

NHRPA Business Meeting
October 11, 2018
Health Trust, 25 Triangle Park Drive, Concord, NH

Members Present: Greg Bisson, Tara Tower, Matt Casparius, Dan Sturgeon, Megan Spaulding, John Kohlmorgen, Arene Berry, Tara Barker, Craig Fraley

Staff Present: Kerry Horne

Call to order: 9:34 am

Secretary Report:

Tara Tower had the following corrections to the June 7th meeting minutes:

- Under Old Business. Tara Rower reported that she gathered the Federal statute and wrote a letter to the NH Department of Labor. It should have been the “**US**” Department of Labor instead of the NH Department of Labor. She then called the NH Department of Labor and they told her that the State can’t override a Federal Statute. She recommends that the legislative committee should follow up on the Federal Level on “**mandatory seatbelts for all new**” school buses.
- Greg made a motion to approve the minutes as amended. 2nd by Arene. Minutes approved by all.

Treasurer’s Report:

Arene quickly ran thru an overview of the budget. We are currently 33% of the way thru the fiscal year. July 2017 – June 2018 has been fully closed.

Arene will send an updated report out on the Station conference but estimating over \$4,000 in profit.

Balance sheet currently says that the account has \$11,805 but that doesn’t factor in some outstanding bills. Kerry Horne reports that we probably have around \$5,000 right now when all is said and done.

Kerry Horne reports that the Playground Workshop that was added has estimated expenses of \$4,000 and income should be around \$5,425. The expenses are estimates at this point because the speaker still has to book his flight and hotel. But we should make around \$1,500 for this workshop. Since this program was added at the last minute, we need to add it officially into the budget. Greg Bisson made a motion to increase the Program Line Budget to \$4,100. Motion seconded by Craig Fraley and approved by all.

Tax Status Update – nothing new to report other than we need to try and get it done this year.

Executive Director Report:

Kerry reported that membership has been consistent month to month with a few new members joining.

Credit Cards: Kerry is working to try and find a way that we can accept credit cards for workshops (like Playground Maintenance) and have the site charge the participants the credit card transaction fee. She pointed out that we don’t want to give up a couple of hundred dollars in revenues just to pay fees.

Fundraising: Currently closing out the Fun Pass Program and we will continue in 2019 with the same \$5 per book arrangement. For the Summer Tickets program we have a profit of \$1,229 this year compared to \$1,083 in 2017. Kerry also mentioned that VT has also seen a significant drop in their ticket fundraising programs.

Newsletter: Currently waiting for an ad from Landscape Structures and then will send the newsletter out as soon as she receives it. She is also looking at making the winter newsletter as a digital flipbook to give it a different look and feel to the standard weekly emails.

Workshops:

The Fall Playground Workshop is currently full.

Need a location for the Winter/Spring workshops and will work with Megan Spaulding to confirm locations. Tentatively workshops will be held:

2/14/19	Health Trust
3/14/19	Health Trust
5/9/19	Primex

The February 14th workshop is going to Hot Topics with the Department of Environmental Services. She is going to talk to Primex to see if they would be interested in partnering with us in April to bring in someone like Shawn DeRosa to do an Aquatics Management Training.

VT/NH Maintenance Workshop: Kerry reported that she met with Betsy from VT while at the NRPA Congress in Indianapolis to talk about planning for the future. She said that at the end of the conversation they brought up the topic of revenue sharing for the program. Currently we do a 50/50 split on the revenues for this program and VT would like it to be split based on the number of people that come from each state. After a brief board discussion, the consensus was that at point the board feels that we could run our own event and if it was held someplace central like Concord it would probably gain a lot more interest than on the VT/NH border. Tara Barker made a motion to separate from VT on the Maintenance Workshop and plan on running our own. Motion seconded by Dan Sturgeon and approved by all.

FISH: Kerry made an updated form for the Fish Program trying to make it easier for people to complete it. There was a brief discussion that maybe the big prize should be open to anyone who fills out the form and not just those that were at the conference. No vote was taken but the Board seemed to like this idea. She would like to have an article in the winter newsletter promoting the Fish program.

State Conference: Kerry suggested that we look at possibly moving the state conference to the 3rd week of September next year so that it doesn't conflict with the New England Park Association Conference which is the 2nd week of September or the NRPA Congress which is the last week of September in Baltimore.

Holiday Social Event: Kerry talked about the lack of participation in last year's holiday social at Launch Trampoline Park in Nashua. The consensus was that it was too far south for many people. The Board chose to look at going back to Fun Spot this year. Kerry will reach out to Herb Greene to coordinate. The tentative date chosen was Friday, December 14th.

President's Report:

Meghan Spaulding reported that it was a great experience going to the National Conference.

2018 – 2020 Work Plan:

Kerry Horne led the Board thru each section of the work plan and asked for input on updates or changes.

Membership – Add a new task to “Create a new member packet.”

Legislative Committee - Kerry will reach out to Jeff King to see if he wants to remain as the chair and whether anyone aside from Dyana Martin & Chris Dillon should be added or removed from the committee.

Awards Committee – Craig Fraley will be the new Assigned Executive Board Member. There was also a discussion about asking each District Representative to select someone from the District to serve on the Awards Committee to provide greater representation and more nominations. Kerry will email Krystal to confirm she wants to remain the chair and one of them will email the District Representatives.

Finance / Fundraising Committee – Arene would like to add transition to a 501©3 as Item #9 on the task list. She also suggested “Conducting an audit” as Item #10 and then “Create a write up of financial task processes/Succession Plan” as Item #11.

Northern New England Conference – Tara Tower suggested removing David Gill from the Committee list. Under General responsibilities – NH is the Host State for 2019; Maine is the Host State for 2020 and VT is the Host State for 2021.

Program Committee – Remove Tara Tower from the Committee and replace her with Tara Barker. Add Maintenance Workshop to list of specific tasks the Committee is responsible for. There was also discussion on possibly adding Entertainment Showcase into next year’s work plan.

Wink Tapply – Remove Item #3 from the task list which was online registration & payments which has been completed. Arene Berry will be assigned as the Executive Board Member and Joe Manzi as a general committee member.

Granite State Track & Field – Item tabled since Donna Kuethe & Paul Coates were not present. Also spelling correction Justin Chafee has 2 f’s in his name so should be Chaffee

Greg Bisson made a motion to adjourn which was seconded by Tara Barker at 11:05 am. Motion approved by all.