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## Board of Directors Meeting Minutes

Thursday, March 17, 2020

Conference Call

10:00 am – 12:00 pm

### 1. Call To Order

Matt Tobin

Jen DeRice

Tyler Stewart

Erika Dube

Karyn MacNeill

Hillary Hallett

Deb Gendreau

Sabrina Best

Doug Beck

Lisa Topsham

MacNeill [10:00a]

Deb Smith

Joe Crocker

Nicole Welch

### 2. Spring Conference Cancellation Items

Hotel is doing the hotel rooms and will not be charged, watch statements for the refund. Deb talked about the email sent out and the refund process and board members felt it was very easy and smooth. Deb will send that out to everyone and start this process. If there are credit card refunds, there is a loss from the process fee to be incurred by the membership totaling \$410. The board was supportive of this with no one opposing issuing full refund and eating the processing fees. Matt asked if there was an option to recoup those funds since we are in a State of Emergency. Deb talked about other items that were already spent on the conference and seeing if there are ways to eliminate a lost. In total the conference is looking at \$2,300 that would be lost, pending the Samoset deposit of \$1,000. Karyn mentioned having a convo of the online CEU and learning at the April 8th meeting.

Samoset has offered to reschedule for third week in October. Matt talked about the option to include Mass and Maine with the NEPA conference. NEPA's conference is being held Sept 16-18 at the Red Jacket in North Conway. This topic will be added to April 9th meeting agenda. The Membership Booklets are printed, and the Board will distribute at future meetings and gatherings. Erika asked if we did reschedule the spring conference if that would replace or be in addition to the Fall workshop. Deb clarified it would replace. Nicole spoke to the challenges of moving spring speakers to fall, specifically offering back to back full conference Fall 2020 and Spring 2021 and the workload. All Speakers that cancelled did say they wanted to continue to work with MRPA in the future. Jen suggested we move past Spring and not reschedule and move forward as normal. **Doug talked about this opportunity to partner or support the Office of Outdoor Recreation Nov 9-10 at Augusta Civic Center roughly 300 attendees.** Their layout allows for Monday Nov 9th to be opportunity for smaller groups to have more specific content offered and then Tues Nov 10 is multi track. Matt asked about option for revenue sharing which Doug did not feel was available but not sure. Doug did mention we could propose sessions and provide speakers and the conference would pick it up. Erika mentioned reaching out to NRPA and asking if they are willing to change deadlines on CEU and Deb mentioned that NRPA is working on that idea. Deb felt there is no rush to get CEU situation taken care of. Hilary brought up connecting with MMA for the Fall conference, Karyn will need to follow up with MMA. Karyn did talk about possibly using a 2,500 donation towards distance learning opportunities, Deb will follow up on this. **The board supported not offering a Spring Conference or rescheduling and focusing on the Fall Workshop and possibly combining with some other conferences.**

### 3. Budget Approval Process

Karyn talked about being able to do this electronically and uploading the proposed budget in a graph form on the website for membership. Deb talked about a sample PDF that was sent to BOD which included the voting of seats, budget, and by-law changes. The Board supported moving forward with the online version for the voting process. Deb would work with Steve on verifying and collecting the votes. Doug talked about making sure that over 50% of active members vote since this is not being done at the Spring Conference at the Annual Board meeting

**Joe made a motion "to suspend the requirements of the by-laws that stipulates elections must take place at the annual meeting, due to current State of Emergency the annual meeting cannot take place and therefore the Board must proceed with an electronic election." Second Hillary; All in Favor.**

After some discussion on timeline, it was decided to allow for membership until April 30 to vote. There was a question on if people that already voted absentee could they get a different ballot so they don't vote twice but can still vote on by-law and budget. Deb will work with Steve

There was a question if we should adjust the budget due to potential impact on the ticket sales with the State of Emergency continuing affects through the summer. Either the budget is left as is and a plan is in place for if there is a need to use reserve funding or we adjust the numbers now. Tyler talked about the unknown of what and how long the program would be impacted. Erika talked about schools continuing and their benchmarks with the possibility that school might have to go into August which impacts these parks being open/peak season. Deb and Joe talked about the profit margin in the proposed budget being from Ticket Program, Golf Tourney and Conferences, but we do have \$63,000 in our cash reserves plus a few others. Right now, the Ticket program is projected to have a \$25,000 in profit. It appears the Board is in a place of having enough reserves in place to account for any major financial impacts of the COVID-19 effects. Joe will look at operating expenses to have a better idea of numbers based off current info and impact and will not move any reserve cash. Deb will add a statement to the budget portion that lets membership know the Board is aware of potential impacts due to the current Emergency.

#### 4. Awards

Erika talked about possibly using social media in a positive way to show the award recipients at their office or dinner or wherever each award winner organizes their 'ceremony'. The Board supported the awards to be created now. Lisa mentioned possibly moving the ceremony to the Fall Workshop. Karyn talked about suspending the awards ceremony until when gatherings are allowed again but Award winners will be announced on Social Media. Tyler mentioned letting everyone know that won an award and then advertise the winners to try and send out something positive.

The board will ask Tracy and the Awards Committee to come up with ideas on how best to move forward on this topic and report back at the next meeting in April. Nicole, Matt, and Erika are wiling work with the committee on this topic.

#### 5. Other Business

Nicole talked about workgroups popping up providing resources and ideas to the membership in MRPA. Share ideas, borrow from others, talk about challenges, etc. Nicole is asking for permission to use the MRPA name in the FB group and support the idea. It would be for members only and there would be a check system and it would be for professional use only. Joe suggests having at least two or more admins so no one can have complete control. The Board supported this idea!

Erika mentioned the upcoming SMART and regional meetings should we cancel or not? Or should we wait a few weeks and see how things shake out. The Board felt that no decision needs to be made now and can wait another two-week period before deciding. Deb talked about offering it as a ZOOM meeting instead of in person.

Deb talked about the economic impact of the COVID-19 shut down and how are departments cooping and preparing for when we can open back up. What are we able to do now or how should we plan on changing programming in the future as an after effect of this situation? This would be good discussion for the FB group Nicole is going to create. Erika talked about part-time staff and those that rely on our programs to make a means. Deb talked about working with each towns Administrators to make sure the Federal relief monies make their way to our departments.

#### 6. Next meeting – April 9 Conference Call

#### 7. Adjourn (Hallett/Thompson); all in favor unanimous

[11:30a]