

CATONSVILLE RECREATION & PARKS COUNCIL
MEETING MINUTES Date: August 8, 2017
Meeting started at 8:04 pm

ATTENDANCE: Natalie Powell, Kelly Benefiel, Joe Koehler, Meaggan Aiosa, Lee Ann Collins, Michelle Washington, Bruce Simperts, Jenice C. Young, Warren Bettes, Kelly Libertini, Donald Gorsuch, Rick Shifflet, Jen Menkhaus, Bill Helmbold, Bill, Wiley, Peggy Granok, Rick Wiker, William Fitzgerald, Barry Lloyd, Elisa Tyler, Daniel Williams, Lem West, Byron Randall, Kalinda Gohel, Peggy Lea Gosnell, Steve McCleary, Katie Harris

Motion to approve June Minutes. Seconded and approved.

PRESIDENT'S REPORT

An introductory email was sent out to all programs. Please let us know if you did not receive it. The board is currently taking time to familiarize themselves with the process, system, county and members.

Joe is currently working on resolving issues with GroupNet. Previous issue regarding money has been resolved for 2017-2018 url.

Evaluating other alternatives for GroupNet; would like to evaluate other electronic systems. Programs are required to have online registration, but it does not have to be GroupNet or universal for all programs. The biggest concern is process for making direct deposits and making sure the money goes to the appropriate program.

Question regarding TeamSnap. Would the council be willing to purchase TeamSnap? Natalie stated TeamSnap would be a league decision.

Considering establishing the following committees

1. System Evaluation (StoneAlley, Active, SportsNgin, etc): Bill Wiley expressed interest
2. By Law Revision: Jen Menkhaus expressed interest
3. Communication (would like to take more ownership in the website, have facebook updates): Both Bill Wiley and Jen Menkhaus expressed interest.
4. Audit

The board has some new ideas:

1. Mentoring: would some established programs be willing to mentor and assist new or struggling programs?
2. Check Requests: There is a new email specifically for check requests – cvillecheckrequest@gmail.com . Moving towards a paperless process where requests would be scanned and emailed so they can be linked directly into Quickbooks. All requests need to have the approval of the program Treasurer/President. Please provide Joe Koehler the names of people who are able to submit request.
3. The check request form will be updated.

Refund requests and GroupNet:

The online refund requests are not working and are going to the council. Refund request via GroupNet are not done by other councils. After 90 days, GroupNet cannot process refunds online so those refunds would need to be a paper request.

VICE PRESIDENT'S REPORT

Budgets:

We would like to move towards an online budget approval process and will set up a specific email to send those requests to. However, in the meantime, please put Budget Request/Proposal and Program in the subject in the subject line so it is flagged and can be addressed. The current form will be revised and will include allocation needs. It was suggested that a template for expenses be added to include the 7 commonly used types of expenses so programs can breakdown their expenses. (Photographer, uniform, supplies, marketing etc) Budgets will be approved electronically, but may request a face to face meeting if there are questions.

Football:

The former board/coordinator has resigned and the Rec Council will act as the board until a new board can be established. There will be one Catonsville team this year – The Catonsville Wolverines 14U. Please consider supporting the team.

TREASURER'S REPORT

Joe is hoping to finish June tonight and start working on July this week. Checks will be cut on Friday.

Purchased the online version of Quickbooks to expedite the process. As you send check requests, the checks can be cued up and then printed.

COMMITTEE REPORT

Allocation Committee: Barry Lloyd reported that outdoor allocation was completed on July 27. There was a question regarding indoor allocation, which was held as well. There could be an issue with the general email sent from the Rec Office. If you are not receiving emails regarding allocations or closures, please email Michelle Washington.

At the indoor allocation meeting, basketball was asking for an hour time for every adult program from 8-9. Was it resolved? During the rec season (late October/November through mid March), they go from 8:30-9:00 but during the off season it could be available. Michelle stated that Youth programs can be on the field or in the gym M-F until 9:30 per the county directive. Down the line, Natalie will talk to the numerous adult programs to work together to utilize the available times better. It was also stated that some parents had previously

expressed concerns that youth programs using the gym until 9:30 is too late for children.

Scholarship Committee – Thank you notes were received from Damon Hunt, Jr. and Matthew Wright.

COMMUNITY SUPERVISOR'S REPORT

Michelle reports that the latest blackout list was sent out. If you are not receiving emails regarding allocations or closures, please email her.

Michelle shared a reminder regarding the lightning policy. At the first sign of lightning OR sound of thunder, the fields will be closed for 30 minutes and the time will restart if it thunders or lightning again. It is *not* only lightning. Please respect the Park and Recreation staff if they ask you to follow the policy.

Michelle request that you call the office if you are expecting mail. Some programs have mailboxes, but not all. However, if you call and say you are expecting something, the office can call you when it arrives.

Michelle stated that newsletters will be sent out at the start of the school year. Please send the information to Angel Leak- she has emailed the deadlines.

Michelle shared that there will be a Backpack event on August 29 from 3-7 pm. Free backpacks with school supplies will be distributed. (500 backpacks were distributed last year!) Please spread the word. Feel free to volunteer, just call the office. They are trying to offer free haircuts too but details are still being worked out.

A question was asked regarding CMS Blackouts. The gym was closed for 5 weeks due to cleaning. Michelle will look into this.

Question about HS Cheerleading using the elementary school – will their schedule be shared? Michelle will reach out to the program.

There is an event at the Temple next to the new Catonsville Elementary from 3 pm-1 am on August 15. There could be potential parking issues at Catonsville ES and HS. 25 spaces on the upper parking lot at CHS will be used.

A question was asked about who has keys to the recreation office at the elementary school. Michelle stated that only her staff and the principal have keys. The office should be secure.

Question regarding changing the start time of the Rec Council Board Meetings to 7:00 pm now that Budget Requests will be done online. Natalie replied that is a possibility in the coming months.

It was shared that Savage Travel baseball teams were using field 2 at the high school. Michelle will look into this. Bill Wiley asked for a copy of the permit.

Lee Ann reiterated the importance of the coaches knowing and respecting the thunder/lightning rules. Bill Wiley asked if it could be posted on the fields. Lee Ann stated they could look into signs.

ITEMS FOR THE GOOD OF THE COUNCIL

Thank you and good luck.

Request motion to adjourn.

This meeting was adjourned at 8:51 p.m.

The next meeting will be held on August 8 at 8 p.m.

Respectfully submitted,

Meaggan Aiosa