

CATONSVILLE RECREATION & PARKS COUNCIL
MEETING MINUTES Date: August 27, 2019

ATTENDANCE: Natalie Powell, Kelly Benefiel, Meaggan Aiosa, Joe Koehler, Donald Gorsuch, Bruce Simperts, William Fitzgerald, Warren Better, DeAngela Harrod, Jeniffer Katona, Michelle White, Kelly Libertini, Jeff Pumphrey

Meeting began at 7:02 pm

Next meeting will be September 24, 2019 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

General CRPC Email: catonsville-rp@baltimorecountymd.gov

Kenny (M/W): 410.428.7990

Herb (T/Th): 410.300.3257

Volunteer Application Code: BCGRec19

PRESIDENT'S REPORT

The code for background checks was updated to BCGRec19. Please make sure all coaches and volunteers within your program have a background check.

Reminder to send schedules to Lee Ann and Jeff. Schedules are needed for insurance, to input into the scheduler, and create staff schedules.

VICE PRESIDENT'S REPORT

We do not handle permits. All permits need to be sent to the county.

If you submit your budget and do not hear back, please follow up with an email.

SECRETARY REPORT

Motion to approve June meeting minutes. Seconded. Approved.

TREASURER'S REPORT

Reports through June 30 were sent out. The year end is June 30 as a non-profit.

Check Requests:

- Joe created a new excel file to complete check requests. Other individuals assist with the process of check request and people send in many different forms. This will help particularly with reimbursements.
- It has 3 tabs. The first tab has the instructions. Joe is available to help if you have any questions.
- The 2nd tab has the expense report. The expense type has a dropdown menu with common expenses.
- Invoices are preferred over individual reimbursement – removes liability
- Please submit check request to cvillecheckrequest@gmail.com
- Please send pdfs rather than pictures of receipts and invoices. PDFs are easier to read and upload.

Lee Ann sent 6 pay periods of leadership fees – May 25-August 16. Those were included in the report. If you have questions, please contact Joe or Lee Ann.

Q: How much time do you need to process a check request that will pay a vendor?

A: A minimum of 2 weeks. Please submit in a timely manner.

If you any any questions, please contact Joe.

WEBSITE

Send new program information to Katie Harris at harris.katie14@gmail.com

The council would like to send gifts to local schools to help grow the relationship between the schools and the council/programs. Last year, we delivered gifts from Pat's Porch.

The following school offices would receive a gift:

Catonsville Elementary, Catonsville Middle, Catonsville High, Westchester Elementary, Hillcrest Elementary, Westowne Elementary and Western Tech

Motion to spend up to \$250 to send a small gift (from a local shop)
Motion seconded and approved.

COMMUNITY SUPERVISOR'S REPORT

Director Barry Williams is retiring on October 1, 2019. Keith Williams will be the Acting Director until Johnny Olszewski appoints a new one.

Volunteer registration: the registration code is now BCGRec19. Changes in the background system will be happening. In the meantime, please make sure every volunteer within your program have up to date background checks.

Schedules:

- Please ensure you are requesting accurate times with your permit request (an example – the original request was 3:30, but you would like to now start at 3:00)
- Accurate program schedules need to be turned in, your permit may be issued for Monday-Friday from 6-9 but an accurate schedule for practices needs to be provide to Lee Ann and Jeff (for example – not meeting on a holiday)
- Schedules are created based on what you submit, so you will be charged if staff are scheduled and you do not do not use the field/facility.
- Most employees are limited to 9 hours so accurate schedules are essential
- The County is auditing schedules as well

Q: Is there a preferred format for schedules?

A: No, calendar, word, excel – whatever format works for each program

Citizen Generated Projects:

No longer require a quote to complete the project. Property management will be completing the work at their rate. However, specifics are still needed (sizes and dimensions.)

Q: What about volunteer work?

A: Still need approval from property management.

Vandalism:

If you see something, please let the Rec office know. If you can take picture's, please send those as well.

Trolley Trail #9 will be opening soon.

ITEMS FOR THE GOOD OF THE COUNCIL

N/A

Motion to adjourn at 7:29 PM

The next meeting will be held on September 24, 2019 at 7:00 pm.

Respectfully submitted,

Meaggan Aiosa