



Recreation Council Monthly Meeting Minutes: February 8, 2024

In attendance:

Jarod Picone, Doug Menapace, Keith Martin, Brian Caldwell, Jamie Bakert, Katie Reinke, Kevyn Allgeier, Dana Gayleard, Eleanor Huber, Scott Jenkins, JoAnn Talbot, Nate Horst, Adriane Burke, Jennie Springer, Karla Lee, Sue Quinn

Call to Order

President called the meeting to order at 8:15 PM.

Approval of Minutes

Mr. Bakert seconded Mr. Menapace's motion to approve the January 2024 meeting minutes as presented.

Treasurer's Report (November and December 2023)

Mrs. Gayleard presented the January 2024 TR to the council. She noted a general fund payback to the lacrosse program as well as Benevity deposits that will be distributed to lacrosse (\$2315) and baseball (\$950). Mr. Menapace seconded Mr. Caldwell's motion to approve the treasurer's report as presented.

Council Report

Kevyn Allgeier

1. Sweet Air Park Upgrades

There are new doors and door frames in the community room and the floor in the gym has been redone as well.

2. Background Checks

All volunteers for CMRC programs must have [approved background checks](#) via Baltimore County. The approval runs through the season and likely the next season. If you don't see one of your coaches / volunteers, check other rec councils first, and then send them the link to apply.

3. Region 2 President's Meeting

March 4 @ Cockeysville Community Center

4. District 3 Budget Town Hall

February 21 @ Dulaney High; for CMRC, the issue will be turf field at SAP. Also will likely be information on the new Jacksonville Senior Center at the meeting, which is open to the public.

5. Field Chalk and Paint

The last order on behalf of CMRC was placed; as of July 1, the county will handle ordering / payment.

6. CivicRec

The CivicRec online permitting system is in the process of going live.

President's Report / Old Business

1. New CMRC Bylaws

The bylaws for CMRC were reworked to meet Baltimore County Rec & Parks (BCR&P) mandates and we are awaiting approval from the county. Once approved and signed, they will be distributed and posted to the Carrol Manor website.

One of the changes from the county was removing individual program checkbooks. Mr. Caldwell recommended that occur by June 30, 2024, unless told to do so sooner by the county.

2. CMRC's CivicRec Access

CMRC's access to CivicRec is confirmed; more information to come once it is fully operational.

3. Direct Deposits for Instructors

BCR&P wants employees / staff paid through rec councils to get paid via direct deposit. Mr. Allgeier added that as of June 30, instructors paid via CMRC will be considered independent contractors. Mrs. Gayleard noted that she will need W9 from these instructors and will issue 1099 for tax purposes by Jan. 30 of each year. Mr. Picone noted that the council is looking at an upgrade on its Quickbooks account to help with this new function.

4. Insurance Changes

CMRC has bids out for liability, directors and officers, and errors and omissions coverage. Mr. Moog will gather the information and present to the executive board for review / decisions. Bonding insurance has been secured and completed; was to expire on March 21.

5. CMRC Bank Account

Mr. Picone noted that the council is talking to PNC about our account and how it can gain interest vs. the current account which gains none.

6. AED Maintenance

CMRC requested AED devices for all outdoor facilities used by the council. On Feb. 6, the council received an email that AEDs are coming, but there needs to be clarity from the county over who is responsible for maintenance.

7. CMRC Travel Baseball Meeting

The executive board met with the CMRC travel baseball program to discuss new requirements that they present budgets separately from the in-house program for more transparency. A meeting is to be scheduled with travel lacrosse for the same discussion.

8. Turf Field Meeting

Mr. Picone noted that he and Mr. Jenkins met with Baltimore County Councilman Wade Kach, Baltimore County Rec and Parks Director Bob Smith, and neighbors regarding the turf field and lights proposed for Sweet Air Park. The issue will be discussed again at the February 21 budget town hall and more support will be needed in the future.

9. Online Pay Request Form

Mr. Picone said Mr. Moog has created an online request form to reimburse programs. It is in progress and when finished, will be shared with all programs to streamline the process.

10. Participant Registration / Background Checks

Mr. Picone reminded programs that all participants need to be registered and that all volunteers must complete a background check via Baltimore County.

Program Updates

None

New Business:

1. Independence Day Fireworks Update

Work continues with the Optimists to secure Jacksonville Elementary School for the annual tradition. There have been some issues with the approval process for the location; looking at alternate locations, including Sweet Air Park for site of fireworks.

2. Dick's Sporting Goods Discount Day / Rebates

The executive board has decided to coordinate "Carrol Manor Rec Council" discount days with the sporting goods company versus programs organizing their own events. The money taken in from these events will be distributed with council approval for programs who identify a need.

3. CMRC Tax Return

Mrs. Gayleard notified the council that the tax return has been completed and ready for Mr. Picone to sign off on.

Adjournment:

Mr. Menapace seconded Mr. Caldwell's motion to adjourn the meeting. Mr. Picone adjourned the meeting at 9:36 PM.

The next meeting will be held on March 14, at 8:15 PM at Sweet Air Park.

BCR&P Directive B-4

RECREATION AND PARKS DIRECTIVE B-4

TITLE: Monthly Program Standards and Seasons For 02 Leadership

DIRECTIVE: The attached criteria will be used when planning and operating a program, and when assigning part time leadership to a program.

Program Seasons

The attached list of program seasons is provided as a guide for staff to follow. While this is a valuable management tool for staff to use, the Department needs to maintain flexibility in order to respond to the differing needs of recreation and parks councils. In season youth programs will have priority.

Out of season programs can run based on facility availability with no .02 funding, or can be operated with Group Leadership funds. Out of season youth programs which share facilities with a youth in season program can operate without Group Leadership if no additional staffing is required.

Issuance of Field Use Permits

Permits may be issued for lacrosse and spring soccer effective March 1st of each year. Permits may be issued for football and fall soccer effective August 1st of each year.

Field use permits for baseball and softball may be issued to be effective April 1 of each year; however, it must be understood that the Department cannot assure that infields will be worked until April 15. Managers and coaches using fields between April 1 and April 14 must be instructed to conduct daily inspections of infields to be certain that playing conditions are safe. (It is suggested that baseball/softball opening days are not scheduled before the last weekend in April.)

Permits for all outdoor field/diamond usage will end November 30th except those issued for artificial fields.