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Board of Directors Meeting Minutes

Thursday, August 20, 2020
121 McCartney Street, Yarmouth, ME
10:00 am – 12:00 pm

1. Call To Order

Karyn MacNeill
Jen DeRice
Tyler Stewart
Zach Schrock

Sabrina Best
Hillary Hallett
Lisa Topsham
Deb Gendreau

Deb Smith
Doug Beck
Nicole Welch

Erika Dube
Joe Crocker
Gary Colello

MacNeill [10:06a]

Absent: Tracy Willette

2. Approval of June 11, 2020 Minutes (Hallett/DeRice); all in favor unanimous

3. Fall Workshop

Gary is looking for feedback from the board on the direction of the fall workshop. Gary felt it would be hard to run in person, Deb reported on the survey that went out overall it seemed that many want to participate but not sure without knowing the details of what would be offered. The MOU with Lewiston Rec has been signed. Erika suggested that maybe the educational offerings are intergraded with the regional groups. There was a clarification that NRPA waived the requirement of CEU for certifications for 2020. The NRPA national conference will be virtual in October.

Motion: Lisa; Cancel the in person fall workshop 2020. Hillary second; Unanimous.

Discussion on virtual and challenges departments would face if there was a Virtual Fall workshop and the benefits of asking the regional groups if they are interested in offering something (zoom, virtual class, etc.) The board decided to not hold any formal fall workshop virtually but would encourage the regional groups to look to offer something that may be beneficial for their region. Gary and the Fall Workshop committee will remain in place for the Fall 2021.

4. Treasurer Report

Joe emailed the report to the board and highlighted his work with Nina to work on the Quickbooks issues from past records. Liabilities line is where this issue is reflected in \$5,500, there and Joe is working on clearing that up. Joe did clarify that everything has been paid and this issue is more of Quickbooks error in reports. Joe reports a positive balance from FY20 regardless of the COVID related impacts. Joe suggested we wait until the Liabilities issue is cleared before posting the final report on the website and to the membership. It is a time-consuming project and may need to ask for professional help which would impact the budget.

5. COVID Budget Updates

Karyn provided the board with an update on the adopted FY21 budget and the adjustments COVID related the board accepted back in May 2020. Karyn worked on a projected budget for 20-21 with Deb and Jen which reflect anticipated decrease in revenues. Zach talked about some commercial members budgets which vary from some being busy and fine and others struggling. Zach talked about how best to advertise and show value to companies to entice them to continue with membership. Virtual Lunch and Learn series for companies to connect to the membership and showcase products and service that are available for membership. Erika asked if there are Grant opportunities that MRPA could apply for to help with companies lost revenue. Deb did explore some of the grants that came out COVID example would the PPP cover the executive director salary. Karyn circled back to the expenses projected for actual FY21 and offered some additional cuts proposed, the only item that would not be accepted as listed would be the bookkeeper line. There was discussion on how best to reflect the spring conference line that, if cancelled, would issue refunds from FY20 spring conference revenues. Deb will check with Nina what she would charge to address the past irregularities within the liabilities line and report back to the board and how best to show the spring conference issue. The final projected amount would show a loss of \$31,158 (pending the bookkeeper situation).

Deb talked about a 6-month CD that expires the end of November for \$59,271 which could be drawn from towards the FY21 balance if needed. There is another small CD for \$6,000 and a balance in Paypal roughly \$5,000 that could also be

utilized. There is also \$2,500 of unused scholarship funds that have been awarded. Overall it appears that the board will have enough in other accounts to help offset the projected deficit for FY21.

There was a quick discussion on Spring Conference, and it will be added to the September Agenda to discuss. Another COVID budget update with the report on the bookkeeper and Donation to Doug's LWCF project will also be on the agenda.

6. Subcommittee Reports

a. Youth Sports Subcommittee – Tyler talked about the efforts the subcommittee has been working on the last few months which include the creation of a mission statement, resources such as grants, training, COVID related items for youth sports, and education for youth sports. The MRPA website has been updated with a new page on Youth Sports and displays the Google Sheet (workable) documents that are to be updated as new resources become available. The next steps moving forward is to organize a few Youth Sports zoom in the next few weeks to help provide COVID, Maine CDC and MPA updates and generate discussion on how each community is going to move forward. Another goal is to provide a seasonal training (virtual to start). A survey was recently sent out gathering towns Fall sports plans to help guide the direction of the committee. One item that needs direction from the board is whether this group is advocating and taking on youth sports programming (hot shot, track and field) or resources like the Russell Packett scholarship.

There hasn't been an official 'launch' of the group yet as the board needs to determine the next steps on how to push the information to the membership. Erika talked about providing a statement of clarity from the board that provides direction as to how municipal recreation is categorized and identifies the recommended guidelines amongst the various governing boards for youth sports in Maine. Tyler talked about how MRPA would need to pick a side to support (MPA or Maine CDC). Deb talked about the challenge of MPRA making a stance on something when from top to bottom of Maine could have very different situations which affect decisions at the community level. Erika talked about where does our Parks and Rec professional fall under with a governing board. Deb talked about NRPA working on a statement about youth sports and there was discussion on if a statement is really needed or would be followed. Doug did remind that MRPA has certain insurance because MRPA could be sued for statements that are made. There was some discussion on making more of a philosophical statement but not something related to COVID and the board assigned this task to the subcommittee. It was suggested to include the promotion of unorganized youth sports. Another suggestion was promote a Maine Hashtag that all communities can promote to help promote local parks, hiking, trails, unorganized play etc.

b. SCORP Request – Doug talked about a year ago MPRA agreed to donate \$5,000 to SCORP to help support a project. That project did not move forward to the point it needed to use those funds so Doug is proposing the use of those funds to go towards tracking (GIS) all the LWCF sites around Maine. Doug is submitting a grant and have collected some donations to go towards this project and is suggesting MRPA's \$5,000 donation to SCORP be transferred to Maine Conservation Core of Stewards to complete this project. Doug would create an advisory committee for this project and would seek a rep from MPRA to serve on the committee.

Motion: "To reallocate the \$5,000 originally designated to SCORP's project to The Maine Bureau of Parks and Land" Tyler and Debbie G. Withdrawn

Motion: "To reallocate the \$5,000 originally designated to The Maine Bureau of parks and Land from the SCORP project to support the creation of The Maine Land and Water Legacy Project. Contingent of the awarding of the Maine Outdoor Heritage Fund." Tyler and Debbie 11 in favor 1 (Erika) abstained.

7. Other Business

Erika talked about SMART and other regions if interested in sending out a survey for future SMART meetings on frequency, time of day, topics, open forum, or facility discussion, virtual or in person etc. Some discussion on waiting until after September to send out the survey. Debbie G offered to help with this survey and wait until schools start back up.

8. Next meeting – changed to September 17, 2020 at 10am

9. Adjourn (DeRice/Thompson); all in favor unanimous

[12:10p]