

New Hampshire Recreation and Park Association

WORK PLAN 2020 - 2022

A revised plan of Association Projects, Goals, and Tasks to be accomplished by committees and officers of the Association.

Mitchell A. Berkowitz, past President, originally prepared for NHRPA this booklet in conjunction with Charles W. Christy, N.H. Chief of Community Recreation. The presiding president and entire Executive Council update this document annually for the NHRPA of the given year.

Printed and revised by:

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PREFACE

This work plan details the responsibilities and duties to be performed by NHRPA Committees, Executive Board and District Chairs.

Every member should read this and locate their responsibilities by their name. All Committee Chairpersons should call meetings of their Committees to plan for the accomplishment of these tasks.

In addition, please contact your District Chair for information regarding your district meetings, and for other NHRPA related information.

If you are not currently an Officer or Committee member, you are encouraged to volunteer for the committee of your choice. Please notify the chairperson and/or current NHRPA president of your desire to work on a specific committee or project. We need all members to be involved this year if we are to accomplish our goals for our upcoming year.

**YOU ONLY RECEIVE BACK AS MUCH AS YOU INVEST...
GET INVOLVED!**

INTRODUCTION

As professionals, we realize the importance of establishing specific goals, objectives, and developing a well-organized management plan for accomplishing these goals. We know that dedicated, caring people are given appropriate positions of responsibility to carry out the plan. Our Association is fortunate because we have what it takes for success. We can be proud of our past record. We know our work plan produces excellent results.

This booklet, therefore, contains an updated plan for accomplishing these tasks, goals and objectives, together with the names of our members and their various assignments. The success of our Association and our growth as professionals are both directly related to our interest, desire, and involvement. Please share with us by getting involved in NHRPA.

If any Association member has any questions regarding the plan, assigned committee tasks, or suggestions for future association projects or issues to focus on, please contact the President.

Status Reports - A final report on tasks and committee accomplishments for the year must be submitted in writing at the final business meeting each year.

NHRPA Committee Roles & Responsibilities

Committee Responsibilities as written in BYLAWS:

1. Committee chairs will send a committee report (when applicable) to the Executive Director prior to any business meeting for review by the Executive Board. Committee chairs should attend as many business meetings as possible to keep the board updated on committee happenings.
2. Each committee is assigned a liaison from the Executive Board to keep the lines of communication open between committees and the Executive Board.
3. Committee chairs will submit an annual budget to the Executive Board upon annual request by the Executive Director and/or Treasurer.

Specific Tasks for All Committees

1. Committee chairs will work with the Executive Board liaison to recruit new committee members as needed.
2. Review and make recommendations for work plan updates at the **March 11, 2021** meeting.
3. Hold at least one committee meeting to discuss work plan and goals for the year.
4. All committees that host a workshop or event must work to put together a project timeline for their event(s) and return to the NHRPA Executive Director by **November 30, 2021**.
5. Create and submit a budget to Executive Director and Treasurer by **April 15, 2021**.

NHRPA Committees:

MEMBERSHIP COMMITTEE

CHAIRPERSON: NHRPA Executive Director and Assigned Executive Board Member
Executive Director – Kerry Horne

Email: executivedirector@nhrpa.com

Assigned Executive Board Member: Matt Casparius

Members: Krystal Alpers, Matt Casparius,

General Responsibilities as written in BYLAWS:

1. Assist the Executive Director with increasing membership levels, particularly in the areas of student, commercial, and professional membership.
2. Assist the Executive Director with contacting members who have not renewed membership.

Specific Tasks:

1. Executive Director will prepare a summary year-end membership report for the President and association.

2. Executive Director will prepare membership reports to be presented at Executive Board meetings.
3. Assist the Executive Director with any special membership drives held during the year. NHRPA has rolling memberships so membership drives can be held anytime during the year.
4. Create a welcome email for new professional and commercial members.

AWARDS COMMITTEE

CHAIRPERSON: Krystal Alpers, Franklin Parks & Recreation
 Email: kalpers@franklinnh.org

Assigned Executive Board Member: John Kohlmorgen

Members: Aimee Gigandet, Donna Kuethe, Les Dion

General Responsibilities as written in BYLAWS:

1. The awards committee shall recommend criteria for all present and future awards and present to the Executive Board.
2. The awards committee shall meet annually and select award and scholarship recipients.
3. Work with the State Conference committee to plan the annual banquet including: contact award winners and honorees; order awards; ensure that all winners, honorees, etc. are invited to the banquet; and contact media with names of award winners.(needs to be updated when we update Bylaws)
4. The Executive Board may appoint a member from each district to serve on the committee.

Specific Tasks:

1. To increase number of award applications and promote online applications for all awards, by communicating the process and timeline to the executive director and having a pre-application process for larger awards.
2. To get price quotes from commercial members before purchasing from non-commercial members. (Goal use our commercial members for as many purchases as possible)
3. To promote awards winners in media including NRPA and if applicable to forward award winners for regional award consideration.
4. Coordinate awards presentation at award luncheon. Committee Chair serves as host for awards presentation.
5. Work with Executive Director to communicate the process and time line for award applications.
6. Create and submit a budget to Executive Director and Treasurer by announced annual deadline.

CERTIFICATION COMMITTEE

CHAIRPERSON: Greg Bisson, Exeter Parks & Recreation Department
 Email: gbisson@exeternh.org

General Responsibilities as written in BYLAWS:

1. The Certification Committee shall execute the professional certification plan and promote professional standards.

Specific Tasks:

1. Work with the State Conference Committee to provide guidelines to insure that the Association's programs are CEU eligible.
2. Send out CEU forms after members complete and submit the online CEU form.
3. Periodically evaluate the certification plan to make sure that it continues to conform to National Recreation and Parks Association's Standards.

FINANCE/ FUNDRAISING COMMITTEE

CHAIRPERSON: Treasurer and NHRPA Executive Director

Treasurer: Arene Berry, Milford Recreation

Email: aberry@milfordnh.gov

Executive Director – Kerry Horne

Email: executivedirector@nhrpa.com

Assigned Executive Board Member: Arene Berry

Members: Greg Bisson, Andy Bohannon, Herb Greene

General Responsibilities as written in BYLAWS:

1. The Finance Committee shall be responsible for assisting the Executive Director with fundraising and assisting the Executive Board and treasurer in budget preparation.
2. The treasurer shall serve on the Finance Committee.

Specific Tasks:

1. All fundraising efforts will be coordinated by the Executive Director and Treasurer.
2. Send out budget request form to all committee chairs prior to drafting annual budget.
3. With the treasurer, create an annual operating budget for the Association to be presented at a spring meeting.
4. Ensure all expenditures are approved and within the Association's means.
5. Update and review all fundraising forms, agreements and information.
6. Explore other ideas for raising funds for Association.

F.I.S.H. COMMITTEE

CHAIRPERSON: NHRPA Executive Board

Assigned Executive Board Member: NHRPA Executive Director

Members: NHRPA Executive Board

General Responsibilities as written in BYLAWS:

1. F.I.S.H Committee works to increase membership participation in all aspects of the NHRPA by incorporating an incentive plan which will reward members for their efforts and contributions in the field of Recreation and Parks for the State of New Hampshire and the Association

Specific Tasks:

1. The Executive Director will update the online reporting form as needed.
2. The program will be open to all NHRPA members not just those who can attend the State Conference. (\$1,000 in person award)
3. Updates to the form and process for awarding FISH points (all self-reported)
4. Executive Director and Executive Board will be responsible for recruiting other prizes that might be included in the drawing, which may be on a donation basis from commercial members or other sources.
5. FISH was not offered in 2020 due to COVID. Bring back in 2021?

GRANITE STATE TRACK & FIELD YOUTH PROGRAM COMMITTEE**CO-CHAIRPERSONS:**

Paul Coats
Dan MacLean
Donna Kuethe

Assigned Executive Board Member: Arene Berry

Members: Justin Chaffee, Dan Sturgeon, David Tovey, Sarah Perkins, Brandon Mattison, Dyana Martin, Doug Cole, Ken Wiley

General Responsibilities as written in BYLAWS:

1. Granite State Track & Field Committee plans and organizes this program for NH towns and cities who are members of NHRPA.

Specific Tasks:

1. Considering virtual options for 2021.
2. Considering expansion to include a Northern New England meet in collaboration with VT and ME's Recreation Associations.
3. Meet as a committee prior to mid-November to put a funding plan together to be presented at December NHRPA meeting.
4. Review any proposed program modifications pertinent to the annual meet.
5. Review the program with respect to number of participants. NHRPA membership requirements for all participating agencies and communities; restrictions per community and any modifications of the pre-registration procedures to permit the success of this program.
6. Present any proposed changes in the program to the Executive Board and Association as needed.
7. Renew program sponsors annually prior to announcement of program dates to ensure adequate funding for the program.
8. Work with Executive Director to secure certificates of insurance for each meet.
9. Create a timeline for the program and promotion of the program.
10. Create and submit a budget to Executive Director and Treasurer by announced annual deadline.

LEGISLATIVE COMMITTEE

CHAIRPERSON: Andy Bohannon
Email: abohannon@ck.keene.nh.us

CHAIRPERSON: Donna Kuethe

Assigned Executive Board Member: Eric Feldbaum

Members: Janet Horvath, David Gill, Herb Greene, Eric Feldbaum, Matt Casparius

General Responsibilities as written in BYLAWS:

1. The Legislative Committee shall review and act upon all amendments to the Constitution and By-Laws prior to submission of same to members of the Association.
2. It shall actively cooperate with the Executive Board in the introduction of beneficial legislation that directly or indirectly affects recreation and park profession.

Specific Tasks:

1. Discuss offering "advocacy day" later in 2021.
2. Chair will send Executive Director a legislative update as issues arise so the information can be shared with members via email and website.
3. Continue supporting LWCF and other national and state programs important to the parks and recreation profession.
4. Continue to inform Association members of all pertinent legislative events.
5. Continue working with members and the Executive Board to ensure that the NHRPA Constitution and Bylaws remain working documents.
6. Continue to monitor state legislative issues that impact NHRPA or parks and recreation in NH and testify or contact legislators as needed.

NORTHERN NEW ENGLAND RECREATION & PARKS CONFERENCE

NHRPA CO-CHAIRPERSONS: Tara Tower, Lincoln-Woodstock Recreation Department
Email: recreation@lincolnnh.org

Greg Bisson, Exeter Parks & Recreation Department, Email: gbisson@exeternh.org

Assigned Executive Board Member: Tara Tower

Members: Andy Bohannon, John Eastman, Aimee Gigandet, David Gill, Herb Greene,

General Responsibilities as written in BYLAWS:

1. The NHRPA Northern New England Recreation & Parks Conference Committee members will represent NHRPA at planning meetings and serve on the NNERPC Committee.
2. Chairperson is from current year's Host State: 2022 MA, 2023 NH, 2024 ME, 2025 VT

Specific Tasks:

1. NHRPA is continually represented and involved with the planning for this Conference. We work to strengthen overall programming through cooperative planning.
2. Work with the planning Committee on the development of the conference.
3. Attend annual June planning meeting.
4. Seek out speakers and exhibitors and assist other committee members with tasks as needed.

PROGRAM COMMITTEE

Greg Bisson, Exeter Parks & Recreation Department

Email: gbisson@exeternh.org

Assigned Executive Board Member: Entire Executive Board

Members: Andy Bohannon, Herb Greene, Craig Fraley

General Responsibilities as written in BYLAWS:

1. The Program Committee shall be responsible for planning statewide programs & social events and arranging for professional training workshops and events.

Specific Tasks:

1. Create training calendar for the year.
2. Recruit speakers for NHRPA Coffee Talk and other zoom meetings (summer camp, aquatics, skateboard examples)
3. Maintain and update Facebook page to keep membership apprised of current events.
4. Work with Executive Director to create online registration and advertisements for workshops and events.
5. Create and submit a budget to Executive Director and Treasurer by announced annual deadline.
6. Plan and organize holiday social and other social events.
7. Plan and organize 2021 Maintenance workshop.
8. Plan and organize 2021 Playground Maintenance workshop.

STATE CONFERENCE COMMITTEE

CHAIRPERSON: Kristine Flythe

Email: kristine.flythe@lebanonnh.gov

Assigned Executive Board Member: Greg Bisson

Members: Greg Bisson, Herb Greene, Matt Casparius, Janet Horvath, John Kohlmorgen, Laura Bryant, David Tovey, Bri Rafford

General Responsibilities as written in BYLAWS:

1. The State Conference Committee shall be responsible for planning and coordinating the NHRPA State Conference.

Specific Tasks:

1. Set conference date and select location for conference. (October 21, 2021 at Concord Parks & Recreation)
2. Work with committee members to seek speakers and sponsors for conference.
3. Work with Executive Director on vendor hall for commercial members and contract for conference location (if needed).
4. Create and submit a budget to Executive Director and Treasurer by announced annual deadline.

“WINK TAPPLY” SUMMER PLAYGROUND LEADER’S COMMITTEE

CHAIRPERSON: Dan Sturgeon, Moultonborough Recreation

Email: dsturgeon@moultonboroughnh.gov

Assigned Executive Board Member: Arene Berry

Members: Les Dion, Dan Sturgeon, Donna Kuethe, Justin Chaffee, Krystal Alpers, Joe Manzi

General Responsibilities as written in BYLAWS:

1. The Wink Tapply Playground Leaders Committee plans and organizes the annual Wink Tapply workshop.
2. The Executive Board may appoint a member from each district to serve on the Wink Tapply Playground Leaders committee.

Specific Tasks:

1. Select the date and location for workshop. June 2021 possibly virtual.
2. Work with Executive Director to broaden and increase attendance.
3. Work with Executive Director on seeking sponsors for the workshop.
4. Schedule speakers, set fees and create & market the annual program.
5. Create and submit a budget to Executive Director and Treasurer by announced annual deadline.

YOUTH SPORTS COACHES TRAINING COMMITTEE

CHAIRPERSON: Herb Greene, Gilford Recreation

Email: hgreene@gilfordnh.org

Members: Dan Sturgeon, Dan MacLean, Shannon Milligan

General Responsibilities as written in BYLAWS:

1. Youth Sports Committee is responsible for promoting youth coach’s education and training through providing direction, examples, recommendations and resources to interested communities.

Specific Tasks:

- Possible update on CoachSmart in 2021 or consider using NAYS (Dan M. suggestion on updating and Andy B on NAYS)
- Add resources to NHRPA website (Dan M. suggestion)
- Trainings for parents and coaches (Dan M.)

DISTRICT REPRESENTATIVES

NORTHERN:

Melissa Shaw

Colebrook Recreation Department
17 Bridge Street, Colebrook, NH 03576
Telephone: 237-5086; Fax: 237-5069
E-mail: colebrookrecreation@gmail.com

NORTH CENTRAL: Wendy Werner

Holderness Recreation Department
P.O. Box 203, Holderness, NH 03245
Telephone: 968-3700; Fax: 968-9954
E-mail: holdrec@roadrunner.com

SOUTHERN:

Matt Casparius

Merrimack Parks & Recreation
6 Baboosic Lake Road, Merrimack, NH 03053
Telephone: 882-1046
Email: mcasparius@merrimacknh.gov

WESTERN:

Krissy Flythe

Lebanon Recreation & Parks
51 North Park Street, Lebanon, NH 03766
Telephone: 448-5121
Email: Kristine.Flythe@LebanonNH.gov

SOUTH CENTRAL: Eric Feldbaum

DRED, 172 Pembroke Road, Concord, NH 03301
Telephone: 271-3556
Email: eric.feldbaum@dred.nh.gov

SEACOAST: (open)

SOUTHWEST: (open)

DISTRICT REPRESENTATIVE RESPONSIBILITIES

DISTRICT REPRESENTATIVES

Statutory Responsibilities:

1. District Representatives shall be elected by a majority vote within each district and shall hold the office for two (2) years (remove when update Bylaws)
2. If a District Representative position is vacant, the President may appoint one, upon approval of the Executive Board, until such time as one is elected by the District.

Specific Responsibilities:

1. Encourage increased participation in the Association and its committees from Association membership within a representative's district.
2. Assist Association membership chairperson in identifying and recruiting potential Association membership from within their district.
3. Organize committee meetings of Association members within their districts and pass on ideas and concerns of members within a district to the Association as a whole.
4. Encourage participation in Association programs, events, committees, and fundraising events.

2020 – 2022 NHRPA Executive Board

PRESIDENT:

Craig Fraley
Amherst Parks & Recreation
4 Cross Road, Amherst, NH 03031
Telephone: (603) 673-6248
Email: cfraley@amherstnh.gov

PRESIDENT ELECT:

Matt Casparius
Merrimack Parks & Recreation
6 Baboosic Rd. Merrimack, NH 03054
Telephone: (603) 420-1661
E-mail: mcasparius@merrimacknh.gov

SECRETARY:

Tara Tower
Lincoln-Woodstock Recreation
Lincoln, NH 03251
Telephone: (603) 745-8958
Email: recreation@lincolnnh.org

TREASURER:

Arene Berry
Milford Recreation Department
1 Union Square, Milford, NH 03055
Telephone: (603) 249-0625
Email: aberry@milford.nh.gov

PAST PRESIDENT:

Greg Bisson
Exeter Parks and Recreation
32 Court St, Exeter, NH 03833
Telephone: (603) 773-6151
Email: gbisson@exeternh.gov

2020 - 2022 “At Large” Board Members

Tara Barker, Newmarket Recreation, tbarker@newmarketnh.gov

Eric Feldbaum, NH Division of Parks & Rec, eric.feldbaum@dncr.nh.gov

John Kohlmorgen, Peterborough Recreation, jkohlmorgen@peterboroughnh.gov

Dan Sturgeon, Moultonborough Recreation, dsturgeon@moultonboroughnh.gov

EXECUTIVE BOARD RESPONSIBILITIES

PRESIDENT

Statutory Responsibilities:

“The President shall preside at all Association and Executive Board meetings, cooperate fully with the committees, and shall be empowered to appoint special and standing committees. The President shall perform all other duties incidental to the office which are properly required by the Association membership or the Executive Board.”

Specific Project Responsibilities:

1. Assist and direct all committees and officers in the carrying out of their assignments and responsibilities for the appointed year.
2. Work with all committee chairpersons in achieving goals.
3. Work with the Treasurer on budget for upcoming year.
4. Write President’s Letter for quarterly newsletter publication.
5. Develop monthly State Association meeting agenda.
6. Be spokesperson for Association on any and all matters.
7. Work with President-Elect and Executive Director to update “work plan” for the upcoming year.

PRESIDENT-ELECT

Statutory Responsibilities:

“The President-Elect shall assist the President when called upon and shall be successor should a vacancy occur in the office of the President. The primary responsibility of the President-Elect shall be to learn the duties of the President in order to provide a smooth transition of Association business when assuming the office of the Presidency. The President-Elect shall assume the duties of the office of the President, Secretary, or Treasurer in the absence of these officers.”

Specific Project Responsibilities:

1. Works with the President and Executive Director to update work plan.
2. Assists President in meeting goals for the year, and other duties as necessary.

SECRETARY

Statutory Responsibilities:

The Secretary shall keep minutes of all meetings, retain custody of all records (other than financial records), and perform other duties incidental to the office or properly required by the Executive Board.

Specific Project Responsibilities:

1. Taking minutes at every Association and Executive Board meeting and send the minutes to the Executive Director to be posted to the NHRPA website.
2. Typing up special notices, or correspondence as needed.

TREASURER

Statutory Responsibilities:

“The Treasurer shall have custody and supervision of all Association monies and shall keep regular books of accounts. The Treasurer shall disburse the funds of the Association in payment of valid demands as may be ordered by the Executive Board and shall receive proper vouchers for such disbursements. The Treasurer shall render to the Executive Board or membership, as required, an account of the Association’s financial condition and a summary of transactions. The Treasurer shall perform all other duties incidental to the office or which are properly required by the Executive Board. The Treasurer shall, with the help of the Financial Committee, draft and present to the Executive Board an annual budget.”

Specific Project Responsibilities:

1. Present a statement of balances at each Association meeting. This statement should include income and expenditures in all accounts.
2. Maintain accurate records, complete payments in a timely manner, and insure adequate cash flow and savings account balances for maximum interest.
4. The Budget Committee will conduct an end of each year review annually.
5. Work with the Executive Director to update all forms, policies and procedures associated with Fundraising programs.

PAST PRESIDENT

Statutory Responsibilities:

“The Past President shall serve as an advisor to the President.”

Specific Project Responsibilities:

1. Shall advise the President on any and all matters, as requested.
2. Shall assist with posts to NHRPA social media.

AT LARGE MEMBERS

Statutory Responsibilities:

The four “at large” members of the Executive Board shall be assigned to serve on committees by the Executive Board. Other duties as assigned.

EXECUTIVE DIRECTOR:

Statutory Responsibilities:

1. The Association may employ an Executive Director to help carry out the work of the Association.
2. The Executive Director shall be responsible to the President of the Association.
3. The Executive Director shall be a non-voting member of all committees and task groups.
4. The responsibilities of the Executive Director shall be defined in a job description approved by the Executive Board.
5. The Executive Director shall be hired and evaluated annually by the Executive Board.

Specific Project Responsibilities:

1. Assist President with updating work plan to reflect tasks identified by Executive Board.
2. Create, publicize and promote the Rec Connect Newsletter 3 times per year.
3. Keep NHRPA website up to date for members.
4. Administer online registration for memberships, programs and special events.
5. Work with Treasurer to update all fundraising forms, policies and procedures for seasonal ticket fundraiser program.
6. Work with program committee to plan, schedule and implement workshops and trainings for association members.
7. Work with state conference committee on vendor contracts, scheduling, promoting and online registration for conference. Organize the vendor hall.
8. Work with GSTF and other programs as a liaison with sponsors.
9. Work with membership committee to recruit new professional and commercial members.
10. Is responsible to work with Executive Board for annual elections. This includes sending out nomination forms, contacting nominated individuals to see if they are interested in running, writing up the ballots, mailing them out to all members, and correlating the results for the annual meeting.

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