



Recreation Council Monthly Meeting Minutes: September 14, 2023

In attendance: Jarod Picone, Doug Menapace, Max Moog, Keith Martin, Katie Reinke, Brian Caldwell, Jamie Bakert, Devin Gilliam, Dana Gayleard, Abid Khan, Misty Doonis, Whitney Leber, Eleanor Huber, Stephanie Wilson, Kelly Beninghove, Karla Lee, Heather Hourihan, Scott Jenkins

Call to Order

President calls the meeting to order at 8:20 PM.

Approval of Minutes

Mr. Moog seconded Mr. Menapace's motion to approve the August 2023 meeting minutes.

Treasurer's Report

Dana Gayleard:

Mrs. Gayleard presented the August TR to the council. She noted that \$3,000 was transferred to the general fund via martial arts as offered by Mr. Anthony at the August council meeting. Mr. Caldwell seconded a motion by Mr. Menapace to accept the August TR as presented.

Mrs. Gayleard also inquired as to whether the K-2 field hockey clinic at Jacksonville Elementary School needed to charge the \$10 field fee; Mr. Picone confirmed that they did as they are utilizing the fields in addition to any indoor space.

President's Report

1. CMRC Program Registrations

Following a discussion with Stone Alley, Mr. Picone notified programs that they need to open their registrations **3-4 weeks prior to start date** to allow more prep time in the program. This will also assist with getting registration funds into the General Fund earlier. While noting some exceptions, Mr. Caldwell said the council can be more proactive in helping new program directors when previous directors depart. Ideally, the previous director would advise the new director during their first session(s).

Mr. Picone also noted that **all** participants in programs must register through Stone Alley before engaging in activities. There are no exceptions.

2. Baltimore County Background Checks

Mr. Picone reminded program chairs that all direct volunteers, program chairs, coaches, etc., must complete a background check per Baltimore County as noted on the Carroll Manor Rec Council website. If a volunteer does not appear on the public list posted by the county, they cannot assist with the program.

3. Maryland Sportsplex Update

Mr. Picone noted that previous bills for no-shows submitted to CMRC by Maryland Sportsplex have been absolved due to error.

4. CMRC Dance Introduction

Ms. Hourihan introduced herself to the council and gave an update on the dance program, which is up to 162 registrants. Mr. Picone noted that if payroll is over \$600, staff should have a W9 on file with Mrs. Gayleard.

5. Insurance Information

Mr. Moog said he is still exploring what insurance the rec council should have and will present options at the next board meeting.

Mr. Picone reiterated that programs *should not* be collecting participants' insurance information in registration forms and CMRC should not have that information.

6. Travel Baseball Update

Mr. Picone noted that the council is working with the program to reconfigure finances and provide more transparency per a prior conversation. He noted the program has been very receptive to all the council's requests.

7. Stoney Alley Changes

Mr. Picone announced that Mrs. Gayleard will be handling all refunds for CMRC and not Stone Alley. For most programs, a \$25 administrative fee is required to process a refund and programs should update their pages to reflect this cost.

To process a refund, program directors should print a PDF of the registration, indicate the program name, and note the refund amount to send to Mrs. Gayleard so she has the information required for the refund. There will, of course, be exceptions (i.e. medical issues), which are at the discretion of program directors.

Mr. Picone also announced that registration pages in Stone Alley should have the bare minimum information about the session and provide a link to the carrollmanor.org page of the program for full information. Requests for program page changes should be sent to Todd Whittle, our webmaster. Each page should include the following (at a minimum): price; programs/sessions; admin fee of \$25 for refund; deadline to register / other deadlines; when seasons / sessions occur (doesn't need to be exact dates, but seasons / months are fine); links to program pages off the CMRC website.

Ms. Leber noted that camps and after-school programs are not featured on the CMRC website. Mr. Picone and Mr. Martin noted they will work with Mr. Whittle to identify programs without pages and get those created.

Mr. Khan recommended a checklist for program chairs be created with steps on how to open a session, i.e. update CMRC website first, then Stone Alley info, etc.

8. Basketball (revisted after Council Report)

Mr. Picone noted that last year's basketball program directors (Mr. Travaglion and Mrs. Schuch) are working to recruit a new group to assume leadership of the program and will stay on to guide them in the first year of transition. Mr. Caldwell offered his assistance as a previous program chair.

Ms. Lee inquired about a date where Jacksonville Elementary can begin setup of its whittle equipment in the gym, used by the basketball program. Mr. Picone noted that February 26 should be a sufficient date as basketball is over and that the new group will confirm once it looks at schedules.

Budget Presentations -> no formal presentations

Mr. Picone noted that the roller skating program is awaiting a change in Stone Alley.

The Ski Club has requested an extension as it explores a new program.

The men's lacrosse program needs to be broken out from youth lacrosse for accounting purposes. Mrs. Gayleard will examine taking registration funds from youth lacrosse to a men's lacrosse budget and follow up with lacrosse chairs.

Council Report

Devin Gilliam:

1. Mr. Allgeier's New Role

Mr. Gilliam noted that Mr. Allgeier was recently named acting region II regional coordinator through at least mid-October. Please continue to send him inquiries, but expect a little more time with a reply.

2. Region II Presidents Meeting

Slated for October; more details to come.

3. County Consultant

Mr. Gilliam noted that the county recs and parks department has hired a consultant to review department operations to benefit staff and council presidents guide change. More details to come.

4. New County Systems

Mr. Gilliam noted the county has three new systems:

- Workday: new payroll system
- Civic Rec: a new way for constituents to reserve pavilions and other spaces at county facilities. Mr. Gilliam noted that rec councils will be able to input their own permits, including those approved by schools. Councils will get training before a go-live date.
- MaintStar: new maintenance software

Old Business:

1. Board Bylaws

Mr. Picone and the executive board will continue their work revising the bylaws this month.

NEW Business:

1. Fundraising

Mr. Bakert noted that CMRC could benefit from an investment in a company who can identify corporate donation matching and/or reimbursement for volunteers. Mr. Picone said the council will continue to investigate the investment.

2. Partnership with Optimists Club: July 4 Fireworks

Mr. Menapace informed the council that members of the executive board met with the Jacksonville Optimists in July to discuss a partnership to restore the July 4 weekend fireworks. The Optimists are meeting September 21 and the Jacksonville Business Association on September 19, so more details will be coming on the partnership and the council's involvement.

3. Turf Field Update

Mr. Jenkins said support is building for a turf field at Sweet Air Park. He encouraged council members and others to attend an October 19 public meeting with the planning board to continue the support; more details to come.

Adjournment:

Mr. Menapace seconded Mr. Caldwell's motion to adjourn the meeting. Mr. Picone adjourned the meeting at 9:50 PM.

The next meeting will be held on October 12, 2023, at 8:15 PM at Sweet Air Park. (Todd Nevin of Stone Alley will attend for a presentation / Q&A)