

# **New Hampshire Recreation and Park Association**

## **WORK PLAN 2022 - 2024**

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 Board 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 to accomplish 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 the upcoming year.

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

## INTRODUCTION

As professionals, we realize the importance of establishing specific goals and 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.

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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 before 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 a program timeline by early November.
4. Committee chairs will submit an annual budget to the Executive Board upon yearly 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 recommend work plan updates at the summer meeting.
3. Hold at least one committee meeting to discuss the work plan and goals for the year.
4. All committees hosting a workshop or event must work to put together a project timeline for their event(s) and return it to the NHRPA Executive Director by November 10, 2023.
5. Create and submit a budget for the next year to the Executive Director and Treasurer by April 12, 2024.

## NHRPA Committees:

### MEMBERSHIP COMMITTEE

CHAIRPERSON: NHRPA Executive Director and Assigned Executive Board Member

Executive Director – Kerry Horne

Email: [executivedirector@nhrpa.com](mailto:executivedirector@nhrpa.com)

Assigned Executive Board Member: David Tovey

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 yet to renewed membership.

**Specific Tasks:**

1. The Executive Director will prepare a summary year-end membership report for the President and association.
2. The 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 that membership drives can be held anytime during the year.

**AWARDS COMMITTEE**

CHAIRPERSON: Krystal Alpers, Franklin Parks & Recreation  
Email: [kalpers@franklinnh.org](mailto: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 and present criteria for all present and future awards and present them to the Executive Board.
2. The awards committee shall meet annually and select award and scholarship recipients.
3. The Executive Board may appoint a member from each district to serve on the committee.

**Specific Tasks:**

1. To increase the 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 more significant 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 award winners in media, including NRPA, and if applicable, to forward award winners for regional award consideration.
4. Work with the Executive Director to communicate the process and timeline for award applications.
5. Create and submit a budget to the Executive Director and Treasurer by the announced annual deadline.

**CERTIFICATION COMMITTEE**

CHAIRPERSON: Greg Bisson, Exeter Parks & Recreation Department  
Email: [gbisson@exeternh.org](mailto:gbisson@exeternh.org)

Executive Board Member: Craig Fraley

**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 ensure 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 the National Recreation and Parks Association’s Standards.
4. **FINANCE COMMITTEE**

CHAIRPERSON: Treasurer and NHRPA Executive Director

Treasurer: Arene Berry, Milford Recreation

Email: [aberry@milfordnh.gov](mailto:aberry@milfordnh.gov)

Executive Director – Kerry Horne

Email: [executivedirector@nhrpa.com](mailto:executivedirector@nhrpa.com)

Assigned Executive Board Member: Arene Berry

Members: Greg Bisson, Andy Bohannon

**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 a budget request form to all committee chairs prior to drafting the 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 the 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. The 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.
3. The 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.

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

Paul Coats - paul.coats@lebanonnh.gov

Donna Kuethe - recgoddess@myfairpoint.net

Assigned Executive Board Member: Arene Berry, David Tovey

Members: Dan MacLean, Justin Chaffee, Dan Sturgeon, Sarah Perkins, Dyana Martin, Doug Cole, Alyssa DelTuffo

**General Responsibilities as written in BYLAWS:**

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

**Specific Tasks:**

1. Meet as a committee prior to mid-November to put a funding plan together to be presented at a future NHRPA meeting.
2. Review any proposed program modifications pertinent to the annual event.
3. Review the program with respect to the 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.
4. Present any proposed changes in the program to the Executive Board and Association as needed.
5. Renew program sponsors annually prior to the announcement of program dates to ensure adequate funding for the program.
6. Work with the Executive Director to secure certificates of insurance for each location.
7. Create a timeline for the program and promotion of the program.
8. Create and submit a budget to the Executive Director and Treasurer by the announced annual deadline.

**LEGISLATIVE COMMITTEE**

CHAIRPERSON: Andy Bohannon

Assigned Executive Board Member: Eric Feldbaum

Members: Janet Horvath, David Gill, Donna Kuethe, Erica Rogers

**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 the recreation and park profession.

**Specific Tasks:**

1. Discuss offering “advocacy day” in 2023/2024.
2. The chair will send the 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](mailto:recreation@lincolnnh.org)

Greg Bisson, Exeter Parks & Recreation Department, Email: [gbysson@exeternh.org](mailto:gbysson@exeternh.org)

Assigned Executive Board Member: Tara Tower

Members: Andy Bohannon, Aimee Gigandet

**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. The chairperson is from the current year’s Host State: 2024 ME, 2025 VT, NH 2026.

**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 the annual June planning meeting.
4. Seek out speakers and exhibitors and assist other committee members with tasks as needed.

## **PROGRAM COMMITTEE**

CHAIRPERSON: Greg Bisson, Exeter Parks & Recreation Department

Email: [gbisson@exeternh.org](mailto:gbisson@exeternh.org)

CHAIRPERSON: Andy Bohannon, Keene Parks & Recreation

Email: [abohannon@keenenh.gov](mailto:abohannon@keenenh.gov)

Assigned Executive Board Member: Craig Fraley

Members: Becky Francis, Aimee Gigandet, Erica Rogers, Michael Lane, Matt Casparius, David Tovey, Jesse Moore

### **General Responsibilities as written in BYLAWS:**

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

### **Specific Tasks:**

1. Create a 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 the Facebook page to keep membership apprised of current events.
4. Work with the Executive Director to create online registration and advertisements for workshops and events.
5. Create and submit a budget to the Executive Director and Treasurer by the announced annual deadline.
6. Plan and organize holiday social and other social events.
7. Plan and organize Maintenance workshop.
8. Plan and organize a Playground Maintenance workshop or other NRPA workshop.
9. Plan and organize a Summer Camp Summit.
10. Plan and organize other fundraising/education programs.

## **STATE CONFERENCE COMMITTEE**

CHAIRPERSON: Kristine Flythe

Email: [kristine.flythe@lebanonnh.gov](mailto:kristine.flythe@lebanonnh.gov)

Assigned Executive Board Member: Laura Bryant

Members: Matt Casparius, Janet Horvath, John Kohlmorgen, David Tovey, Bri Rafford-Varley, Melissa Shaw, Alyssa Porto, Arene Berry, Erica Rogers

### **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 the conference date and select a location for the conference.
2. Work with committee members to seek speakers and sponsors for the conference.
3. Work with the Executive Director on vendor hall for commercial members and contract for conference location (if needed).
4. Create and submit a budget to the Executive Director and Treasurer by announced the annual deadline.

**“WINK TAPPLY” SUMMER PLAYGROUND LEADER’S COMMITTEE**

CHAIRPERSON: TBD

Email:

Assigned Executive Board Member: Justin Chaffee

Members: David Tovey, Arene Berry, Les Dion, Donna Kuethe, Krystal Alpers, Dan Lamoureux, Julia Chidester

**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 the workshop June 2024.
2. Consider satellite locations with a virtual speaker for all locations.
3. Consider virtual leadership training for staff.
4. Work with the Executive Director to broaden and increase attendance.
5. Work with the Executive Director on seeking sponsors for the workshop.
6. Schedule speakers, set fees, and create and market the annual program.
7. Create and submit a budget to the Executive Director and Treasurer by announced the annual deadline.

**YOUTH SPORTS COACHES TRAINING COMMITTEE**

CHAIRPERSON: TBD

Email:

Members: Dan Sturgeon, Dan MacLean

**General Responsibilities as written in BYLAWS:**

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

**Specific Tasks:**

- Consider using NAYS.
- Add resources to the NHRPA website.
- Offer training for parents and coaches.

## **DISTRICT REPRESENTATIVES**

**NORTHERN:**

**Melissa Shaw**

Colebrook Recreation Department  
Telephone: 237-5086; Fax: 237-5069  
E-mail: [colebrookrecreation@gmail.com](mailto:colebrookrecreation@gmail.com)

**NORTH CENTRAL: Wendy Werner**

Holderness Recreation Department  
Telephone: 968-3700; Fax: 968-9954  
E-mail: [holdrec@roadrunner.com](mailto:holdrec@roadrunner.com)

**SOUTHERN:**

**Matt Casparius**

Merrimack Parks & Recreation  
Telephone: 882-1046  
Email: [mcasparius@merrimacknh.gov](mailto:mcasparius@merrimacknh.gov)

**WESTERN:**

**Krissy Flythe**

Lebanon Recreation & Parks  
Telephone: 448-5121  
Email: [Kristine.Flythe@LebanonNH.gov](mailto:Kristine.Flythe@LebanonNH.gov)

**SOUTH CENTRAL:**

**Laura Bryant**

Concord Parks & Recreation  
Telephone: (603)225-8690  
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**SEACOAST:**

**David Tovey**

Exeter Parks & Recreation  
Telephone: (603)418-6434  
Email: [dtovey@exeternh.gov](mailto:dtovey@exeternh.gov)

**SOUTHWEST:**

**Julia Chidester**

Peterborough Recreation  
Telephone : (603)924-8080  
Email: [jchidester@peterboroughnh.gov](mailto:jchidester@peterboroughnh.gov)

# 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 updating 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. Offer quarterly district meetings in 2023-24. Open to all members and nonmembers.
2. Explore territories.
3. Encourage increased participation in the Association and its committees from Association membership within a representative's district.
4. Assist the Association membership chairperson in identifying and recruiting potential Association members from within their district.
5. 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.
6. Encourage participation in Association programs, events, committees, and fundraising events.

## 2022 - 2024 NHRPA Executive Board

### **PRESIDENT:**

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

### **PRESIDENT-ELECT:**

David Tovey  
Exeter Parks & Recreation  
Telephone: (603)418-6434  
Email: [dtovey@exeternh.gov](mailto:dtovey@exeternh.gov)

### **SECRETARY:**

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

### **TREASURER:**

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

### **PAST PRESIDENT:**

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

### **“At Large” Board Members**

- Laura Bryant, Concord Parks & Recreation, [lbryant@concordnh.gov](mailto:lbryant@concordnh.gov)
- Justin Chaffee, Ossipee Recreation, [recdept@ossipee.org](mailto:recdept@ossipee.org)
- Eric Feldbaum, NH Division of Parks & Rec, [eric.feldbaum@dncr.nh.gov](mailto:eric.feldbaum@dncr.nh.gov)
- John Kohlmorgen, Jaffrey Recreation, [jkohlmorgen@townofjaffrey.com](mailto:jkohlmorgen@townofjaffrey.com)

## 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 the budget for the upcoming year.
4. Write a President’s Letter for quarterly newsletter publication.
5. Develop the State Association meeting agenda with the Executive Director.
6. Be a spokesperson for the Association on all matters.
7. Work with the President-Elect and Executive Director to update the “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 the work plan.
2. Assists the 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. Take 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 balance 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 ensure 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 the President with updating the work plan to reflect tasks identified by the Executive Board.
2. Create, publicize, and promote the Rec Connect Newsletter 3 times per year.
3. Keep the NHRPA website up to date for members.
4. Administer online registration for memberships, programs, and special events.
5. Work with the Treasurer to update all fundraising forms, policies, and procedures for the seasonal ticket fundraiser program.
6. Work with the Program committee to plan, schedule, and implement workshops and training for association members.
7. Work with the State conference committee on vendor contracts, scheduling, promoting, and online registration for the conference. Organize the vendor hall.
8. Work with GSTF and other programs as a liaison with sponsors.
9. Work with the membership committee to recruit new professional and commercial members.
10. Is responsible for working with the 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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