recommended \$750 as the grand prize if a name is drawn for someone who completed the form but was not in attendance the day of the State Conference. \$1,000 would be the grand prize for someone who attended or was at the State Conference some portion of the day. Donna K. motioned to amend the rules for Fish to the grand prize of \$750 for someone who is not in attendance and \$1,000 for someone who attends or was at the State Conference. Tara T. seconded the motion, which passed unopposed.

NHRPA Awards: Donna K. reminded everyone to fill out an awards form and nominate someone. The group discussed ways to promote and the potential to extend the June 1 deadline if necessary.

2019-2020 Education Sessions: Meghan S. spoke about encouraging everyone to suggest education sessions for next year by the June NHRPA meeting so we can work on getting speakers and the programs set up. Donna K. mentioned that some form of Advocacy event would be a good thing to add for next year. We discussed that perhaps this could be a collaboration with NHMA. Tara T. mentioned how easy advocating is and that many professionals may not know the benefits of this in their community. The discussion included a time frame of spring for an advocacy event or program. Kerry suggested that it might be nice to offer the playground maintenance workshop again in the spring of 2020. Greg B. mentioned that he attended a DOL presentation that might be good for part of a summer program themed workshop. Arene mentioned that Milford does not have a summer camp program but she attended last year’s summer workshop and was able to take away a lot of good informant for her department. Tara B. mentioned that we have discussed possibly hosting an entertainment showcase in the future and Kerry mentioned that Betsy from Vermont was having a

difficult time finding vendors and that participation has decreased the past few years so that perhaps we revisit this in the future. The group also discussed possible speakers for mental health speakers for a session perhaps in the fall.

Budget and Finance Report: Arene reviewed the budget to date and there was not much discussion on where the association stands financially based of the latest report. Both Kerry and Arene mentioned that May is generally the point in the year when we are at the lowest point in our checkbook but once registrations start to come in that will level off. Donna K. made a motion to accept the report as presented and Krissy second the motion, which passed.

2019-2020 Budget: Arene reviewed the budget with the group. Tara Barker requested that the budget be amended (following discussion) to reflect revenue of \$11,375 for the Maintenance Workshop. The group discussed and decided to keep expenses at \$4,400 for the Maintenance Workshop. The difference in revenue was a decrease for participants anticipated to come to the workshop. Tara B. recommended reducing the number from 100 to 75. With this change in the budget, the total bottom line was a - \$1,938.45. Donna K. motioned to accept the budget as amended and Dan S. seconded. The budget passed.

Old Business: no old business reported

New Business: Greg B. reported to the group about the Internal Audit that occurred last month, he commended Arene for excellent record keeping, and for having everything they needed. Greg Bisson, Andy Bohannon and Herb Greene participated in the audit with Arene. Everything seemed to be in line and they were pleased with the records and receipts. Kerry ask the group their opinion on keeping deposit slips. After some discussion, it was decided that when Kerry makes a deposit she would take a photo of the deposit slip and send it to Arene. Greg B. suggested that the audit be completed annually in October following the NRHPA business meeting. The discussion turned to the status on the NHRPA tax status. Arene and Kerry explained the benefits of being a 501C3 vs. 501C6 and the process it would take to make this change. There was much discussion about having a graduate student from UNH or an intern work on this project. Kerry mentioned that at this point the change is not critical to the operation of the association rather would be a good thing to have in the future. The benefit of being a 501C3 is that you can accept donations. Dan mentioned that the Wink committee is not able to accept donations for the event and Kerry mentioned that perhaps in the future a sponsorship structure is put in place as a source of revenue. Greg B. stated that it might benefit NHRPA to join the NH Charitable Association. After much discussion, the group decided to keep this item on our agenda and to continue to discuss how and when this change would occur.

A motion to adjourn was made by Arene and seconded by Dan S. and the motion passed. Meeting adjourned at 11:00 am.