

NHRPA Business Meeting
September 9, 2021
Meeting conducted via Zoom at 9:30 am
Meeting Minutes

- 1) **Executive Board Members Present:** Craig Fraley, President; Matt Casparius, President- Elect; Greg Bisson, Past President; Arene Berry, Treasurer; Tara Tower, Secretary; **At Large Members Present:** John Kohlmorgen, Eric Feldbaum, Dan Sturgeon, and Tara Barker.
- 2) **Members Present:** Donna Kuethe, Kristine Flythe, Andy Bohannon, Justin Chaffee, Meghan Spaulding, and Krystal Alpers.
- 3) **Staff Present:** Kerry Horne, Executive Director.
- 4) **Meeting called to order & explanation of zoom meeting format:** Craig called the meeting to order at 9:31 am and explained that the meeting is being recorded, and reviewed the zoom meeting guidelines.
- 5) **Minutes:** *Arene made the amendment to the section “budget discussion and vote” to read “\$49,572.00 for expenses”. Matt made the amendment to the wording in this same section from “obtained” to “abstained”. Arene motioned to approve the May 11, 2021 meeting minutes as amended. Greg seconded.* The minutes were unanimously approved.
- 6) **Treasurer’s Report:** Arene reported that as of the September 8th profit and loss statement our income is \$9,690 and our expenses are \$5,539.72. She added that for the Treasurer’s report the savings account balance is \$18,733.07, the checking account balance is \$7,507.87 and the net assets are at \$25,440.94, only down approximately \$5,000 since pre-Covid income levels. Arene reminded us that we waited on Granite state track and field to see how this year went with the virtual meet, so that does need to be added to the budget for 2022, and that there are currently no GST&F expenses listed for 2021 as no receipts have been received. Donna said that they are still waiting for these invoices. Arene requested a financial audit be scheduled when we are able to hold the next in-person meeting. The financial committee agreed that this could be conducted at that time. ***Greg motioned to approve the Treasurer’s report. Eric seconded.*** The treasurer’s report was unanimously approved.
- 7) **Executive Director’s Report:**
 - a. Kerry reported that membership renewals are coming in, and that fall is the busiest time for renewals. She added that membership is holding steady. She will send out reminders to all renewals that we have a new payment system.
 - b. **NHRPA State Conference:** Kerry reported that there are currently 52 participants, and 12 vendors registered. She mentioned that the facility currently has no COVID protocols in place at this time (masks not required), and added that we will not be doing the FISH awards this year, due to lack of promotion throughout the year and COVID. Kerry mentioned that we need to increase committee membership, and will be promoting all of our committees during the state conference.
 - c. **Discussion on Awards –** Kerry mentioned that as of deadline we have 4 high five entries, 4 Shellnut and several fab 4 photo entries. She recommended that we discuss the process, and how we move forward.
 - d. **Newsletter-** Kerry reported that it is in the final stages, but that she is waiting for the education and meeting schedule to be finalized.
 - e. **Playground Maintenance Workshop –** Kerry mentioned that she has not received any guidance from NRPA yet on the playground maintenance workshop so that we will have to table this event until the spring of 2022. Craig asked if we can train someone to teach this course. Kerry said that they could check with NRPA. Andy recommended checking with Primex as well. Kerry will work on this, and all agreed that as long as participants receive a certificate for attendance, any program would be comparable.
- 8) **Discussion of Calendar of Events for 2021-22:** Kerry presented the draft schedule of events. There was discussion on in-person, hybrid, vs. zoom, and some of the dates. Kerry will finalize the schedule and get it out to the Executive Board before including it in the newsletter.

9) **Discussion of awards luncheon and process:** Kerry said that with the low number of entries for awards, our membership is sending a clear signal that either the process is too hard, or that they don't know about the submittal process. Krystal agreed and said that based on the low number of applicants, and the 2 years that people have had to apply, something is not right. Several expressed frustration over the lack of applications, and the ease of the application process. Craig asked if we can extend the deadline so that we get more applications. Greg asked about having past award winners help with selecting the next award winners. Donna said that we could extend the deadline until October 15th. Kerry asked about November 1st being a new deadline as well if we hold it at NNE's. There was mention of the busy schedule for NNE's and not wanting to rush the awards. Andy recommended putting it back with the state conference. Kristine said that we could make it fit, but it does take away from the "special ness of receiving the award". Donna said that this decision to separate the event was made before the uncertainty of COVID, when we were trying to hold the awards banquet as its own event. There was a lengthy discussion on the benefits of having it at lunch during the state conference, or having it on its own in December. Krissy mentioned that the lunch at the state conference is also vendor time. Donna recommended doing it in December with a virtual option, with a program or social event (as Andy mentioned) to incentivize people to attend. Kerry summarized that we will shoot for December and start working on what that day will look like.

10) **Committee Updates or Reports (if any):**

- a. **State Conference:** Kristine said that things look good overall, thanks to Kerry and Andy. They can fit up to 80 delegates with tables and chairs in the auditorium. They will work on audio visual reliability, and everyone's lunch options. Kerry said that she sent out the lunch option email, and she'll work on nametags, and reaching out to vendors and etc.
- b. **Legislative Committee:** Donna reported that she hasn't seen anything lately of concern.
- c. **GST&F:** Donna reported that it was virtual this year with 240 participants and some sponsors. She added that they were able to start a tristate competition by entering and comparing their times virtually. They also conducted a virtual awards ceremony that included a guest speaker, which 80 participants and their parents attended. Donna mentioned a couple of concerns with the states holding different events, and with a lack of a centralized timing system, but added that it was a great start to this partnership.
- d. **Maintenance Workshop:** Craig reported that due to a lack of vendors this event has been tabled to spring 2022.
- e. **WINK:** Dan reported that there was a subcommittee to work on the virtual training this year. 150 people registered, they had some great speakers and sessions. He added that they are excited to go back to an in-person training for next year, and that they are looking for more people to join this committee. After a brief discussion on the need to have new participation on most committees. Matt mentioned that NRPA gives professional service experience points for CPRP's and CPRE's who are involved in committees.
- f. **NNERPC:** Tara T. reported that the conference is scheduled for January 11th-13th, and registration is open, and the last piece that they are finalizing is the keynote speaker. Greg added that Massachusetts is hosting this year, for the first time.
- g. **Other:** Tara T. asked who is attending the NRPA conference this year. Craig said that he is, and that he knows that Herb is as well. John is attending. Donna said that she will be participating virtually.

11) **Old Business:** None reported

12) **New Business:** Craig welcomed Meghan Spaulding back to NH!

13) **Adjournment:** Greg motioned to adjourn the meeting at 10:36 am. Arene S. seconded. All approved.

Respectfully submitted,

Tara Tower