



Recreation Council Monthly Meeting Minutes: April 11, 2024

In attendance:

Jarod Picone, Doug Menapace, Keith Martin, Max Moog, Brian Caldwell, Tom Spray-Fry, Jamie Bakert, Kevyn Allgeier, Dana Gayleard, Eleanor Huber, JoAnn Talbot, Scott Jenkins, Travis Ligon, Karla Lee, Stephanie Wilson, Kelly Beninghove, Adriane Burke, Hitesh Patel, Aaditya Patel, Dalwinder Singh, Jenn Readholm (CRC), Sukhvinder Singh, Malkit Singh, Amanda Moatz, Rebecca Jenkins

Call to Order

President called the meeting to order at 8:16 PM.

Approval of Minutes

Mrs. Beninghove seconded Mr. Menapace's motion to approve the March 2024 meeting minutes as presented.

Budget Presentations

1. Men's Lacrosse

Mr. Ligon presented for the program, which is now separate from Boys' Lacrosse. The program is carrying over \$1500 from last season and expects a net of \$222. Mr. Spray-Fry seconded a motion by Mr. Menapace to accept the men's lacrosse budget as presented. No objections from the council.

2. Cricket

Mr. Dalwinder Singh presented on behalf of the program. It has been affiliated with LTRC in the past, but that affiliation has ended. They play most of their games in Howard County, but utilize the Cloverland Park field on Dulaney Valley Road, which is a CMRC field, for practices. It is the only county location with a cricket pitch and the county has plans to modernize the location (public hearing / planning meeting on April 16). Mr. Caldwell recommended that in addition to their organized play, the new program set up workshops / open play for the community to expand the sport's reach in the county. Mrs. Gayleard seconded a motion by Mr. Menapace to approve the budget as presented. No objections from the council.

Mr. Picone instructed the program to move forward with permitting request and that instructions on setting up registration in Stone Alley are available if the program needs assistance.

3. Field Hockey

Mrs. Jenkins presented the budget for the program, which plans on capping registration ~100 participants. The program is estimating referee fees, which would come in August. Mrs. Jenkins also announced that Mrs. Moatz would be the program chair. Mr. Bakert seconded a motion by Mr. Menapace to approve the budget as presented. No objections from the council.

4. Men's Tennis

Mr. Moog presented on behalf of program director Ron Matlon. The program will operate the same as it did last year in terms of participants, location (NERRC), and days of week. Mr. Menapace seconded a motion by Mr. Caldwell to approve the budget once 2023 numbers are added to the budget sheet. No objections from the council.

Old Business

1. Insurance Update

Mr. Moog noted that CMRC should be receiving a bill bundling directors and officers (D&O), errors and omissions (E&O) and bonding coverage. Bonding insurance was renewed for three years. Work is ongoing regarding general liability insurance quoting. After discussions, martial arts and skiing have been excluded, so those programs will likely need to insure separately. Mr. Moog said there is time as the county decides what it is doing to do with insurance for its councils. Mr. Caldwell encouraged a lawyer to review the coverage for CMRC.

2. Online Payment / Reimbursement Form

Mr. Moog presented [a new, online payment / reimbursement form](#), which will be shared with program directors shortly. Utilizing Microsoft Forms, once complete, the form would go to Mr. Moog for review and then Mrs. Gayleard to cut a check to the program. Mr. Caldwell suggested investigating templates for requests done repeatedly to assist program directors.

Mr. Moog says the plan is for the fundraising form to also move to Microsoft Form. By moving online, this modernizes the process while also falling in line with the county's request for better accounting accuracy / transparency.

Anyone who would like to help test out the form and various scenarios is encouraged to reach out to Mr. Moog.

Treasurer's Report

Mrs. Gayleard presented the February Treasurer's Report (TR). She pointed out the notes (A – C), presented an updated fees sheet, and noted the progress in the negative balance in the general fund. Mr. Moog seconded a motion by Mr. Bakert to approve the February TR as presented.

Mrs. Gayleard presented the March TR. She pointed out the notes section and that there were three outstanding payrolls to date. The April TR will feature a line item for the Travel Baseball program, whose budget was approved in March. Mr. Caldwell seconded a motion by Mr. Menapace to approve the March TR as presented.

President's Report

1. 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. More information [on the website](#).

2. BCR&P Council Recertification

Mr. Picone noted that CMRC received notice from Baltimore County Rec and Parks (BCR&P) indicating that two-year recertification would move to December vs. the usual July. More information to come on what that will require.

3. PNC Discussions

Mr. Picone met with PNC regarding the CMRC accounts. Mr. Picone noted that program accounts for soccer, lacrosse, and baseball would close June 30, at the end of the fiscal year.

Regarding direct deposit, CMRC would have to pay \$55/month to use direct deposit for employees plus a \$0.75 transaction fee. An ACH for vendors would require a different account with fees attached; \$20/month plus \$0.50 transaction fee.

Mrs. Gayleard noted that she recently ordered checks for the council at a reduced rate (\$0.61/check vs. \$1.70/check).

Mr. Picone noted that in order to get accounts that accrue higher interest than current accounts, the council would have to shift money from the general account into a CD or money market product.

A CMRC Venmo account has been established and used successfully for the Dance program to sell concessions at their recent recital. The transactions go into the CMRC General Fund and are then allocated to the subaccount of the program using it. If programs are interested, please reach out to Mr. Moog for guidance. Mr. Picone also noted that before and after use, programs should let Mrs. Gayleard know about Venmo use and funds collected.

4. CivicRec Training

Mr. Picone took a training session on the new CivicRec permitting program. As part of the training, CMRC was encouraged to get a credit card to put on file for the program, making it easier for refunds for space initially reserved, but not needed; this would result in faster refunds vs. cutting a check. Mr. Picone will discuss a card with PNC in his follow-up discussions.

Mrs. Gayleard shared that there is a CMRC debit card on file with some accounts and she will investigate closing. Mr. Moog seconded a motion by Mr. Picone to close the debit card after investigating outstanding invoices / potential refunds.

5. Microsoft 365

As Mr. Moog noted, CMRC is piloting a subscription to Microsoft 365, which will be more cost effective than paying annual subscriptions to Zoom, Dropbox, etc. Mr. Moog noted that it could also save on an annual QuickBooks subscription, but more on that to come.

Mr. Martin will investigate a refund from Zoom, which renewed on April 9. With Microsoft Teams, this would be an unneeded expense.

6. Program Check Books

As Mr. Picone stated earlier, program checkbooks for soccer, lacrosse, and baseball will no longer be active at the end of the fiscal year (June 30, 2024). Mr. Picone strongly encouraged programs with checkbooks to stop writing checks on May 1, 2024, to clear outstanding checks by the deadline. Programs should start tapering on check use now as this will eventually move to Mrs. Gayleard.

Note: The following was part of the President's Report that came after the Council Report

7. CMRC Dance Recital

The dance recital for CMRC was held at Parkville High School and was a great success.

8. DICK's Sporting Goods Grant Funding

On April 4, the Board of Directors met via Zoom and by a vote of 6-0 allocated \$1250 from the latest DICK's Sporting Goods fundraiser to in-house baseball. Any remaining funds will be returned to the general fund for program use as needed. In attendance for the call were Mr. Picone, Mr. Martin, Mr. Moog, Mr. Spray-Fry, Mrs. Reinke, and Mr. Bakert.

The council will discuss changes to the CMRC Financial Operating Manual to address allocating additional funds like this in the future.

9. Fall Travel Soccer

Registration for the fall season has begun; 145 registrants as of April 11.

10. Reimagining Recreation Working Group – April 4 Meeting

Mr. Picone attended the April 4 working group on the Reimagining Recreation initiative. Mr. Jenkins will be taking Mr. Picone's place at the follow-up meeting on April 15 (Mr. Jenkins and Mr. Picone will have a follow-up meeting with community stakeholders on the turf field proposal for SAP prior to the working group; Mr. Picone has a conflict following).

The meeting focused largely on defining "travel" vs "club" activity with that discussion likely continuing on April 15. The meeting will also likely cover priority order for permitting and fee structure.

If any council member has thoughts for Mr. Jenkins, please send them to him and copy Mr. Picone.

11. Outstanding Travel Fees

The board is working with the travel lacrosse and travel baseball programs on outstanding fees and invoices for their programs.

Council Report

Kevyn Allgeier

1. 2024 Early Voting / Elections

Mr. Allgeier noted that from May 1 to May 9, the inside of Sweet Air Park will be closed to accommodate early voting; outdoor activities can continue as planned. In addition, the following restrictions exist around May 14, Election Day:

- On the afternoon of May 13, there are to be no indoor activities at Jacksonville Elementary School, Carroll Manor Elementary School, or Sweet Air Park to allow for Election Day setup. Outdoor activity can continue as planned.
- On Election Day, May 14, there is *no activity – indoors or outside* – at JES, CMES, and SAP.

Mr. Allgeier encouraged parking in the lower lot at SAP on 5/1-5/9 and 5/13 to avoid any conflicts. If something does happen, the county could pull permits for those days and in the future. Please be advised.

Please note that this does not impact facilities at Hydes Park.

2. Summer Camps

Mr. Allgeier noted that CMRC has one camp — Camp Gymtastic — regulated by the state for safety matters. In the past, his department has handled the regulatory reporting. However, that will end and next year's sessions will need to be done by the program directors. He is there to help walk through the process in the meantime.

3. Reimagining Recreation / BCR&P

Mr. Allgeier announced that the county will delay recreation council fees related to CivicRec until January 2025. There is an exception around past due fees for NERRC which will be invoiced to councils.

4. BCPS Space and Permits

Mr. Allgeier reminded the council that permits for BCPS school spaces should be submitted a minimum of 45 days in advance, so please plan ahead. This applies to any indoor space at schools.

5. CMES Tennis Nets

New tennis nets have been acquired for the courts at CMES; the request for Property Management to install them is coming.

6. Proposed FY25 County Budget

On April 11, County Executive John Olszewski delivered the FY25 proposed budget message (available [here](#)). Pages 32-34 of the companion slides detail recreation and parks.

7. Chalk and Paint

The last order of chalk and paint done through Mr. Allgeier's office has arrived; Mr. Menapace took care of moving it upon arrival to Hydes.

Old Business:

1. Division of Permits

Permit requests for NERRC will continue to be handled by Mr. Allgeier's department as it is uniquely set up in CivicRec. Permits for other locations should come to permits@carrollmanor.org also copying Mr. Allgeier's office.

2. Jacksonville Optimists 4th of July Celebration

Mr. Menapace announced that everything is on track for fireworks at JES on June 29. Committees are ready to get to work. Mr. Martin will be sending emails to get CMRC and Optimist Club members connected on that work.

3. Budget Calendar

Work continues to re-evaluate budget presentations to move away from the past April through June presentation schedule. Mr. Spray-Fry suggested assigning budget presentation dates to programs. Mr. Allgeier recommended aligning with the proposed CivicRec permit schedule:

Recreation Facilities and BCPS Permitting Seasons:

- Spring: March 1 - Mid June
- Summer: Mid-June - July
- Fall: August 1 - Mid November
- Winter: Mid November - February

Seasonal Request Timeline:

Season	Spring (March 1- Mid June)	Summer (Mid-June - July)	Fall (Aug 1- Mid Nov)	Winter (Mid Nov - Feb)
BCRP	Dec 1	March 1	May 1	Sept 1
Council Recreation/In- House Level	Dec 1 – Dec 15	March 1 – March 15	May 1 - May 15	Sept 1 – Sept 15
Council Travel/Club/ Adult	Dec 16 – Jan 1	March 16 - April 1	May 16 - June 1	Sept 16 - Oct 1
BCPS	Jan 1 - Jan 15	April 1 - April 15	June 1 - June 15	Oct 1 - Oct 15
General Public	Feb 1	May 1	July 1	Nov 1

Missed submittal deadlines:

If you miss the deadline to submit a request for your priority group, your request will then be considered within the next priority level. The request will not be given its normal priority consideration. Requests for fields/spaces may overlap one month into the following season. Any other overlap requests outside of the season request window will not be considered and must be resubmitted to the department/community office during the appropriate request window.

You cannot submit a request prior to the request window for the season beginning.

*School Year Childcare Programs submit during the fall for the entire school year (only council-based programs).

~~Please Refer to Updated Spring Field Request~~

The recommendation is for a program to present during the permitting window *prior* to what they need. For example, if baseball is requesting fields in the spring (March 1-mid June window), they would present around September 1, etc.

4. AED Maintenance

Mrs. Gayleard will examine last payments for AED maintenance and who CMRC can utilize for the future. Mr. Caldwell made a motion to authorize Mrs. Gayleard to execute a one-year contract if one does not exist; Mr. Martin seconded.

5. Program Updates

Mr. Allgeier requested that if anyone notices a Spot a Pot not being cleaned on a regular basis, to please notify him ASAP, including sending pictures. The contract calls for regular maintenance, so he wants to ensure this is being done.

New Business**1. Carroll Manor Elementary Golf Tournament**

Mrs. Beninghove announced that CMES is holding a golf tournament on May 28 and they are seeking CMRC support. Mr. Menapace offered one registration from the in-house baseball program. Mr. Martin will send Mrs. Beninghove and Mr. Bakert program chair emails to follow up individually vs. one gift from CMRC.

2. Rainy Day Gym Reservations

Mr. Picone encouraged members to start thinking about an equitable program for outdoor programs to utilize unused indoor space at SAP when they are rained out. We will discuss further in May.

Adjournment:

Mr. Menapace seconded Mr. Spray-Fry's' motion to adjourn the meeting. Mr. Picone adjourned the meeting at 10:20 PM.

The next meeting will be held on May 16 at 8:15 PM at Sweet Air Park.

(Please note that the meeting has been moved from May 9 as originally proposed; the date has been updated on our website.)