

**CATONSVILLE RECREATION & PARKS COUNCIL**  
**MEETING MINUTES Date: August 28, 2018**

**ATTENDANCE:** Natalie Powell, Kelly Benefiel, Katie Harris, Meaggan Aiosa, Joe Koehler, Donald Gorsuch, Ken Krabitz, Warren Better, William Fitzgerald, Michelle White, Kelly Libertini, Jen Menkhaus, Greg Gentner, Bruce Simperts, Rick Wiker, Josh Billings, Michale Milanii, Lee Ann Collins, Kara Burman, Jeff Pumphrey

Meeting began at 7:00 pm

Next meeting will be September 25, 2018 at 7:00 pm.

**CONTACT INFORMATION**

Budget requests: [cvillebudgets@gmail.com](mailto:cvillebudgets@gmail.com)

Check requests: [cvillecheckrequest@gmail.com](mailto:cvillecheckrequest@gmail.com)

Website: <https://www.catonsvillerecandparks.com/>

Website information: [harris.katie14@gmail.com](mailto:harris.katie14@gmail.com)

Catonsville Recreation & Parks Website: [www.catonsvillerecandparks.com](http://www.catonsvillerecandparks.com)

Jeff Pumphrey: 410.887.0999 (office) Office Hours 10:00-3:00 M-F

email: [jpumphrey@baltimorecountymd.gov](mailto:jpumphrey@baltimorecountymd.gov)

Lee Ann Collins: [lcollins@baltimorecountymd.gov](mailto:lcollins@baltimorecountymd.gov)

Kenny (M/W): 410.428.7990

Herb (T/Th): 410.300.3257

Volunteer Application Code: BGCR18

**PRESIDENT'S REPORT**

Please send all schedules for your program (games and practices) to the county as soon as possible. (Need to know so facilities are staffed and ready for programs)

For programs using TeamSnap, Natalie is setting up the program email accounts for the we pay account because it is cumbersome for Joe Koehler to identify which program should receive the money. If we have not set your program up, it will be ready to go September 1.

Steve Ruppel from the CHS booster club attended last months meeting to share information about raising money for the new dugouts. We are waiting for more information to share with all programs.

As we approach a new rec season, a reminder to be respectful to the volunteer base that runs and helps with programs.

## **VICE PRESIDENT'S REPORT**

Fall/Indoor allocation is being deferred to Jeff Pumphrey.

Permit Request: all programs need a proposed budget and a field/facility use permit request. The forms need to be submitted together. Both forms are available online at:

<https://www.catonsvillerecandparks.com/forms.html>

Q: How will programs know if the permit has been issued?

A: Lee Ann stated it will be issued within a week of receiving it but it takes 45 days to get approved, so it must be submitted in advance. There will no longer be an allocation meeting, the allocation of fields I the responsibilities of the rec and park office. Program chairs will be emailed when the permits are issued.

Q: Why is there no longer an allocation meeting? Concern that this may take longer since it was easy to work out conflicts in a meeting vs email.

A: The Rec and Park office will take into account the historic use of fields and will not necessarily change allocation year to year. They will not be "reinventing" the wheel. It is the role of Rec and Park to allocate field use and the goal is to prevent fields going unused. If there happens to be conflicts, the programs affected will be contacted.

Q: Can you cc the Rec Council Board when program chairs receive confirmation of permits?

A: Yes

Q: Could we attempt to have a meeting? We respect the role of the office, but this has worked in the past. The meeting facilitates field sharing and programs working together.

A: Jeff would like to follow the guidelines from the county and it is Rec and Park's job to allocate the fields. He understands there might be fear in change but wants the programs to trust the process. He does not feel it is helpful to have an all program meeting.

Q: Programs voiced concern that this could create more work rather than having things done at one meeting.

A: Jeff is trying to save programs from having to attend any meeting.

Q: How can you handle budget and permit use if you have multiple sessions?

A: Touch base with Kelly about the possibility of

Asked for volunteers for the Audit Committee to schedule the audit. Rick Wiker will be out of commission in September so he is not available.

## **SECRETARY REPORT**

Minutes from July were approved.

## TREASURER'S REPORT

Joe has copies of the tax-exempt card if you need one.

June reports were sent out last weekend and July ones will be sent out after Labor Day.

## WEBSITE

If you have not reached out to Katie, please check your links. There is still missing information.

The Rec Council would like to purchase welcome back to school gifts for the office staff at the 7 schools that our programs use to help build relationships. We would like to use local businesses and will be starting with Pat's Porch. Requesting \$30 gift for each of the seven sites. Approved.

Q: Does it include CCBC?

A: No, more so at facilities where there are more commonly blackouts.

## COMMUNITY SUPERVISOR'S REPORT

Kara Burman (Regional Coordinator) officially introduced Jeff Pumphrey as the new community supervisor. He has worked for Baltimore County for 20 years in 3 communities. He has great attention to detail and knowledge.

Jeff welcomed back Lee Ann Collins. Angel Leak is still the administrative aide. Jeff shared some information about his role:

- will follow the policy/rules/procedures of the county. He acknowledges that things may be different but he asks that programs please trust the process. There is no gray area. Policy and procedures are engrained in him.
- Will be responsible for facility usage permits, working with programs to get what is needed and hopefully anticipate needs
- Asking for only ONE point of contact per program so
- Schools are a point of contact for the community office, not individual programs
- If you have a large program, you can have specific points of contact for different aspects (fields, etc)
- Main goal is to help programs so if you want to share information with the office, he can help share that information with the public and serve the community. The more information that programs give the office, the more the office can help you.

Q: When can you be contacted?

A: Jeff's office hours are 10:00-3:00 Monday through Friday

Q: How can we get you information for our programs? How should we submit information?

A: email is [jpumphrey@baltimorecountymd.gov](mailto:jpumphrey@baltimorecountymd.gov)

Feel free to share registration time frames, special events, etc

Q: Can you refer individuals with questions directly to the program?

A: If that is what the program would prefer, he can do that as well.

The most important information in regard to relationship between office and programs is that he needs is to have an accurate schedule. He needs schedules for games and practices so they can be accurately staffed. There are very strict staff regulations and scheduling. The office will inform programs of rainouts/blackouts. If a program would like to request additional fields or gym use for makeups due to weather or blackouts, please contact Jeff so he can make sure it is staffed.

Q: If we have a field allocated, we can't schedule it ourselves?

A: If it affects staffing, please contact Jeff.

Q: Asked for some flexibility for field usage. Programs often contact each other to arrange use of fields

A: Jeff cannot be flexible if it bends county policy. He stated that he is trying to make it things easier for programs.

Q: To clarify, if softball needs a field and lacrosse has a field available, the programs can not work it out between themselves?

A: Lacrosse should call the office to let them know that they will not be using the field and Softball has to place a request to use a field.

Q: Concern that this process will take more time.

A: If another program is looking for space, they shouldn't be waiting for space. The first call should be to the office and they can start looking for a field.

Lee Ann stated that BCPS doesn't allow blanket permits anymore so its not as easy to trade sites. That being said, if it doesn't affect staffing and Jeff is aware of situation, then Lee Ann and Jeff do not necessarily have an issue. Clarified that Jeff should have schedules and wants to accommodate your program proactively. It's great that programs can work together as a community to problem solve. Jeff would like to know because it changes the written permit and he will need to contact the BCPS to let them know that there has been a change. Communication is very helpful and middle ground will need to be found.

Q: If lights are supposed to be on, can we contact the staff that should be turning it on?

A: If it is scheduled, staff should be able to turn on lights.

Gym equipment updates for elementary schools was just received. (StarLab, etc which is used for schools in the gym). An updated blackout list will be shared.

CES fields are still closed, they have not been released to the programs yet. There have been players on the field.

Spring Grove grass field has to be reseeded. It has been destroyed by some type of disease. It can be used until it is reseeded. Hope that it will begin soon.

Q: Badminton sometimes has Herb as an attendant and sometimes has another. Are they paying for both?

A: You are paying for the attendant that is there.

Q: Have you heard anything about lining the gym for Badminton?

A: Jeff's last update that was received was they were looking into it.

Track work at CHS is slated to begin next week. It will continue to be closed for renovations.

CCP upper field diamond will be closed for field renovations (20 feet off of the diamond) Fields may need to be adjusted for programs that use the grass part of the field.

CHS gym bleacher controller: The bleachers are sometimes not put away and we don't always have access to the bleacher controller which is locked in the gym office. If the custodian is there, we can access the office but BCPS will not have a 3<sup>rd</sup> shift so it is not always available. Jeff spoke to CHS about purchasing a controller. The cost of a controller is \$292.50 (BCPS), but Jeff has located one for \$120. Rick Wiker from Badminton said that Badminton would be willing to purchase.

The Scoreboard at CHS is not working. Jeff will put in a request. Greg Gentner will share the information with Jeff. The water on the far side of the field also does not work. Jeff asked for maintenance issues be shared as soon as they are found.

Westowne ES: The recreation room has not been used in 2 years. The school would like to use it as an after school space. Jeff is looking for a program to utilize the space so Rec & Park does not lose the space. Kelly Benefiel will contact Chess.

The County Fringe rate will increase with the new part-time employee leave rate. The new rate is 12.75% Adult and Out of Season Programs and tournaments will need to think about the budget impact. Staff has an hourly rate range of about \$13-15 plus 12.75%. Budget about \$20 per staff member needed. Some facilities have more than one staff member.

Q: What are out of season programs?

A: The county has determined the dates for seasonal programs. Jeff will share the dates with the CRPC board. (Baseball/Softball is April 1- July 1. Soccer is considered fall) Tournament is always at the fringe rate.

Indoor usage: still collecting requests for participants. Waivers need to be sent to Jeff – either paper copies or a database.

Q: Have programs been notified if their scheduled is affected by the CHS track closure and the HS games that have been moved to Spring Grove?

A: Programs will be notified.

## ITEMS FOR THE GOOD OF THE COUNCIL

Jason Moffitt introduced his social fundraising platform that is made for youth programs helps make fundraising easy for you. Would be willing to discuss with programs that are interested. [www.snap-raise.com](http://www.snap-raise.com) At a minimum you will keep 70% and could make 77%. 3% is fees. He is willing to attend program meetings to provide a demo.

Q: Field Hockey does not control the schedule because it plays in a travel league. How can they request open space during the turf blackout?

A: Jeff will see what is available. Please share the schedule when it comes out.

Reminder that all program chairs are responsible and liable for background checks

Request motion to adjourn. Seconded. Meeting adjourned at 8:23 pm.

The next meeting will be held on September 25, 2018 at 7 p.m.

Respectfully submitted,

Meaggan Aiosa