

NHRPA Executive Board Meeting
April 15, 2017
Health Trust

Members Present: Greg Bisson, Eric Feldbaum, Herb Greene, Arene Berry, Megan Spaulding, Tara Barker, Aimee Gigandet, Tara Tower, Krissy Flynn, John Kohlmorgen, Renee Sangermano

Staff Present: Kerry Horne

Meeting called to order: 9:34 am

Secretary Report:

Minutes from the February 10th meeting were reviewed. Tara Tower had a couple of corrections to the minutes:

- Under Granite State Track & Field on page 2, in the second paragraph on the 3rd line, the word “up” should be deleted. The sentence should read: “He is going to reserve the facilities in Pelham just in case UNH isn’t available”.
- Under the March 10th Grant Writing Workshop on page 3, the first line says the workshop have been moved to Primex and it should read “has been moved to Primex”.

Arene Berry made a motion to accept the minutes as amended which was seconded by Eric Feldbaum.

Treasurer Report:

As of April 13th, we are 79% of the way thru the year. Some of our line items have been fully spent as the events have occurred. The F.I.S.H program is at \$1,438.17 but that was because we paid out the reimbursement in August. Tara Tower made a motion to approve the Treasurer’s Report and it was seconded by Krissy Flynn.

Executive Director Report:

Kerry Horne reported that membership renewals going well and we currently have between 256 to 260 members. She learned that the membership system automatically archives members if they are late in paying. Its easy enough to reactivate them but said we haven’t lost any professionals. We have gained 3 new commercial members this year. She also reported that we did lose Magic Falls Rafting from Maine. There are two new Professionals which includes Daniel Bemis from Rindge and Ian Fraunfelder from Swanzey. Kerry is continuing to work with towns without members and reach out to them. She also wants to explore broadening our agency membership category and find a happy medium. (X dollars covers everyone in the department (administrative, maintenance, etc.).

There are 9 or 10 communities selling the Breathe NH booklets and so far it is going well. She is still working on Summer Tickets but is currently waiting on Water Country but hopes to get the information out soon.

Kerry is currently working with the Wink Tapply Committee to get online registration setup and open soon.

Kerry is also working with the Granite State Track & Field Committee to get those details finalized. Sylvania is still the main sponsor but Loco Sports dropped their sponsorship level down significantly compared to last year.

The State Conference Vendor registration is currently being setup. Kerry and Greg went on tour of the Health Trust building to explore ways to get more vendors in. May 1st is target gate for sending vendor registration information out.

April 21st is the deadline for the next newsletter. Kerry is looking for articles to put in it.

Presidents Report:

Greg attended the American Camp Association Conference with his F.I.S.H money and said it gave him a new appreciation for our conference. Their conference vendor hall was only half full but heard and recruited some

possible speakers and new commercial members.

The Massachusetts & Connecticut Recreation & Park Associations are going to be holding a joint Leadership Summit and CEU Workshop in Sturbridge on Thursday, May 18th.

If you are going to be going to the Primex Conference and staying overnight; rooms are filling up fast so you will want to book immediately.

The May 12th Workshop has been cancelled because the speakers from Primex realized that it conflicted with their own conference. The workshop will be rescheduled for some time next Fall.

On May 18th, there is going to be an NHRPA Social at the NH Fisher Cats game. Details will be coming out soon.

The Executive Board Goals & Objectives will be posted on the website soon and send out to the membership for input. Ultimately these will be the goals for the existing Executive Board until the next election.

Budget Review:

All committees were supposed to submit budget to Arene by last Friday but there are a few committees that she needs to reach out to on their budget. Arene talked about some adjustments that she is recommending. The final budget will be voted on in our June Meeting.

Under the Revenue Categories:

- Membership: Arene tweaked a couple of lines so that it was more reflective to current expectations.
- Fundraising: We did come close to \$20,000 but she doesn't have a clear picture on what our profit should be and we will need to discuss this line item at our next meeting.
- Granite State Track & Field: Have not received a budget from them yet so she kept it the same as last year for now. All revenue currently stays with the program. Loco Sports isn't committing as much money for this year so the will need be adjusted.
- Annual Conference: The committee is requesting \$9,590 but also looking at the idea of removing the delegate gift. They are also looking to possibly use that savings from the delegate gift towards speaker fees.
- VT/NH Workshop: This is a joint committee between VT & NH and only runs every other year . It doesn't need to be listed every other year, but looking to create something in off year. But remove for now.
- Social Committee: Has not received a budget from them. Arene will reach out to Craig Fraley in Amherst.
- Wink Tapply Committee: They submitted a budget and talked about adding a waterfront module this year, but Arene has some questions about their budget.

Under the Expenses Categories:

- Insurance: Went up by \$10 this year
- Sunshine Fund: We spent \$250 last year so she increased to cover
- Website: Adjusted to \$1,300.00
- Treasury: Reduced to \$75.00 to cover 1 time expenses such as stamps and such. Last year had to purchase new software.
- Awards: Keeping the same for now. Money wasn't spent this year but technically we have \$300 per student
- Conferences – expenses this year were higher that what was budgeted so she raised it up. There was also a question about the expense. Both the President & Executive Director attend the

National Conference, but it was unknown if this line item included those costs or whether the Executive Director's expense for the conference was under the Executive Director budget.

- Marketing: Didn't spend any money this year to date so may not need. In the past it was used to purchase giveaways at NHMA Conference.
- Program Committee: Thinks this line item is to purchase snacks for our workshops, but wondered whether it was categorized somewhere else.
- Granite State Track & Field: Left it level funded for now.
- Annual Conference: Bumped up budget by \$1,000 based on current year expenses.
- Social Committee: Spent \$226.00 this year so budget was left at \$300.00
- Wink Tapply Committee: Based on report from Dan, the budget was increase to \$3500.00

Budget questions from the Executive Board:

- Aimee asked how much money are we generating from our discount ticket programs? Greg reported that Maine and Vermont basically pay their Executive Director from their ticket sales, but need communities to help sell them. Tara Tower responded that some towns can't take money for tickets through their Town accounts and wondered if there was a way to have the individual Recreation Departments in possession of the tickets, but have a customer go to an NHRPA Website to pay online for the tickets with a credit card? Greg said that he would talk to Kerry about it and see if it would be worth it when you factor in the credit card transaction fee.
- It was pointed out that the title of the proposed budget should be 2017 – 2018 instead of 2016 – 2017.

Granite State Track & Field Update:

No one from the Committee was at the meeting. It was noticed that their website is not currently up to date. The regional meets will be held on June 17th and June 24th but registration has not opened yet. There was a Facebook post on April 10th that confirmed the dates and locations for the regional meets, but that State Meet was still to be determined. Rick has a lot going on but Krissy said she would reach out to him. Sylvania is listed as the sponsor on the website.

Legislative Update:

HB 582 regarding pools has been tabled for now and the new regulations on Federal overtime rules are on hold for now as well.

Work Plan update/revision:

Greg reported that the Work Plan has been sent out to all Committee Chairs, but he has not received any input from anyone at this point. The Executive Board will be voting on the plan at our June meeting.

Eric Feldbaum would like to step down as the District Chair for his region and is looking for representation to replace him.

Wink Tapply Committee Update:

Kerry reported that Dan is working on the schedule. The event will be in Franklin this year on June 3rd and will include a water component. Registration for the workshop will be opening soon.

State Conference Update:

Krissy reported that the Committee had a good meeting 2 weeks ago and are currently trying to hone in on a speaker. They are looking at Steve McGuire as possibility but they are also looking at the idea of more than 1 speaker which is something that was brought up in last years evaluations. The NH Municipal Association may be willing to do a session on labor laws. Greg will apply for the Landscapes Structures Grant again this year.

The committee had discussion about saving money on the delegate gift and using that money towards the speakers.

Kerry wondered if everyone liked the idea of VIP vendor room at the Conference. She said that we could probably get 8 vendor booths in the room and charge them extra to be in there vs. the main vendor room but then put coffee and dessert in the VIP Vendor Hall. She was thinking \$500 for the VIP Vendor Room vs. \$125 for the normal vendor space.

Old Business:

- May 12th – workshop cancelled.

New Business:

- May 18th - NHRPA social at the NH Fisher Cats and they are playing the Portland Seadogs who are both members.
- Greg is currently working on rebranding the Association and wants to redo the current logo. He is also looking to craft a mission & vision statement. He is looking for ways to get all of the membership involved in mission/vision change.
- Betsy from the VT Recreation & Park Association has submitted a room block request for the National Conference. She won't know if room block request has been approved until May 1st but that is the same day hotel registration opens. She has requested the Embassy Suites Hotel. If you have AAA, that rate is only slightly more than the Conference rate but could guarantee you get into that hotel and then you can always cancel it if get into room block.

Executive Board questions for Kerry:

- Eric Feldbaum asked about what insurance we have. Kerry reported that we have general liability and event insurance. We do not have Executive Board insurance because we don't need it. Kerry said that she has had the NH Municipal Association look at it and said we were ok and don't need it. She did suggest that we have an internal audit done annually. Our current policy is held with a small agency but is up for renewal in May and it might make sense to look at a larger carrier.
- Tara Tower asked Kerry about the discount tickets and whether we could accept online payments thru NHRPA since not all Towns can deposit those funds into their accounts. Kerry said that the transaction fee would eat up most of the profit that we make on the tickets. The idea of putting a convenience fee on top of the transaction cost so NHRPA didn't lose money was discussed and Kerry said she would look into that option and see if its possible to do it that way.
- Arene asked whether the expense for the National Conference was under the Executive Directors budget. Kerry said she thought so but wasn't positive. Arene said she would check with Chris Dillon for clarification.

Motion to Adjourn made by Tara Barker and 2nd by Eric Feldbaum. Adjourned at 11:09 am.