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Board of Directors Agenda

Thursday, August 9th, 2018

Bangor Parks & Recreation, 647 Main Street, Bangor, ME

Conference Call Dial in Number: **641-715-0861**

Participant Access Code: 633838#

10:00 am – 12:00 pm Board Meeting

1. Call to Order 10:03am

Tracy Willette, Sabrina Best, Joe Crocker, Steve Balboni, Debbie Gendreau, Jason Hanken, Matt Tobin, Deb Smith, Jen DeRice, Hillary Hallett, Lisa Thompson, Nicole Welch, Absent Doug Beck and Karyn MacNeill

2. Review/Accept Minutes of April 12th, 2018 (DeRice/Balboni); all in favor

3. Monthly Budget Report Crocker

Joe provided treasurer report; Deb said that the QuickBooks report can take replace of Russell's month by month report. What do we want to see; the Profit and Loss month to month (Municipal). Joe will provide fiscal reports (not calendar year). Posting budget reports on the web, we have always done this in the past. Clarification on the number at the end of each line item are account numbers, Joe will look and confirm. Vote on accepting the monthly budget report; All in favor, Joe will send it to Steve to post on website.

Topics of discussion –Credit Card Capital One, card is currently used for big items to get rewards and points. Joe wants to pay with check for the bigger transactions. Board agrees what is easier for Joe. Noted in minutes a result is Ed and Kate talk about negotiate price due to saving Ed/Funtown \$1,500 from not having to pay credit card fees. There is also the option to sponsor a program like track and field.

Topics of discussion - Who should be listed as the primary user on the credit card account? Joe suggests Deb handles credit card reporting and reconcile in QuickBooks, which leave her listed as primary.

4. Board Discussion

a. Travel Reimbursement Policy(Draft Attached)

Steve mentioned the policy was drafted for the Northern Member to attend and vice versa members attend Northern meetings when they host. Matt suggested adding language about pre-approval process. Debbie suggested language on how many hotels will be covered. Motion to add pre-approval language and operate this year as a trial run (Thompson/Tobin); all in favor

a. Track and Field

Tim Baude presented report; Board supported the program directors (Tim/Matt/Matt) with their recommendations for changes in program and day of logistics. Board discussed the concept of moving to a "Games" theme vs "Meet". Tim explained the concept of trying to go back to the original intent of the program where it is designed for anyone and not just those interested in track and field. Motion July 16, 2019 State Meet is held; Deb G/ Hillary; all in favor. A committee will be created (Deb and Hillary interested) to bring back to the September/October meeting a draft of proposal changes. Deb did mention 2020 combine with New Hampshire in some way on this program.

b. Hot Shot Update/Review

Hillary would continue as lead; Northern has a strong participation and wants to continue being held during Winter time. Deb will report back in Sept after her meeting with Dunkin Donuts. This year remains status quo. Jason, Hillary and Deb will work on next years plan. There was a question about non PR hosting a local, the XL sports world wants to host and there is concern that Saco PR would need to know and maybe XL should be a commercial member. The Committee will discuss this and bring back a recommendation to the board.

c. Meeting Schedule

10am start time remains

d. Retreat Overview

The highlighted items that had assigned work groups need to start meeting and working on items:

Strategic Plan needs to be added to a future agenda.

Adding another region (Jason/Joe) Agenda Item next month

Sponsorship packages (Jen/Kayrn/Lisa)

Athletic Field and Parks Memberships (Jen/Karyn)
Organizations to Affiliate With (Get this from Deb)

5. Committee Reports
 - a. Executive Director Report (Attached) Smith
 - On Website reminder CPSI class
 - b. Membership Smith
 - Status Quo, Fort Fairfield has a new Director.
 - c. Fall Workshop Welch
 - Everything is posted and registration is open, Lewiston is hosting.
 - d. Awards Willette
 - No Report
 - e. Golf Tournament Balboni
 - Steve needs help with giveaways and raffle prizes – Matt will help. This will be Steve’s last year and handing over to new lead. Matt and Karyn are currently helping with this program.
 - f. Pitch Hit & Run(Attached) Stewart
 - Attached Report
 - g. Scholarships Balboni
 - No Requests collected
 - h. Tickets Harris
 - No report. Checks are coming in to the PO Box, 30 made first payment, 20 communities still outstanding. \$51,000 in so far.
 - i. Students Thompson
 - Lisa is new and will work with Deb – Debbie mentioned working with Husson.
 - j. Northern New England Update Thompson
 - Registration soon in Sept. Hotel has changed back to North Conway Grande.
 - k. LWCF Update Beck/Willette
 - Karyn, Deb, and Tracy with Senator Collins last week. LWCF up for reauthorization and both Collins and King are supportive.
 - l. MOC Represents Balboni
 - m. MMA Affiliate Meeting Balboni
 - Steve mentioned the article in the MMA magazine
 - n. Mentorship Program Smith
6. New/Other Business Board
 - a. Donation
7. Adjourn (Hillary/Lisa) all in favor [12:00p]