



## Board of Directors Meeting Minutes

Thursday, May 14, 2020

Conference Call

10:00 am – 12:00 pm

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

### 1. Call To Order

Matt Tobin

Jen DeRice

Tyler Stewart

Zach Schrock

Karyn MacNeill

Hillary Hallett

Lisa Topsham

Absent: Erika Dube, Tracy Willette, Deb Gendreau

Sabrina Best

Doug Beck

Nicole Welch

Deb Smith

Joe Crocker

Gary Colello

MacNeill [10:00a]

### 2. Approval of April 9, 2020 Minutes (DeRice, Welch); all in favor unanimous

### 3. Annual Meeting – Assigned Committees

Karyn discussed the normal annual meeting is when the board assigns committees and chairs.

- a. Fall Workshop; Gary
- b. Spring Conference; Nicole
- c. Awards; Lisa
- d. Legislative; Tyler and Karyn

### 4. Awards

Karyn talked about the annual awards being announced and the award winners will be recognized in their communities. Deb will connect with Tracy and Lisa to talk about how this process will happen in the Fall, possibly Fall Workshop.

### 5. Upcoming Programs

Tyler was able to connect with Point Sebago, updated the golf tourney to potentially be held on Sept 25, Oct 2. It appears the course is super busy already and had mentioned having a cap on the number of teams and if there are any social distancing still in place that would be required but overall is open to still host. Zach mentioned only in state residents are being allowed to participate and there are typically out of state MPRA vendors that participate. Guidelines will continue to be monitored and adjustments will be made when needed. Nicole mentioned an option to golfers such as a smaller event or play day rather than tourney so this fundraiser can still be held but in an 'out of the box' ideas. Tyler did mention sponsorship might be an issue this year as many businesses' budgets are being cut due to COVID-19 pandemic.

Deb updated the Fall Workshop committee and has plenty of members. They have started with making a list of presentations and securing a location (Lewiston). Deb mentioned the board setting a date of when the decision to cancel or not so a ton of time is not wasted on planning. Karyn mentioned possibly moving remotely if needed.

### 6. Budget Report

Joe added the balance sheet to his report for the new fiscal year reports which show all accounts with monies and liabilities. \$137,000 in cash and there is a profit/loss total at the bottom. The account is projecting \$10-\$12k in profit this year with the loss of the discount tickets and some other items.

### 7. COVID-19

Karyn sent out a COVID Budget with adjustments in response to COVID-19 pandemic. The major impact is the loss revenue from the discount program and looking at alternative revenue sources or elimination of expenses. Deb mentioned the professional development grant line, this past year we spent \$1,750 for 3 award winners. These 3 were not able to use those funds, will they be able to still use those funds? Deb mentioned a short fall of \$17,800 that will need to be taken from reserves to balance the budget. Deb talked about the hiring of a bookkeeper for \$5,000 and is it worth forgoing the hiring of this position for this year as proposed in Karyn's COVID Budget document. Nicole supported this idea and Joe offered continuing his responsibility but mentioned still needing a contracted professional to help with Quickbooks back end items and things he is unable to do on his own. It was suggested to keep the COVID Budget Accountant/Bookkeeper

line item at \$1,000 to allow for the filing of taxes and contract a professional when needed. Doug offered to investigate some options to help with this issue. Karyn talked about some other changes and programs that could still generate some revenue this year. There was discussion on if the board wanted to keep the rack card membership or make an adjustment later when ready to rejoin. It was agreed to not renew at this time and wait until next year when things are more concrete.

Doug talked about a potential Municipal Parks Deferred Maintenance plan due to the anticipated decrease in funding available for matching grants and budgets with LWCF and other programs. Doug provided some examples of how other State's have programs in place that are eligible match for grant programs. Doug would like to see Maine create an Outdoor Recreation Infrastructure fund that is sustained by revenue or taxes and can be used by communities to help with matching grants or backlogged maintenance plans on parks. MRPA would need to get stakeholders (Land Trust etc.) to help guide this idea to the State Office for legislature to pass a bill. Given the current COVID-19 pandemic there has been an increase in need for outdoor recreation and shown the need for better or more parks in populated areas. The group felt supportive of this idea and would help advocate but was hesitant to the idea of increasing taxes to fund this program which is a tough sell in today's current economic situation. Doug asked if MRPA would send out a survey to generate a list of projects that could happen if matching funds were available. Along with how many parks and how much it would cost to update current parks due to lack of maintenance and upkeep. This data will help show the need for a funding source for communities to support outdoor recreation. Doug's goal is to get data by June 2020 and to get the group together to decide which legislature is most appealing to get something together by January 2021. Deb will work with Doug on the survey and Zach offered some help later down the road.

#### 8. SOP's

Karyn brought up the current SOP for MRPA Board and that they need to be updated. Erika, Doug, Jen, Nicole, and Deb all have expressed interest in helping with this process. Deb will send out the most updated version to the board. Karyn will take the lead and work with a small group for revisions to come back for board approval. Tyler asked about an MRPA Google Drive for shared documents and items with the current updates. Deb will work on this.

#### 9. Annual Conference Location

Deb checked with Samoset and have confirmed location for 2021, 2022, and are open to booking for 2023 pending board approval. Matt mentioned the NEPA is still looking to hold their Fall conference in September at the Red Jacket. There was discussion on training budgets being cut so participation may go down over this next year.

#### 10. Other Business

- a. Lisa talked about Virtual programming ideas and the Great American Backyard Campground. Lisa created a flier for MRPA to help encourage everyone around the State to campout in their backyards in a date in June 10-11. This date coincides with Parks and Recreation Month. There could be a forum on campfires, how to build a camp site or shelter, cooking ideas etc. The Board supports to move forward with the flier and communities for promoting.
- b. Nicole talked about possibly creating an order form to offer merchandise with MRPA logo on it as a potential fundraiser. Individuals would use their own money and would use All Star Graphics, a long-time vender of MRPA. Doug mentioned an RFP process but supported the idea. Deb mentioned 2-3 other venders that are MRPA commercial members that should be included. Nicole was given the go ahead to create online stores, prices, and provide an update at the next meeting.
- c. Tyler talked about the increase in Zoom calls specific to youth sports and is suggesting MRPA creates a subcommittee on youth sports. This could include trainings, webinars, leagues, info for rec dept to start a program or connect with others on issues and topics. This could involve into the lead resource location for parents, coaches, rec administrators etc. to go to for youth sports. This could help increase MRPA brand and awareness and PSA. Sabrina offered to be on this subcommittee, Tyler talked about how other States have this type of group already. Tyler proposed to create a committee and then work with Steve to add a section to the website and then report back to the board.

#### 11. Next meeting – June 11 Conference Call

#### 12. Adjourn (DeRice/Tobin); all in favor unanimous

[11:42a]