**New Hampshire Recreation & Parks Association**

**June 6, 2014 – Heights Community Center – Concord – 9:30 am**

**Meeting Minutes**

***Present:*** Herb Greene, Carolyn Tracy, Dyana Martin, Eric Feldbaum, Chris Dillon, Andy Bohannon, Krystal Alpers, Craig Fraley, Kerry Horne, Laura Bryant, Meghan Spaulding, Aimee Gigandet, Peter Waugh, Justin Chaffee, Tara Tower, Krystal Alpers, Leslie Dion, Craig Fraley, Jeff King, David Gill

***Secretary’s Report***

The May minutes were reviewed. ***Andy Bohannon moved to accept the Secretary’s Report. Peter Waugh seconded and the motion passed.***

***Treasurer’s Report***

Chris Dillon reports that we have $9,042.36 in our Savings and $19,407.77 in the checking. We will be discussing the budget later in the meeting. ***Eric Feldbaum moved to accept the Treasurer’s Report. Tara Tower seconded and the motion passed.***

***Vice-President Report***

Janet was unable to be here today but Aimee reports that the newsletter is done and ready to go out. It is up on the website.

***President’s Report***

Dyana reports that she knows someone that works at the State in Health Promotions under Tobacco Prevention Control and they called to discuss with her info on smoking in parks. They are working to help communities get their parks and beaches smoke free and have an information sheet that will help them navigate the process. Dyana will get this out to all of us in an e-mail. Andy said that Minnesota has done a huge campaign on getting tobacco free and it can be checked out on their website. There are a lot of resources there. Tara said that Grafton County is going tobacco free as well.

Executive Director’s Update: Dyana introduced Kerry Horne as our new Executive Director.

***Committee Reports***

Scott’s Pitch, Hit & Run: No report at this time.

Awards: Deadline is August 1st. Aimee reports that the Awards descriptions are in the newsletter as well.

F.I.S.H.: Aimee reports that the form is on the website. The dates are September 1, 2013 – September 1, 2014. You can fill it out on-line.

Annual Conference: Andy reports that Neelay Bhatt is from Ohio and is on the NRPA Board of Trustees. He has seen him speak at Congress and said he is phenomenal. He is very dynamic and has a great understanding of customer service and marketing. We have Allen Voivod from “A-Ha!” will be speaking on social media. Tara said that the changes that were made was that they have moved the vendor space and consolidated the registration time which allows the vendors more time to set up. They also have decided to hold the golf tournament regardless of registration as we are so bad at pre-registering.

They added a lunch only option for families of award winners. Carolyn asked if this is a ‘break even’ event. She said that for other states this can be one of their major fundraiser. She recommends jumping the registration up to $100 next year. Tara said that this is good feedback but the goal was to get the numbers up first.

ORR: Donna was unable to make the meeting today. She asked Dyana if she could plug the Operation Recreation Response training that will be held in Merrimack on June 13th. You can e-mail to register at drt@savethechildren.org.

Donna also asked if we could find someone to represent us on the Governor’s Council for Recreation for All Committee. Eric said they meet on Thursdays and their next meeting is on June 19th at DRED. Laura Bryant said she might be able to do it and will contact Donna for more info.

Andy said that David used to sit on the Governor’s Council for Physical Fitness. He wonders if he still does. Laura will check on this.

***New Business***

Dyana said that she did not use her money in the fall to go to Congress as we needed it to pay the IRS. Now that we have been reimbursed by the IRS she wonders if she can get the funds to use for Director’s School. She is just looking to receive the amount that would have been used for Congress. Tara suggested that we may want to reimburse her for the expenses for Congress instead to keep it cleaner. Chris said that since it is a change of the regular budget he likes to have a vote from us. Carolyn Tracy moved to reimburse Dyana up to $1,000 unless she can produce receipts up to $1,600 originally budgeted. Herb Greene seconded and the motion passed.

***Budget Workshop***

Dyana turned the meeting over to Chris Dillon for work on the budget. Chris said that until we get our budget in the black any new additions should be able to cover their costs or make money.

Annual Conference: The hope will be to bring in more revenue on this as we move forward.

Tickets: Chris said that we have added Six Flags. He keeps getting a call from Bromley Mountain and he had sent out a survey to see who was interested and only heard back from two departments. This is an opportunity but Chris cannot manage this alone. Kerry said that her position is the biggest line in the budget. She said that her initiative will be to bring us from 46% to closer to 100%. We need to increase our marketing of why it is important to be a member. She hopes that her position will be a break-even as we move forward. She thinks we can restructure our membership so that towns that are run by a Recreation Commission see the benefit in joining. She believes that there is great potential to increase these numbers.

Chris said that he thinks we need to consider the benefit of raising member dues early on so that people can budget for this. Many of us start our budget process in July. We have not increased in a number of years.

Peter said he would like to see a press release go out to the newspapers announcing that we have hired Kerry as our ED.

Tara said that she thought we were cutting the amount for Track & Field as we were not going to do the t-shirts. Also, she agrees that we should budget for revenue but there needs to be some conclusion as to how we are moving forward. Andy suggested we zero out the income and expense. He feels we need to find a sponsor to cover the cost if Hershey is not going to do it anymore. Chris said that we don’t have to have it in the budget to spend it. We would just need to hold a vote at a meeting directing Chris to spend the funds and accept the funds. Dyana said that we don’t know what it will cost us if we go with USTF. Aimee asked if it has to be held in June and it does not. It could become a summer program. She suggests getting UNH involved during a time when their track is not heavily used.

Andy asked why we wouldn’t go with the USTF if it isn’t going to cost us. Dyana and Peter said that they only do the one day event and with Hershey we are able to do a longer time frame leading up to a final event.

Herb suggests we put a $1 placeholder in the budget***. Aimee Gigandet moved to place $100 in the revenue and expense lines at this point. Dyana Martin seconded and the motion passed.***

Andy suggests that we 0 out the Accreditation line.

Chris suggested we move the Recreation Relief funds to our savings for now so that it is not reflected in the ongoing budget. This is the balance from the $500 that the Peterborough Rotary Club gave us.

FISH: Chris said that we need to have a bill for Peter’s expenditures prior to the end of the year. Aimee asked if she needs to submit something for her Professional Development Award. Chris will send her the check for this.

New England Park Foundation: Andy said that we may want to use these funds for NRPA dues instead now that we have an Executive Director. It was agreed to switch the $110 from NEPF to NRPA line.

Christmas Social: Chris said the past couple of years this has made a few dollars for the organization. He thinks that these can be a fundraising mechanism and he would suggest that the Social Committee look into this. Craig said he thinks that tagging things on to meetings so that once we are out for a meeting we can have some social time as well. Aimee said that this works well with meetings on Fridays.

Conference: This is for the food and speakers. Tara said she thinks the revenue line is low as we already have more vendors than last year. The expense was lowered to $3,650 as we paid for a speaker bill out of the surplus of this year’s budget.

Aimee asked what the Student Rep expense is for. Chris said this is for Northern New England’s. We used to put in $1,000 for Nationals. We have not spent it in a while. Aimee suggests leaving some of this in the budget to do a lunch for the students when they help us with an event such as the State Conference. At this point Northern New England Conference sponsors 10 students. She suggests lowering this line to $200.

Chris said he would like to see someone step up and take over discussions with Bromley to see if we should start selling their tickets as well. Andy asked about Canobie tickets. With Canobie you have to purchase the tickets in order to sell them and make money. This may be a risk.

At this point we have reduced almost $2,500 from the budget. Chris said we need to focus on increasing our revenue side. We are now $20,689.82 over in expenses for the 2014-15 budget. ***Tara Tower moved to approve the budget as amended. Carolyn Tracy seconded and the motion passed.***

Chris challenged the membership with a $25 Gift Card to whoever runs a new fundraiser and makes the most money of all new fundraisers. Andy said that he has a program that sells gift cards to major companies as fundraiser and it is all done on-line. He thinks this would be a great program. If someone is willing to follow up on this he will give us the contact.

We have all Executive Positions open for nominations and at-large. Andy does have people that are willing to be listed on the ballot for most positions. There is one at-large position that we need someone to be nominated for. We have eliminated the District positions as voting positions and made these three at-large members. Tara said that she is willing to be put on the ballot for the at-large position. Aimee put her name in as well. Carolyn asked if the ED is a member of the Executive Board. This position is not. The Executive Board consists of the Officers, at-large and Past-President.

***Adjournment***

Chris Dillon moved to adjourn at 11:27 am. Carolyn Tracy seconded and the motion passed.

Respectfully Submitted,

Leslie Dion

Secretary