



P.O. Box 6728 Scarborough, ME 04070
Tel. 207-252-0636 www.merpa.org

Board of Directors Agenda

Thursday, September 13, 2018

Auburn Parks & Recreation

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
Joe Crocker
Deb Smith

Karyn MacNeill
Steve Balboni
Jen DeRice

Sabrina Best
Jason Hanken
Lisa Thompson

Nicole Welch

2. Review/Accept Minutes of August 9, 2018 (DeRice/Thompson); all in favor

3. Monthly Budget Report Crocker

Ticket program collecting fees and make payment process – past month to month. Joe would rather do all at one time. Tracy last meeting saying that Funtown prefers month to month. Russell would do 10,000 payments. Joe/Kate will reach out to Ed and others to confirm process that works for both parties' monthly vs. all at one time. Joe has to manage checks with sheets because some communities just send a check from finance. Asking communities to have finance send the check back to Rec so the check and sheet can be sent together to streamline communication to Joe. Will need to follow up with Kate to help. There are multiple people keeping track there is an option to look into using Quickbooks to issue invoices which will be sent to Kate, Deb, Joe. Kate can share that master list with Joe and Deb to help cross check so some towns are paid for twice etc.

Lisa mentioned that when Russell and her did it – the tickets, form, check would go to Lisa and then she would give the master list of tickets, checks, and one form to Russell. Lisa would deliver checks at each of the three check-in points to Russell and Lisa would handle the forms and what amount Russell should deposit and send out to the parks. Kates decision.

Budget reports need to include proposed, actual, past year. Joe will work with software to export into excel to add a line because Quickbooks can't produce that feature in their reports.

4. Board Discussion

[10:21a]

a. Hot Shot Update/Review

March 10, 2019 States, signed a contract with Red Claws 1 year \$2,500. Hillary be the lead coordinator and then regional reps to help her coordinate with the locals to hand out certificates and help with the process, paper work, help on day of etc. Deb would help put together Job Description for each level (State, Region, Local). There was conversation about moving to a summer program but there would need to be a lot of work and coordination with more reps in the state before making that proposed change. Purchases do follow purchasing practice of bids. Jason will be LA rep, Tyler Stewart Southern, Matt from Northern, Hilary State. Committee formed with Hillary chair; unanimous thumbs up to move forward.

b. Track and Field

Meet in person, focus on rebranding, and eliminate long running events to help create more of a games concept. They will be prepared to present at the Fall Conference. Deb asked if they could present to the board at the Houlton meeting prior to the Fall Meeting to the whole membership.

c. Goals Update

Grant opportunity that Deb has reached out and has not heard back for PSA from the Maine Sports Commission.

5. Committee Reports

[10:30a]

a. Executive Director Report (Attached)

Smith

On Website; CPSI in South Portland there has been a lot of attendees that are not Parks and Recreation related individuals and from Maine, NH, Vermont, Mass. 24 registered right now, there is no maximum.

- b. Spring Conference MacNeil
 Samoset will host Spring Conference March 17-19, LL Bean CEO Steve Smith to be Keynote which seemed promising. Lisa is reaching out to students to try and get them more involved. Board will need to be helpers for presenters, moderators etc. Need thoughts for social/networking idea on Sunday and Monday Night. Looking for management and director level track ideas.
- c. Membership Smith
 Invoices will be sent out in December. Make sure correct info is in the system.
- d. Fall Workshop Welch
 Everything is on track and moving forward; 24 registered, Goal is 6.
- e. Awards Willette
 Pam LeDuc is interested in helping out. Nothing else to report.
- f. Golf Tournament Balboni
 Was very successful with 20 teams, still waiting on the bill from the golf course but estimated \$7,500 but not confirmed. Tracy showed up haha. Venue discussion; there is an option to move to Val Halla but the attendees seem to really enjoy Point Sebago. Recommendation is to leave it at Point Sebago unanimous. Chair discussion; tabled for November meeting.
- g. Pitch Hit & Run(Attached) Stewart
 Registration is open for next year's competitions; nothing else to report.
- h. Scholarships Balboni
 No Requests collected.
- i. Tickets Harris
 10,560 Funtown/Splashtown Combo 935 Splashtown only, 1950 Auqaboggan 1350 York – 52 communities selling tickets. 12 communities have sent back and 6 of those have paid in full.
- j. Students Thompson
 Lisa will work with St. Joe's students; Tasha Pinkham is teaching at UNE sports management program and possibly offer a session at the Fall Conference. Lisa reached out to all the colleges on the list but has heard from a handful and will do another outreach.
- k. Northern New England Update Thompson
 Behind getting the registration up because of the venue has a change in leadership. The new Hotel does not have any Murphy beds to Lisa's knowledge but has limited suites. Rooms are updated and will be a nice change. There will be a new app coming out for the conference.
- l. LWCF Update Beck/Willette
 Re-Authorization has not occurred yet. If a program expires and an existing or open application is still in process it will be able to finish. 23 Site visits last year and have completed 14 this year. Doug is selling signs \$10 for the mandatory signage in compliance with the LWCF parks. Maine Trails are about to review applications and the board is looking to replace some members; really looking at an equestrian representative (club, rider, stand alone, trail background etc).
- m. MOC Represents Balboni
 Gathering Monday in Bethel; nothing else to report
- n. MMA Affiliate Meeting Balboni
 Updated email with new president and the conference is in November. Discussion about working with MMA to have presence at conference with regards to anything Parks and Recreation related. Tracy and Deb will reach out to talk about have input in their publications.
- o. Mentorship Program Smith
 Looking to host an event where all mentor/mentees is able to get together at the same time/place, which is part of the package. Looking for a new class of mentors/mentees in March.

6. New/Other Business Board

a. Donation

The board voting at the last meeting to donate monies from the golf tourney to be contributed to the Jim Toner scholarship at UMaine-Farmington. Steve asked about how the board wants to break up the proceeds, we could put various amounts in multiple scholarships. \$2,966 balance in the Russell scholarship fund and the discussion in the past were to continue to grow. It was recommended that \$5,000 would go towards Jim Toner's scholarship and then any leftover proceeds from the golf tourney will be decided at a future meeting.

b. Summer Camp Videos

Videos starting to come in and being uploaded onto the website and the end of the month is the deadline. There seems to be a large amount

c. Houlton Meeting

There will be a car pool station from Bangor the morning of, others are going up the night before to Bangor or all the way to Houlton. There is a consensus that everyone on the board will be there.

7. Adjourn (Karyn/Jen) all in favor

[11:25a]