

Central Carroll Recreation Council Board Meeting Minutes

Meeting Date: 11 September 2012
Meeting Time: 7:00 p.m.
Meeting Location: Mechanicsville Elementary School

Attendees:

Robert Freter	President
Sheldon Topolsky	Vice President
Lona Greensfelder	Treasurer
Jim Lane	Secretary
Steve Krouse	Community Coordinator
John Fitzgerald	Member At Large
Chris Johnson	Member At Large
Eric Mersinger	Member At Large
Dave Roth	Member At Large
Tina Shupp	Dept. Recreation & Parks
Kevin Stewart	Gamber Lacrosse Program Rep
Ed Kucharski	Finksburg Baseball
Scott Linton	Finksburg Softball
Kathleen Bowen	Soccer Program
Bill Warburton	Soccer Program
YM Schulman	Skyline Training Stables
Rick Elyar	Skyline Training Stables/Guest

A: denotes absent

Agenda:

1. Meeting Called to Order
2. Introduction of Attendees
3. Review & Approval of Previous Meeting Minutes
4. President's Report
5. Community Coordinator's Report
6. Carroll County Department of Recreation Report
7. Treasurer's Report
8. Program Reports
9. Old Business
10. New Business
11. Open Forum (Comments, Questions & Concerns)
12. Announcement of the next Meeting
13. Adjournment.

Meeting Notes:

Meeting Called to Order / Introduction of Attendees:

Meeting was called to order at 7:05 p.m. and introductions were made.

3. **Review & Approval of Previous Meeting Minutes:** Minutes from 8/14/12 Meeting were approved. Approved minutes will be sent to Ron Seibel for posting to the website.
4. **President's Report:** The Self Help Project submission process wasn't as smooth as it could have been, largely due to the crunch time in which we were under to submit the projects. There is another opportunity coming up in February; Robert recommended the Council establish a formal submission process so that we can be more prepared.

5. **Community Coordinator's Report:** Fall programs are off and running; Schools have been assigned for the Winter programs. Spring Program announcements to be included in the Dept. of Recreation newsletter are due to Steve by November 1st. Spring Sports field requests are due to Steve by November 1st. A meeting to review requests will occur in January with permits being ready to issue by February.
6. **Carroll County Department of Recreation Report:** Announced the Crab Feast Celebration Fundraiser sponsored by the Freedom Rec Council. It is scheduled for Saturday, October 13, 2012 from 6 – 10 p.m. at the Freedom Optimist Hall in Eldersburg (handouts were provided).

Tina mentioned that the Volunteer of the Year Presentation is November 8th at the South Carroll Senior Center. Nomination forms were distributed to the Council Presidents. Nominations are due October 5th. The Council discussed and was in consensus on nominating Dave Rampolla and Dave Roth.

Finger printing for paid instructors that are in contact with children will go through the Human Relations Dept. (POC: Donna Black, 410-386-2129). The cost for finger printing is \$34.50.

7. **Treasurer's Report:** We did not have a handout to review but discussed the general status of the account. The Crusader's Football Program affiliation status was revisited and statement made that the program has paid the appropriate fees but Council should reach out to formalize the program's affiliation with Rec Council. Determination needs to be made of when Finksburg Baseball's affiliation was reinstated and if program/field usage fees apply.

8. **Program Reports:**

- **Adult Fitness:** Nothing reported; Program Rep not present
- **Adult Volleyball-drop in @ Sandymount:** Nothing reported; Program Rep not present
- **Arnis Tae Kwon Do at Mechanicsville:** Nothing reported; Program Rep not present
- **Arts & Crafts:** Nothing reported; Program Rep not present
- **Basketball:** Evaluations begin in October
- **Basketball Travel:** Eric Mersinger reported that everything is on track for upcoming season. Tryouts begin in October.
- **Central Carroll Soccer Club:** Nothing significant to report
- **CheckHers Lacrosse:** Nothing reported; Program Rep not present
- **Field Hockey:** Nothing reported; Program Rep not present
- **Finksburg Baseball:** Off season program planning; new Board members have been elected – Dave Tartaglia is FBB President and Joe Griffin is VP.
- **Finksburg Lady Lions Softball:** Off season program planning; it was mentioned that a team is practicing at Sandymount. Steve asked that Softball Director formally submit a field use request.
- **Football/Cheerleading-Gamber Optimist:** Nothing significant to report
- **Karate at Sandymount:** Online Registration was incorrect
- **Lacrosse-Gamber Optimist:** Nothing significant to report
- **Soccer In-house:** Nothing significant to report
- **Zumba Fitness:** Nothing reported; Program Rep not present

9. **Old Business:**

- **Website Usage.** The Council agreed that only affiliated or sponsored programs may use the Council website.
- **Inclement Weather Policy.** During the August meeting a recommendation was made to post the Inclement Weather Policy to the Council website. The copy originally passed was incomplete. Dave Roth has a hard copy that he will try to scan and submit depending on the quality.

10. **New Business:** Self Help, Establish Facility Process, New program application (Skyline Training Stables)

- **Self Help Projects:** All programs submitted their respective projects. Someone will be required to present each project at the Self Help Meeting scheduled for Wednesday, September 26th @ 7:30 p.m. in room 003 of the Carroll County Government Office Building. Presentation outlines were distributed as recommended guidelines. Presenters need to be brief but concise and be able to answer any questions. After the meeting on the 26th, the Advisory Board will review the projects and forward to Jeff Degitz who reviews and forwards them to the Commissioners for final approval. They are not expected to be final until November.

John Fitzgerald brought up the fact that the concession building roof project at Deer Park may not be able to wait much past November due to the degrading condition of the roof and the window of opportunity to do the work before the weather turns bad. John asked if work could begin and then the program could be reimbursed when the project gets approved and funded by the County.

- **Establish Facility Process:** The Council thought it would be a good idea to continue with the development of a facility maintenance process and work list. Lona mentioned that we should also try and define what work the County is inherently responsible for so that there is no duplication of effort. For example, are they responsible for such things as mowing, aerating, seeding, graffiti clean-up, etc.?

Robert asked for an official listing of approved capital projects that the County will be working on.

A discussion started on the costs and number of lawn care contracts that are in place for Sandymount and Deer Park. Currently, Lawn Doctor takes care of Sandymount and Tru Green takes care of Deer Park. The scope of the applications vary slightly but the cost difference is considerable. The Council recommended that we consolidate and standardize the applications via a single contract with the goal of saving money. Lona will seek at least 3 itemized bids for all sites to accomplish the following services: Aeration, weed application (including weed/grass removal from baseball and softball infields), seeding and fertilization.

Sheldon made a recommendation that we request the head of each program to fill out a survey or report that identifies any facility/field issues/problems that were encountered during the season. This information would be collected at the end of the term for each program's season. We could also include an area for the program to record and submit a summary of volunteer hours for their program. This recommendation was positively received by the Council.

- **New Program Application (Skyline Training Stables):** Skyline Training Stables (STS) representative attended the meeting exploring the possibility and requirements for becoming an affiliated program. STS is interested in starting up riding team/club for Middle and High School age children to compete against other clubs in the sport. The program would involve registration, training, practices and competition. STS's primary goal with affiliation is to get their name out and have access to the kids within the Council's area of responsibility. Steve was going to follow up with Abby on several questions presented by the Council.

The Council still needs to develop a formal application process for programs wanted to become affiliated or sponsored.

- **Change in Bylaws (meeting dates & program requirements):** The proposal to change the required meeting months from **February, April, May, August, September, and November** to **January, March, April, May, August, September, and October** will be put to vote at the next meeting in November. In addition, the proposal to impose attendance requirements for program representatives to attend at least 5 of the 7 meetings will be put to vote in November.
- **Update on Tournament Requests:** Council discussed the need to request larger usage fee from the County when they sponsor/host large tournaments (i.e, LAX Max, Columbus Cup, etc.). Currently, there is no consistent method or standard fee. For example, some programs may receive a registration discount to the tournament, others receive nothing. Some programs may receive \$100 per field for the tournament, others may receive no reimbursement. Dave Roth was to attend a meeting with the County in which he was going to recommend reimbursement in the amount of the tournament's set registration fee.

11. Open Forum (Comments, Questions & Concerns):

- Nothing else to report

12. Action Items, Next Meeting Announcement and Meeting Adjournment:

Action Items:

Action Item	Who	Completed ?
Send copy of Recreation and Parks Severe Weather Policy to Ron Seibel for posting to the website	Robert Freter / Dave Roth	Yes
Donate or dispose of old Deer Park field hockey uniform	Tamie Maier	Yes
Decision on field maintenance (seeding and aeration) at CCC	Council	
Respond to US Lacrosse request	Robert Freter	Yes
Develop a Maintenance "To Do" List for facilities	Council	
Review Open Forum comments at next meeting for action determination	Robert Freter	Yes
Develop Self Help Project Submission Process	Council	
Nominations for Volunteer of the Year	Robert Freter ?	Yes
Finalize actions for Crusader Affiliation	Robert, Lona, Sheldon, Jim	
Solicit minimum of 3 bids for field maintenance	Lona	
Provide answers to Council questions related to Skyline Training Stables affiliation	Tina / Steve	Yes
Provide a listing of approved Capital Projects	Tina	Yes
Develop a formal Program Application Process	Council	
Determination on tournament reimbursements	Dave Roth / Council	N/A

Next Meeting: 13 November 2012

Location: Mechanicsville Elementary

Time: 7:00 p.m.