

MINUTES
Texas Recreation & Park Society's Quarterly Board Meeting
Rose Park Senior Center – Abilene, TX
Wednesday, Oct. 20, 2009 – 1:00-5:30 pm

President Robert Armistead called the meeting to order at 1:30 pm. The roll was called by Dr. Michal Anne Lord.

Board members Present: President Robert Armistead, President-Elect Monica Sue Walsh, At Large Directors Pam Nelson and Randy Truesdell, Julie Adkins (2), Jenn Gomez (3), Brooks Smith (4), Stacie Talbert (6), Carl White (8), Scott Swigert (9), Susan Gered for Jeff Goodman (A/A), Tommy Harper (Commercial), Kevin Mitchell (POPS), Tomara Rock (Students) and Laird Fowler for Walt Dabney (TPW). There were thirteen (13) members plus two present, establishing a quorum for the meeting.

Guests and Staff: Mendy Marshall (2009 Institute Planning and History), Leslie Andrews, Director of Recreation (Abilene) and Michal Anne Lord (Executive Director).

Notification of Absences from: Danny Castro, Doug Evans, Linda Long, Mark Lord, Janet Martin, Larry Offerdahl, Joseph Wiggs, Jackie Vaughan-Williams

APPROVAL OF MINUTES—August 7, 2009

Kevin Mitchell moved to accept the minutes as written and Tommy Harper seconded. The motion was approved.

OFFICERS' REPORTS

- **President ...** Robert Armistead thanked the board and committees for their work. Many Texans were at NRPA, which had 6000 - 8000 ATTENDANCE. President Armistead noted that the response for the Southwest Regional Council positions was very good; about 40 folks have indicated an interest for some 15 slots total. Robert stated that a lot was going on with TRAPS e.g. regional conferences, NPSI, maintenance rodeos etc.
- **President Elect ...** Monica Walsh thanked all committee chairs and vice chairs ... noting that there was a great response re: committee reports and that she appreciated being green again. She asked if anyone was going to MILS Workshop on Friday; she will be representing TRAPS.
- **Past President ...** Doug Evans no report.

EXECUTIVE DIRECTOR'S REPORT

- **Status ...** the Executive Director provided verbal highlights of programs and progress of action related to:
 - 1) *IACET* ... International Association of Continuing Education and Training ... staff were in the process of working on the second edits of the application to become an authorized CEU direct provider. The goal is to submit by the end of the month; with a site visit some 3-4 months later. Hopefully, TRAPS would be approved prior to Institute, but if not the Executive Director has talked with NRPA and they will work with TRAPS if necessary.
 - 2) *NIRI* ... expressed appreciation to the San Antonio Parks and Recreation for the terrific support and a job well done in providing assistance to TRAPS, who served as the local/on-site management for the National Institute on Recreation Inclusion. Approximately 100 individuals attended with over 40% coming from the military; the special focus of 2009 NIRI was on "wounded warriors".
 - 3) *MUSCO partnership* ... The President, President-Elect and the Executive Director met with state and national representatives to discuss possibilities for partnering. There was consensus to continue to move forward with developing a proposal that would provide a predictable stream of revenue, while providing support to the state and regional operations of TRAPS.
 - 4) *Education programs and services* remain a major emphasis with efforts focused on regional workshops, National Playground Safety Institute (NPSI), and the Texas Water & Recreation Summit, both with respect to registration assistance and the CEU process.
- **Financial Report ...** the FY2009 Budget is on target, with approximately 90% of revenue achieved and 75% of expenses incurred. TRAPS had received the FY2008 audit report, which the board will be asked to ratify. The management letter indicates that TRAPS is in very secure financial position.

- **Membership Report** (written) ... noted that membership had decreased slightly from the August report and that the organization was basically had the same membership level as a year ago, although down from our all time high of 2,320 in March 2009. The Executive Director noted that the results of the **2009 membership survey** via *Survey Monkey* were attached to the standard membership report. The Executive Director highlighted/call the board's attention to several findings:
 - Findings confirmed by and large that TRAPS was on the right track and the majority was satisfied with the service and benefits. Major reason why folks joined
 - TRAPS has paid for a year's membership re: Survey Monkey and will endeavor to use it to assess education/professional development needs; legislative needs and future focus; and other related advocacy issues. It was suggested that we also try to assess needs and information from non-TRAPS members or "lapsed" members.

ACTION ITEMS

❖ **Ratification of FY2007/2008 Annual Audit** ... Scott Swigert made the motion to ratify the FY 2008 Audit performed by Allman and Associates; and Pam Nelson seconded the motion. The motion was approved.

- ❖ **Ratification of 2009 Election Results** - President-Elect Walsh reported the results of the 2009 Elections (electronic and paper ballots). The results were as follows:
- *President Elect* – Michael Massey
 - *At Large Director* – Oscar Carmona
 - *Region 1 Director* - Rod Tweet
 - *Region 3 Director* – Jodi Griggs
 - *Region 5 Director* – Danny Castro,
 - *Region 7 Director* – Janet Martin
 - *Region 9 Director* – Scott Swigert

Carl White move to approve/ratify the election results as presented. Brooks Smith made the second. The motion was approved.

❖ **FY2010 Proposed Budget** ... Executive Director Lord on behalf of the Finance Committee presented the proposed budget for FY2010. Dr. Lord noted that there was a "non-designated revenue" line which was included to balance the budget, given that TRAPS operates on a cash basis. This revenue would hopefully come from increased revenue from existing sources e.g., institute and membership; otherwise fund will be transferred in from the FY2009 net/savings. There will be no contribution to the Capital Improvement Designated Fund for 2010. Kevin Mitchell moved to approve the budget as present by the Finance Committee and the Executive Director. Carl White was the second. The motion passed and the budget approved.

Discussion followed concerning the future goal to add staff, specifically an Education Coordinator. Last budget year the intent seemed to focus on including the position in the FY2010 budget; however, the Executive Director explained that given the "tight" budget and the economic recession she thought it prudent not bring forward a new position in the FY2010. Board members entertained a variety of thoughts/ideas:

- Possibility of adding education coordinator after the 2010 Institute so as to evaluate net revenue and funding possibilities;
- Take funds from savings (revenue surplus);
- Contract with individual(s) re: education program responsibilities rather than hiring a salaried position;
- Use of other designated funds e.g. Development Fund

Pam Nelson moved to use the Development Fund (\$15k) as seed money for the Education Coordinator position, which would allow time for the individual to line up other revenue sources, develop training options etc. Tommy Harper was the second. The motion was passed.

Brooks Smith moved that effective January 1, 2010 and/or within 30 days after going live with the new web content management program, that all registration (revenue) for TRAPS events must go directly to/be handled by TRAPS

headquarters staff. Registration forms and materials should use the TRAPS address. The second was Pam Nelson. The motion was approved.

❖ **Endorsement of International Association for Continuing Education and Training (IACET) Application ...** Dr. Lord explained that although official support of the IACET application was not required, she felt it would demonstrate the commitment of the organization as whole to professional development and taking the continuing education process overall to a higher quality level. Tommy Harper moved to endorse and support TRAPS' application to IACET to become an authorized direct provider of CEUs. Brooks Smith seconded. The motion passed.

INFORMATIONAL ITEMS & COMMITTEE REPORTS

❖ **2010 Institute Planning Update ...** Dr. Lord provided an update and distributing copies of the initial information that would be included in the fall issue of the TRAPS magazine in the mail to members currently. She reported that the exhibit hall was about 70% full and that TRAPS had received \$27,500 in sponsorship pledges plus \$1,500 for golf title sponsorship (Landscapes Unlimited). It was brought to the Executive Director's attention that we need to hold the Exhibit Hall grand opening not at a time when it is in competition with the Hotel Manager's "Happy Hour". Dr. Lord noted that she would work with the Institute Planning Committee and/or hotel to resolve this issue.

❖ **TRAPS Board Annual Retreat & Calendar** President-Elect Walsh informed the board that the annual leadership retreat would be at the Austin Botanical Gardens (Garden Center) on Friday, January 29th. She is looking for a sponsor for the lunch (\$750). She asked for suggestions for the focus of the retreat; please send ideas to her ... she noted that some time would probably be set aside for a bit of work on the strategic plan.

❖ **Membership Survey Results & Update ...** reviewed during Executive Director's Report.

❖ **Southwest Regional Council ...** Robert Armistead asked the board to consider an ex-officio position for a representative from the Southwest Council on board since the SW Council has been a part of Institute for past several years ... assist with planning etc. of institute. Pam Nelson moved to add a Southwest Regional Council representative as an ex-officio position to the TRAPS Board of Directors; Scott Swigert seconded. The motion was APPROVED. This action will require a by-laws and MOP amendment/revision.

❖ **TRAPS Email Distribution Guidelines** Julie Adkins distributed an information page regarding establishing the purpose and/or priority for email distribution as discussed at the May meeting. She asked for board members to review, send suggestions and that this could be discussed at the retreat and considered for the Manual of Procedures revisions/updates at the March 2010 meeting of the board. A suggestion was made to have the last line in guidelines read: *"It is recommended that TRAPS member requests be made through the member's regional/branch director and tie into the TRAPS website."*

❖ **NRPA & Southwest Region Update ...** Dr. Lord reported that a number of folks and agencies received awards or honors at NRPA Congress in Salt lake City, Utah; and this group of TRAPS members would be recognized in the November newsletter. It was announced that the SW Regional Council voted to continue their partnership with TRAPS through the 2011 Institute. While at NRPA, President Armistead, President- Elect Walsh and Executive Director Lord met with representatives of MUSCO Sports Lighting regarding an annual partnership; the proposal development will continue and TRAPS should receive before the end of the year. NRPA has let go of a number of schools and several state associations have been approached to consider taking over and/or working together to continue the school rotating school from state to state.

EX-OFFICIO DIRECTORS' REPORTS

❖ **Texas Amateur Athletic Federation ...** Susan Gerred, President of TAAF report on behalf Mark Lord and Jeff Goodman (Athletics /Aquatics). The annual conference was held in Beaumont with more than anticipated (100+) attending. TAAF is trying some new initiatives to increase adult participation in tournaments. The Winter Games will be 1/15-17 in Frisco ... check out TAAF website. Kerrville will host the winter meeting and the annual Hall of Fame banquet. The 2009 Summer Games went well in San Antonio and were extremely well attended. Next games in Waco (25th Anniversary of the Games of Texas). The 2010 Sports Management School (SMS University) will be in May in Waco. The TAAF Education Committee is helping to plan educational sessions for Institute.

❖ **Texas Parks and Wildlife Department** ... Laird Fowler, Regional Director reported for Walt Dabney ... TPW has done pretty well this past year. ... Texas legislators have supported TPW more providing funding for equipment and major repairs; and increasing the number of FTEs, particularly for financial control ... TPW is riding the good wave. He thanked TRAPS for support.

New initiatives:

- 1) Creating an off-highway vehicle park near Canadian River (400 acres) ... NPS interested in collaboration yield 2000 acre park ...no land owned however, land owners are lined up to make it happen.
- 2) Camp Coca Cola ... held at Prairie Haines to be handled by TPW and make available for overnights, equestrian trails etc. Located south of Fort Hood.
- 3) Community ... reaching out to do more with communities/cities... collaborations of programs and facilities
- 4) Outdoor Family... 2010 will have 60 options and will train the trainer EXPO discontinued for the next 2 years because sponsors pulled out. Instead a presences at stock shows, Buck Days etc.

TPW has been concerned with revenue targets, given natural disasters and economy; however, currently revenue up 1% and visitation up 40%; and licenses plates are up by 17%. TPW has placed 130 programs on UTube... utube.com/texasparkswildlife. All Regional Directors positions have been filled; TRAPS requested that Walt send a list of all Regional Directors so as to foster communications.

REGIONAL DIRECTORS' REPORTS

- ❖ **Region 1** ... Larry Offerdahl no report attending TML
- ❖ **Region 2/3** ... Julie Adkins and Jenn Gomez submitted written report. \$13k sponsorship ... post card just hit the mail last week. Collaboration with the state office re: Texas Two Step sponsorship and piggybacking the Texas Water and Recreation Summit.
- ❖ **Region 4** ... Brooks Smith noted that the board should refer to his written report.
- ❖ **Region 5** ... Danny Castro sent word that the Region 5/7 Workshop will be in Schertz on Friday, November 13th.
- ❖ **Region 6** ... Stacie A. Talbert provided a written report and asked if anyone had guidelines for hosting regional workshop; if so asked for samples to be sent to her. Send old version of job descriptions to Region 2,3,
- ❖ **Region 7** ... Janet Martin no report
- ❖ **Region 8** ... Carl White stated that the Tri-Region Maintenance Rodeo would be held at Rose Park the next day; the Tri-Regions conference would be at the Abilene Conference Center.
- ❖ **Region 9** ... Scott Swigert called the board's attention to his written report.
- ❖ **At-Large Directors** ... Pam Nelson and Randy Truesdell ... request that directors and committee chairs review the *TRAPS' Manual of Procedures* and send changes or recommendations to Pam & Randy by the first week of January so as to take action @ March meeting.
- ❖ **Academic At-Large Director** ... Mike Schuett not attending.

BRANCH DIRECTORS' REPORTS ...

- ❖ **Athletics/Aquatics** ... please refer to TAAF Report presented by Susan Gerred.
- ❖ **Citizen** ... No Report
- ❖ **Commercial** ... Tommy Harper reported that we need to promote sponsorship opportunity for state rodeo scholarships ... Kevin Mitchell will draft a letter for Tommy to distribute to vendors
- ❖ **Leisure/Aging** ... No Report

- ❖ **Minorities in Leisure Services** ... no report but please note that the MILS Leadership workshop is scheduled for Friday, October 23 at the Ella Mae Shamblee Library in Fort Worth.
- ❖ **Parks Operation & Planning** ... Kevin Mitchell state on web ... 1, 2 & 3 winners at region are eligible for state POPs lunch ¼ @ ballpark
- ❖ **Students** ... Tomara Rock stated that Student Development Committee's "*Beyond the Books*" has started at Texas State University with 10 students attending the first presentation and six at the second. The goal is to take the presentations to the other college campuses e.g. UNT, Texas A&M etc.
- ❖ **Therapeutic Recreation** ... No report

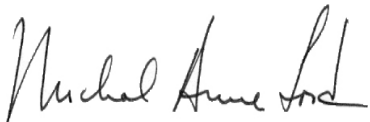
OTHER BUSINESS

- Carl White reminded the board of the deadline for Awards submission, which is Dec. 4th.
- Scott Swigert asked that the board think about/consider adding a representative from TMPRTA Texas Municipal League's parks & recreation affiliate) to the TRAPS board.

ADJOURNMENT

A motion to adjourn was made by Kevin Mitchell with the second by Brooks Smith. The motion was passed unanimously and the meeting adjourned at 4:56 pm.

Respectfully submitted by:



Michal Anne lord, Ph.D., CPRP, TRS/TXC
Executive Director