

CATONSVILLE RECREATION & PARKS COUNCIL
MEETING MINUTES Date: September 25, 2018

ATTENDANCE: Natalie Powell, Kelly Benefiel, Katie Harris, Joe Koehler, Bill Helmbold, Bruce Simperts, Bill Wiley, Jon Lutton, Angie Voll, Tom Rainier, Keith Arnold, Donald Gorsuch, William Fitzgerald, Michelle White, Kelly Libertini, Kerry Burns, Mark Ashland, Peggy Lea Gosnell, Lee Ann Collins, Jeff Pumphrey

Meeting began at 7:01 pm

Next meeting will be October 23, 2018 at 7:00 pm.

CONTACT INFORMATION

Budget requests: cvillebudgets@gmail.com

Check requests: cvillecheckrequest@gmail.com

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

Website information: harris.katie14@gmail.com

Catonsville Recreation & Parks Website: www.catonsvillerecandparks.com

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

email: jpumphrey@baltimorecountymd.gov

Lee Ann Collins: lcollins@baltimorecountymd.gov

Kenny (M/W): 410.428.7990

Herb (T/Th): 410.300.3257

Volunteer Application Code: BGCRec18

PRESIDENT'S REPORT

Tax-Exempt Cards are available if you need them.

If you are actively registering for fall and winter programs, please let us know when your registration closes. At that point, we need your complete registration list and waiver lists so we can provide that to the county office.

Q: If we are using TeamSnap, can the board access it that way?

A: Each program needs to send their own lists. You can email it to Natalie and she can forward to Jeff.

Q: Who is the point of contact for Team Snap?

A: If you are a small program, the council can set up the registration for you. The cost is \$50. You will not have administrative access, but if you provide

the information and parameters for registration, the registration can be created for you. The fee per registrant is 2.99% \$.99. You can email cvillebudgets@gmail.com

The Catonsville High School booster club shared the budget for the baseball dugouts at the high school is \$35,000. They currently have \$15,000 and are seeking \$20,000 in donations. Much like the outdoor programs that use grass fields were seeking assistance to pay for the lights at Spring Grove, Natalie will reach out programs.

VICE PRESIDENT'S REPORT

All programs should have received a blast email about allocation and the procedures. If you have a practice that uses the same place, same time, you do need to provide a Facility Use Application and submit it with your proposed budget to cvillebudgets@gmail.com Permits should be completed annually if you are a repeating program. Budget \$20 per hour per leader and include assessments. Assessments may be increasing but will not change until July 1.

SECRETARY REPORT

TREASURER'S REPORT

The August report was sent yesterday.

Leadership fees are being received on a more consistent basis.

Q: In regards to leadership fees, what is the protocol if you cancel?

A: If you cancel before time, you do not pay at all. If you do not provide notice and staff shows up, you are charged.

Q: What is the deadline for cancellation?

A: 3:00 PM. If it is a weekend, please let Kenny and Herb know

WEBSITE

The Rec Council purchased welcome back to school gifts for the office staff at the 7 schools that our programs use to help build relationships. The gifts were a hit!

Please provide Katie with information for programs: point of contacts, age groups, etc

COMMUNITY SUPERVISOR'S REPORT

If you notice damage to fields after they are cut, please notify the county office. We are collecting pictures to share with contractors and field management. The

middle school and high school sites are maintained by BCPS, but the park and elementary sites are maintained by the county and its contractors.

Four different maintenance concerns were shared last meeting. Jeff submitted service requests the following day. Only one has been processed and assigned.

- Catonsville High School Scoreboard: This has been assigned to property management
- The other 3 have not been addressed or assigned
- If you have any other maintenance concerns, please let Jeff know so he can submit service requests

Lee Ann and Jeff were trained on a new payroll system. All employees were monthly but will now be bi-weekly. Any programs that have instructors that were being paid monthly will now be biweekly. Jeff will send a combined two biweekly invoice rather than two separate invoices.

Just a reminder that 12.75% is added as a fringe rate for each employee hour regardless of their hourly rate. This rate could decrease towards the end of the fiscal year. The actual rate is 9.75% but the county wanted a cushion to see how things went.

ITEMS FOR THE GOOD OF THE COUNCIL

Q: How can we get the high school to cut the grass on the baseball fields?

A: That is a BCPS issue.

Q: If we send a schedule of games to the county office, should we expect fields to be lined and ready to play?

A: If you are paying for it or if you are in season, yes.

Q: What are the leader fees for?

A: Staff is on site if there is a turn-key situation (bathroom, turf)

Park fields and Elementary school sites are getting more attention over the high school site in terms of field management.

Q: Could we get a mowing schedule?

A: For BCPS sites, there is not a set schedule. For park sites, most fields are mowed on Tuesdays. Lower fields at Westchester and Catonsville Middle are maintained by Western Tech

Q: Is there a makeup day?

A: Typically, they do try to get it done as soon as they can.

Q: What is the lining schedule?

A: Weekly and trying to complete Wednesday, Thursday, Friday after mowing.

There are 2 sheds at Banneker, can we clean out? One is for Summer Playground program, but trying to get shelves in the other shed.

Q: Is there a way for the volunteer background check be exported as a csv? It is difficult as a pdf. Programs are not notified if an individual is denied. It is in alphabetical order by rec council.

A: Jeff will send a request. It is suggested that large programs have a dedicated person to make sure all volunteers have submitted their checks and are on the list.

Request motion to adjourn. Seconded. Meeting adjourned.

The next meeting will be held on October 23, 2018 at 7 p.m.

Respectfully submitted,

Meaggan Aiosa