

**NHRPA Executive Board
July 14, 2016 Meeting Minutes**

Present: Greg Bisson, Aimee Gigandet, Arene Barry, Matt Casparius, Andy Bohannon, Megan Spaulding, Tara Tower, Eric Feldbaum, Tara Barker, Chris Dillon, Kerry Horne

Program/Professional Development:

Date	Topic	Location	Time:
Tuesday, September 20 th	State Conference	HealthTrust	9:30 am
Friday, October 14 th	NHRPA Business Meeting	DRED	9:30 am
Thursday, November 10 th	Professional Development: Municipal Finance – Part 2	HealthTrust	9:30 am
Friday, December 9 th	Business Meeting & Holiday Social	TBA	9:30 am
Wednesday, January 11 th	NHRPA Business Meeting	NNERPC Attitash	TBA
Friday, February 10 th	NHRPA Business Meeting	Primex	9:30 am
Friday, March 10 th	Professional Development: Grant Writing	TBA	9:30 am
Friday, April 14 th	NHRPA Business Meeting	HealthTrust	9:30 am
Friday, May 12 th	Professional Development: TBA	HealthTrust	9:30 am
Friday, June 9 th	NHRPA Business Meeting	Primex	9:30 am

Future Programming/Certification Programs:

- Kerry Horne reported that we need to think about offering a different certification workshop to hold in opposite years from the maintenance workshop, so that we don't have big drop in revenues on those years. She suggested that we survey our membership to see what certification programs they would like to see offered.
- Kerry Horne reported that the next maintenance workshop is scheduled for March 2017 and she will need help from the Committee coordinate the logistics.

State Conference:

- Tara Tower reported that they found a new speaker for the State Conference. The original speaker was \$3500 and was doing the same topic twice. The new speaker is Barbara Heller who will be leading an intensive day long workshop on long term planning and budgeting. She has a good presentation and can hold an audience. Everything else is essentially ready to go at this point. They will be applying for the Landscape Structures Grant for the conference in August
- There was a brief committee discussion about how we should be utilizing our Commercial Members whenever possible unless they are prohibitively more expensive than someone else.

Membership Update:

- 70 Agency Memberships
- 9 Associate
- 1 College
- 52 Commercial Members
- 16 Honorary
- 106 Professional
- 2 Retired

Kerry Horne reported that we need to continue looking at the Agency Membership cost and find a good breakeven point so that all employees in the Department can be member and not just the Director or program person. We could look at administrative staff, maintenance, etc. The more people that are members of NHRPA could potentially get involved in the future.

We gained 11 new members during membership drive this year and the goal for the coming year is 1 new member a month. Since we have the rolling membership now, we may want to consider holding a Fall Membership Drive.

Fundraising:

Granite State Track and Field was an excellent event. Kerry was very impressed on how organized it was. The sponsors had professional photographers there, which will get photos on their website. The event is bringing in lots of money now but its going outside our mission. Kerry thought we may need to update our bylaws to reflect the procedure for Committees who go out and obtain their own sponsorships. It should also contain language about how they are responsible for that fundraising so that if they fall short in a particular year that NHRPA is not stuck paying the bill. We hold the funds in our accounts, but they are earmarked specifically for that event. Our bylaws allow us to make these changes during a normal business meeting.

Financial Update:

- Chris Dillon provided an update on the budget. He reported that if you look at the budget that was handed out, it currently shows us \$7,000 in the red; however, it's a false red. Most of that negative amount is from Granite State Track & Field. Many of the supplies were bought in one fiscal year and the event was held in a different fiscal year. Assuming that all committed money comes as expected they should be ok. He reported that he also budgets conservatively to plan for the worst-case scenario.
- The Association is in a good place. When we first created the Executive Director position, we felt that we could cover that persons salary for two years using savings if need be. At this point, we haven't had to touch our savings. With that said, we still need to look ahead and identify new sources of revenue. One possibility that was mentioned was to hold a golf tournament that was separate from any other event. Kerry suggested that we also looking at holding an Entertainment showcase. These types of events will also provide additional opportunities and benefits to connect with our Commercial Members.
- The Pitch Hit & Run isn't currently listed in the budget, but it is something that we need to add going forward. Tara Barker reported that historically she has just bought or borrowed the supplies that were needed, but realistically it should be coming from NHRPA. She also reported that it wouldn't need to be a lot of money.
- Banking: At some point, we should probably switch our bank accounts to TD Bank to make it more convenient from Arene and Kerry. The credit card and cd's might be easier to keep where they are at.

Committee Assignments/Functions:

- Committee Assignments - we need to update the list of who is on every Committee and then find out if the current chairs are willing to continue. Once we've determined that we can look at finding new people to join those committees.
- Tara Barker reported that the Pitch, Hit & Run program has always have difficulty getting volunteers for this event and she is often using her own staff to cover it. It's a national program so its an important one to run. For this program we fall under "Scott's" insurance since they are the sponsor.

Technology:

- Kerry reported that we are at a good point with the website. We need to continue to add content and it is an ongoing work in progress. The new website is much easier to use and we should not have to buy or use anything else at this point.

Marketing:

- Kerry looked into creating an infographic on our membership. It would cost between \$500 - \$600 to produce initially but then could be easily updated as membership changes. It would be nice to have a promotional display showing who are members are.
- Greg commented that since NRPA has done away with the Mid-Year Meetings in Washington DC, that we should try to connect with our legislators when they are here in the State.

The next time we meet will be at the State Conference here in September.

Meeting adjourned: 12:15 pm

Respectfully submitted
Matt Casparius, Secretary