**New Hampshire Recreation & Parks Association**

**June 3, 2016 – Health Trust**

**Meeting Minutes**

Present: Donna Kuethe, Arene Berry, John Kohlmorgen, Justin Chaffee, Herb Greene, Krissy Flythe, Meghan Spaulding, Tara Barker, Aimee Gigandet, Matt Casparius, Andy Bohannon, Kerry Horne, Carolyn Tracy, Tara Tower, Mary Frances Manna, Dyana Martin, Les Dion

***Call to Order***

Andy called the meeting to order at 9:32 am.

***Secretary’s Report***

The April 1, 2016 minutes were reviewed. ***Herb Greene moved to approve the minutes. Dyana Martin seconded and the motion passed.***

***Finance Report***

Chris Dillon is unable to be here as they are imminently expecting a baby. Andy said that we may finish the year in the red but it won’t be significant if we do. The reason is that we have had the Vermont Maintenance Workshop revenue every other year and this is the off year. Andy suggests we have a workshop of some type that will help offset this. The Playground Safety Workshop is a suggestion as it will help with training of maintenance staff as well. Dyana said that MA just did this and they got $500 for each person that took it. We will be revisiting the annual budget at the September conference. Herb said that there is a typo on the paid out as it says 7/1/16.

***Executive Director’s Report***

1. Membership: 2 Non-Profit; 6 Agency groups; 10 Associate; 4 Board/Commission; 121 Professional; 2 Retired; 16 Honorary; 25 College/University; 36 Commercial (11 new). Kerry said she is excited to see more Agency memberships which is great to get more people involved. Our actual total is 283 as there are students and honorary members not in the total. Commercial members grew from 36 to 52 – an increase of 16 over last year.
2. Website Update: Kerry said it is up and running and that we need to go in and sign in so that we can subscribe to the forum. We will get one e-mail each morning and it will list all of the items for that day. If we have an emergency we can get it out right away but this will help us to not have so many e-mails coming in. If there are no new posts we won’t receive an e-mail. Memberships are set to review one year from the day that you paid the prior year. Log in is your email and password NHRPA16 temporarily.
3. Fundraising: We have 20 communities participating and Kerry thanked Justin for organizing this. Kerry will have the list of departments and links on the website so that people know where to purchase tickets.
4. State Conference Vendors: We have 8 vendors and on premier sponsor (Musco). We are here at Health Trust. The date is Tuesday, 9/20/16. Special Olympics will provide a bag and will continue as a VIP and the Fisher Cats will be there also.
5. Executive Director Meeting: Kerry will be traveling to St. Louis on July 27-29 for this meeting.
6. July Executive Board Meeting – we can have it here at Health Trust.

***President’s Report***

Election Results: Andy congratulated the new Board members. They are:

President: Greg Bisson, Exeter

President-Elect: Meghan Spaulding, Keene

Treasurer: Arene Berry, Milford

Secretary: Matt Casparius, Merrimack

At Large: Tara Tower, Lincoln-Woodstock, Tara Barker, Barrington, Eric Feldbaum, DRED, Aimee Gigandet, Newmarket

DRED Agreement: Andy said that we had let this lapse and now have updated it with all of our changes organizationally. Eric has it and will be getting it back to us. It will be great to have Eric on the EB as well.

July P&R Month: Andy said that he hopes we have all had resolutions made for our Town Government to read during this month.

***Committee Reports***

1. F.I.S.H.: Aimee asked if this is a committee or a function of the Executive Board. She said that it is difficult to get the committee together to do this process and she has been doing it on her own. Originally it was set up that there would be a process for the committee chairs to let her know who was on the committee and active. This has turned into the honor system and it has been working fine but it would be easier if she could bring all reports to a meeting of the Board and review them for validity. It is now on the website and this can make it easier. Kerry said that the forms will be coming to her and then tabulates in an excel spreadsheet and she can forward to Aimee. Donna said that she agrees that this has not been a committee per se. She wonders if it is listed in the by-laws as a committee. She also thinks that the assignment of points needs to be reviewed on a regular basis to make sure we are all clear on what we are assigning points for. Tara said that she thinks that this might be more appropriate to have combined with the Awards Committee as this is when the prizes are given out. Aimee said that she thinks that this should be more of an Executive Board function. Andy suggests that we have the Executive Board review the process and see if we can make it easier with the new website. Kerry suggests that she can try to attach the F.I.S.H. form to the renewal forms. We will leave this as it is for this year but will make changes for the upcoming year. Donna said that there have been some grey areas on the forms that require a decision on the part of the person doing it.
2. Annual Conference: This is coming up September 20th. Tara reports that they are meeting today on this to pick the speakers. They have the location set and have worked on getting the vendors more involved.
3. Awards: Donna reports that we have extended the deadline. Les said that she dropped the ball on this so they are now due 7/1.
4. “Wink: We have 130 registered and this is a record number. It is tomorrow. Ed Gerety is our keynote and they have some great sessions lined up.
5. Scott’s Pitch, Hit & Run: Tara reports it went really well this year. Janet Horvath was very helpful and people loved the location. They had between 60-75 there but had over 100 registered. Kerry asked for pictures to be sent to her.
6. Granite State: Rick said that they have received another sponsor for $8,000. They have also pulled in the Fisher Cats and every winner will receive one ticket for themselves and two people to come with them. Sylvania is the second sponsor. She said that with us bringing in this extra money we need to be careful with our tax status. She said she has had contact from Maine and Vermont that they may be offering something similar. Donna said that they are trying to make the State Meet more special as well and will be re-implementing the Program Book. The hope is to get to a point where we can have a Northeast Regional Championship. Aimee said that she has done a poster but would like photos. Kerry said that she can see what she has in her computer. Donna asked Andy to write a letter from the President to welcome the athletes. Kerry reminded us to support our sponsors with our business when possible.

***New Business***

NHMA Publications: Kerry said that Property Liability Trust is closing its doors in July. She said that NHMA has a special events guide and volunteer guide that they are wondering if we would be willing to take over and have available on our website. She said these are very good documents and that they are very useful. Tara Barker said it is a great resource. These would be live documents that would be updated by Kerry. ***Les Dion moved that we partner with NHMA to offer these guides as part of our website. Dyana Martin seconded and the motion passed.***

NRPA Archives: Donna reports that Carolyn Tracy has been the ‘keeper of our history’ for many years. She has now sold her house and will not have room in her new digs for all of this. The question is where should this be housed and what should be saved. Tara said that her town is using a digital scanner to archive all of their documents. There are also photo albums. Donna said that just having another department to take it we only prolong dealing with it. Kerry asked how will we decide what we need and what we do not. Donna said that she spoke with Betsy from Vermont and that they had electronically stored 300 documents but the rest is in her barn. Carolyn said that she has 1000 resource sheets and that about 20% of them would still be of interest. She has 4 photo books of NNE Conference from the 60’s on up. She has a notebook of the first 50 years of NHRPA. She also has signs that are the original signs of New Hampshire Recreation & Parks Society. They are signs the size of two sheets of plywood. Carolyn said that there are about 45 years of Parks & Rec magazine upstairs at White Park. She is concerned that if we stored all of this at White Park it may just get thrown out down the road by someone that doesn’t know what it is.

Carolyn said that she needs to have this out of her house by July 1st. Carolyn and Donna suggested that a committee be set up that will review this and make decisions on this. Donna said that there had been some discussion about having a museum at some point where all of this would go. Dyana said that maybe some of the big items could go to a Historical Society. Tara said that the NH History Museum might be willing to take it on. Andy said that Carolyn had given a number of us folders about the history of our towns that Wink had compiled. He suggests that if there are more of these we can get them to the individual towns. Kerry suggests that we ask David if he can be a temporary stop and that we make this a priority to sort through it and figure out what we want to save. Tara said that she thinks the Northern New England photo books would be great to have. Carolyn has the original document for a plan of cooperation between the three states.

Andy will call Dave Gill to see if he can store the items. Donna is willing to be on the Committee to go through the Historical items. Dyana, Justin, Tara B, Tara T., and Les are willing to be on that Committee. Kerry said that this should be a one year committee so that it gets done.

Andy thanked all of the current Executive Board members for their years of service.

We will be going into Executive Session*.* ***Les Dion moved to go into Executive Session to do an Employee Evaluation. Herb Greene seconded and the motion passed.***

***Tara Tower moved to come out of Executive Session. Dyana Martin seconded and the motion passed.***

***Adjournment***

***Dyana Martin moved to adjourn at 11:20 am. Herb Greene seconded and the motion passed.***

***Respectfully Submitted,***

***Leslie Dion, Secretary***