

NACPRO Meeting Notes

Teleconference Meeting

July 22, 2013

2:00 pm CST

Present: Board Members: Mark Denny, Randy Burkhardt, Steve Madewell, John Knight, Margie Dahlof, Joe Matthews, Faith Parducho for Russ Guiney, Gary Barth, Larry Blackstad, Joe Roszak, Bob Nickovich, Bill Maasen for Michael Meadors, Bill Mitchell, Scott Bangle, Andy Kimmel, Association Manager: Brenda Adams-Weyant.

Secretary's Report – (Margie Dahlof)

Motion by Steve Madewell, seconded by Larry Blackstad to approve the June 6, 2013 meeting minutes. Ayes all.

President's Report – (Mark Denny)

- Special Park District Forum in Vancouver and Victoria was outstanding. Attendees experienced a well-organized event and had the opportunity to experience two outstanding park systems.
- 2014 Special Park District Forum will be held April 29-May 2 in Orange County, California. East Bay Regional Park District has offered to help Orange County with the program and staff from Three Rivers have offered to provide organizational information from the 2012 SPDF and help in planning as needed.
- Mark would like to see NACPRO assume a more prominent role with the Special Park District Forum. There is no leadership body affiliated with the forum and NACPRO may be able to serve this role. We will discuss more at the August board meeting.
- Mark Denny announced that he has accepted the position of Chief Operating Officer for Orange County and that Parks will be under his area of supervision, but that OC will be hiring a Parks and Recreation Director. Mark will be less involved, but maintain interest and contacts.
- Mark reported that he was currently in Fort Worth, TX for the NACo meeting and had participated in the Energy, Environment and Land Use Committee Meeting. NACo has not yet appointed a staff liaison for NACPRO
- Mark is looking for a NACPRO Board member to take on the NACo liaison duties. Mark and Andy Kimmel both indicated they would help out until someone volunteers.
- Board Members thanked Mark for his time, commitment and leadership.

Treasurer Report (Brenda Adams-Weyant)

- No formal report
 - 2013 Budget Status Report and Budget as of July 17- **attached.**

Association Manager Report (Brenda Adams-Weyant):

- Award nominations due to Brenda by August 2. Encouraged all agencies to apply and mentioned that the Awards program often brings in new association members.
- Cost of SPDF social and membership recruitment \$1,200. No new members yet, but some Board members are following up on contacts. Reminder to encourage other staff in upper level management positions to become members, not just agency executive.
- Member count: 114 individuals, 6 sponsors and 2 retirees.
- Will be sending invoices soon to 2012 corporate members.

- Working on NRPA County Park Tour of Harris County, Precinct 4, Board meeting and banquet locations. Harris County staff is planning both an “active” (tour with canoeing and horseback riding) and “less active” components for the NACPRO tour. The Tour will be on Monday, October 7 and information will be distributed soon so that the tour can be considered as professional make NRPA Congress attendance plans.
- After discussion, the Board expressed the desire to hold the Board Meeting on Tuesday, October 8th at 7:30 am. Brenda will check with NRPA regarding a room.

Committee Reports

- **Bylaws**
 - Brenda reviewed comments from Board members on the draft bylaws as sent to Board members in June. Several changes were made to the draft.
 - Motion made by Bob Nickovich and seconded by Gary Barth to approve the revised By-Laws. (attached)
- **Nominating Committee**
 - Motion by Scott Bangle, seconded by Bill Mitchell to approve the slate of directors/officers as submitted by Past President R. J. Cardin and Nominating Committee. (attached)
 - The following 2013-14 officers officially take office effective July 22, 2013: Randy Burkhardt - President, President Elect - Scott Bangle, Vice President - Michael Meadors, Secretary – John Knight, Treasurer – Maureen Snelgrove, Immediate Past President – Mark Denny. Congratulations and Thanks to all.

Liaison/Affiliate Reports

- NACo – Reported under President's report.
- NRPA – No report
- SORP
 - Brenda reported that the 2014 SORP meeting will be held in San Francisco May 13-16.
 - Mark reported there was support from the board to sign on to the 50th Anniversary LWCF Commemorative Cooperative Proposal letter that Glenn Haas, SORP VP, shared with NACPRO.
 - Steve Madewell offered to take the lead on LWCF issues/events that are building right now.
 - It was suggested that NACPRO may be able to elevate the local perspective through their affiliation with NACo.
- CAPRA – Scott noted there has been a tremendous increase in the number of applications. They are looking at updating the standards.

Adjourned – approximately 3:00 pm

Next Meeting – August 26th

Actual Income and Expenses Compared to Budget

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Actual 7/17/13
Cash Carried Forward	27,286	28,342	26,766	18,592	23,095	\$23,095
Endowment Carried Forward	2,554	2,554	2,590	2,598	2,620	\$2,620
Revenues:						
Dues:						
General Membership	9,845	8,270	7,670	11,895	11,400	\$7,070
Corporate Membership	2,950	2,000	325	1,550	2,500	\$1,600
Web Advertising (job ads)	1,400	900	800	2,750	1,750	\$1,700
Award Application Fees	1,950	2,700	1,700	2,450	2,200	\$50
Conference Registration						
Workshop	380	280	350	425	0	
Banquet	2,145	1,820	2,000	1,820	1,946	
Tours:						
Summer Tour	1,625	1,105	1,625	1,625	0	
Fall Tour	1,300	0	0	0	1,495	
Board Meal	0	0	0	0	0	
Interest to Endowment	45	36	0	22	18	
Donations to Endowment	0	182	0	0	0	
Grants			0	0	0	
Sponsorships	900	600	750	3,750	3,000	
Misc.				0		
Total revenue:	\$22,541	\$17,993	\$15,220	\$26,287	\$24,309	\$10,420
Expenses:						
Administrative Services	8,400	8,400	6,300	9,900	12,600	\$8,114
Awards program/banquet			4,912	5,292	5,110	\$1,166
Bank Charges	0	0	5	0	0	
Corporate Filing	13	13	0	165	0	
Credit Card Clearing	712	800	497	708	485	\$207
Educational Programs	20	68	1,089	333	0	
NACo, NRPA Board Liaison	0	0	655	0	0	
Newsletter	2,000	3,000	2,000	0	0	
Office Supplies	74	0	0	103	75	
Postage, Mailing	562	0	0	98	75	\$152
Printing	0	0	0	445	300	\$51
Scholarship	0	0	0	0	0	
Telephone			0	66	70	\$27
Tours	1,449	1,455	1,099	2,448	1,613	
Travel and Mileage	1,848	1,426	1,689	2,113	1,200	
Website	611	244	45	83	2,000	\$67
Contingency	1,965	20	0	0		
Total Expenditures	\$20,939	\$19,533	\$18,291	\$21,754	\$23,528	\$9,784
Income less Expenses	\$1,602	-\$1,540	-\$3,071	\$4,534	\$781	\$636
Operational Balance	\$28,342	\$26,767	\$27,563	\$23,095	\$23,876	\$23,731
Yearend						
Endowment Balance	\$2,554	\$2,589	\$2,590	\$2,620	\$2,638	\$2,620
Yearend						

CONSTITUTION AND BY-LAWS
of the
NATIONAL ASSOCIATION OF COUNTY PARK AND RECREATION
OFFICIALS
AS AMENDED July 15, 2012



ARTICLE I

NAME, STATUS AND PURPOSE OF THE ASSOCIATION

SECTION 1. NAME

This Association shall be known as the National Association of County Park and Recreation Officials (NACPRO).

SECTION 2. STATUS

NACPRO is a 501(c)(3) nonprofit organization incorporated in the state of Pennsylvania. Said corporation, herein referred to as the Association, is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

SECTION 3. PURPOSE

The purpose of this Association shall be:

(a) To advance the official policies of the National Association of Counties (NACo) and National Recreation and Park Association (NRPA), by supporting or opposing, as conditions dictate, the policies of other governmental units which are significant to County and Regional governments. This activity will most often be carried out by providing accurate, balanced factual educational materials and testimony based on professional experience of association members.

(b) To develop educational materials and present education programs to stimulate interest in protecting, preserving, developing, and managing county and regional parks, natural areas, open space, trails and recreation resources, and to obtain more effective use of public and privately owned lands and water areas.

(c) To cooperate with all park and recreation professional bodies and organizations with similar related objectives; to encourage cooperation and coordination between agencies and organizations concerned with the provisions of county and regional parks, natural areas, open space, trails and recreation resources.

(d) To provide a forum through which its membership may, from time to time, meet and exchange ideas and experiences of importance.

ARTICLE II

MEMBERSHIP AND DUES

SECTION 1. INDIVIDUAL MEMBERSHIP

Membership in the Association shall be open to any official or senior management staff associated with county and regional government, who has natural resource, parks and/or recreation advisory, administrative or policy-making authority. Active Members shall have the privilege of voting and holding an elective office in the Association.

SECTION 2. HONORARY MEMBERSHIP

Any individual who, in the opinion of the Association, has rendered distinguished service to the cause of better government and service through county and regional parks, natural areas, open space, trails and recreation resources shall be eligible for honorary membership. Nomination and selection to honorary membership may be made at any meeting of the Association. Honorary Members shall not be eligible to hold office in the Association nor are they accorded the privilege of voting. Honorary members are not required to pay dues.

SECTION 3. RETIREE MEMBERSHIP

An individual who is retired from a senior management position in county and regional parks, natural areas, open space, trails and recreation resources, and is not currently employed full-time in a similar position. Retiree Members shall be entitled to all privileges of the Association, except that only up to two retiree members may serve on the Board of Directors at a given time.

SECTION 4. CORPORATE MEMBERSHIP

Any corporation or business providing recreational goods, materials, or services to the profession shall be eligible to become a Corporate Member of the Association. Corporate Members shall not be eligible to hold office in the Association and they shall not be accorded the privilege of voting. Benefits extended to Corporate Members shall be established by the Board of Directors.

SECTION 5. DUES

Dues for membership in the Association shall be set by the Board of Directors to ensure fiscal soundness of the organization and shall be established before the new membership year starts. Dues are effective for a calendar year, unless otherwise approved by the Board.

ARTICLE III

OFFICERS, ELECTIONS, AND COMMITTEES

SECTION 1. BOARD OF DIRECTORS, ELECTIONS, AND TERMS OF OFFICE

The Board of Directors of the Association shall consist of six Officers and 18 Directors, for a maximum total of 24 Board Members, and the Association Manager.

The Officers consist of the President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President.

The 24 Board Members shall be elected by a majority vote of the Board of Directors present at the spring/summer Annual Meeting. The term of office for Directors shall be for a period of two years. The Board shall be divided into two classes of equal size so that terms of office of half the Board expire in one year and the remaining half expire in the succeeding year.

Comment [MD(1): What is going to be the term of office is we move the annual meeting date to anytime in the spring/summer? Should we have a term effective July 1 or August 1?

SECTION 2. OFFICERS AND OFFICER SUCCESSION

Candidates must be serving on the Board of Directors in order to be nominated for an Officer's position. Officers shall serve for one year or until their successors are elected, and their term of office shall begin at the close of the Annual Meeting in which they are elected.

The Vice President, President-Elect, President, and Immediate Past President position is a successive term office. Upon the end of the Vice President's term of office, the Vice President shall assume the duties of the President-elect, the President-Elect shall assume the duties of the President, the President shall assume the duties of the Immediate Past President, and the Board of Directors shall elect a new Vice-President.

The Secretary and Treasurer may serve additional terms.

SECTION 3. RESIGNATIONS

Any member of the Board of Directors desiring to resign from the Board shall submit his/her resignation in writing to the President, who shall, in turn, present it to the Board. The President shall-may appoint a replacement to serve for the remainder of the term.

SECTION 4. ALTERNATE BOARD MEMBER

Each Board Member shall be allowed to have an Alternate Board Member for any Board meeting. The Alternate Board Member must be employed by the same agency as the Board

Member. The Alternate Board Member shall have voting rights except when the Board Member is in attendance.

SECTION 5. NOMINATIONS

A slate of candidates for nomination for the election of Officers and Board Members of the Association shall be made by the Nominating Committee at least 30 days prior to the Annual Meeting. The Immediate Past President shall serve as the Chair for the Nominating Committee. Nominations for the position of any Officer or Board Member may be made from the floor at the Annual Meeting. Nominations must be approved by two-thirds of the Board of Directors present at the Annual Meeting.

SECTION 6. DUTIES

(a) President:

It shall be the duty of the President to give notice and preside at all meetings of the Association and of the Board of Directors of the Association. The President shall appoint all Committees unless otherwise provided, prepare meeting agendas and shall perform such other duties usually performed by the President of an organization. The President shall be an ex-officio member of all Committees of the Association.

(b) President-Elect:

It shall be the duty of the President-Elect to serve as chair of the Professional Education Committee and to perform such duties as assigned by the President. The President-Elect, in the absence of the President, shall discharge the duties of the President. The President-Elect shall chair or coordinate Committees as assigned by the President.

(c) Vice President:

It shall be the duty of the Vice President to serve as chair of the Awards Committee and to perform such duties as assigned by the President. The Vice President, in the absence of the President and President-Elect, shall discharge the duties of the President. The Vice-President shall chair or coordinate Committees as assigned by the President.

(d) Secretary:

It shall be the duty of the Secretary to keep a record of all proceedings, to attest documents, and to perform other duties as are usual for such an official or as assigned by the President.

(e) Immediate Past President:

It shall be the duty of the Immediate Past President to serve as Chair of the Nominating Committee and to perform such duties as assigned by the President.

(f) Treasurer:

It shall be the duty of the Treasurer to assist the Association Manager in the preparation of an annual budget and financial business report for the Annual Meeting and other association meetings, as required, and to perform such duties as assigned by the President. It shall be the duty of the Treasurer to exercise the financial duties of the Association Manager, in the event of the Association Manager's absence.

(g) Board of Directors:

It shall be the duty of the Board of Directors to exercise general control and supervision over the affairs and expenditures of the Association, and shall, except as otherwise provided in this Constitution, be empowered to decide upon all questions which may arise during the interval between meetings of the Association. The Board of Directors shall be responsible for developing Rules and By-Laws for this organization, subject to approval of two-thirds of the Board of Directors, and for recommending revisions in such Rules and By-Laws as may be desirable, from time to time.

SECTION 7. ASSOCIATION MANAGER

The Association may retain a professional Association Manager to perform duties as specified within a contract between parties. The Association Manager will receive compensation and is a non-voting, ex-officio member of the Board of Directors.

SECTION 8. COMMITTEES

The Standing Committees of this Association shall be appointed by the President and shall be the Committees on Legislation, Audit, By-Laws, Awards, Membership, Nominating, and Professional Education.

(a) Legislation Committee:

This Committee shall consist of not less than three (3) Board Members. This Committee shall study such issues that may directly or indirectly affect county and regional parks, natural areas, open space, trails and recreation resources, and such other matters as referred for study and report by NACo and NRPA. Activities of the Committee will be related to gathering and reporting about proposed legislation and presenting related data. No activity of the Committee will be directed toward influencing legislation. The Committee shall perform such other duties as requested by the Board of Directors.

(b) Audit Committee:

This Committee shall consist of not less than three Board Members appointed by the President and shall not include the Treasurer or Association Manager. The Committee shall prepare an internal audit report of the Association financial accounts at least every two years or as directed by the President.

(c) By-Laws Committee:

This Committee shall consist of not less than two Board Members and shall consider, propose, and prepare such amendments to the Constitution and By-Laws as shall be deemed necessary.

(d) Awards Committee:

This Committee shall consist of the Vice President as Chair and not less than three Board Members and shall prepare suitable criteria, solicit and review nominations, and recommend the granting of various awards, as approved by the Board of Directors, for the recognition of individuals and organizations that have made a significant contribution to the county and regional parks, natural areas, open space, trails and recreation resources. Awards will consist of plaques and trophies of nominal value and will promote educational examples of excellence in government and civic affairs.

(e) Membership Committee:

This Committee shall consist of not less than three Board Members and the Association Manager and shall develop strategies to recruit new Individual and Corporate Members.

(f) Nominating Committee:

This Committee shall consist of the Immediate Past President as Chair and not less than two Board Members and shall nominate a slate of Officers and Board Members candidates. The Committee Chair shall supply the names of the candidates to the Association Manager and President, at least 30 days before the date of the spring Annual Meeting.

(g) Professional Education Committee:

This Committee shall consist of the President-Elect as Chair, the Association Manager, and not less than two Board Members and shall review, develop and implement various educational opportunities, programs and services to facilitate the exchange of information and knowledge for the betterment of county and regional parks, natural areas, open space, trails and recreation resources. The Committee shall coordinate with the local host and the NACo and NRPA liaisons, as appropriate, to schedule and/or develop county/regional park tours and educational programs at the spring and fall annual meetings.

SECTION 9. OTHER COMMITTEES:

The President shall appoint such other Committees as may be deemed necessary for the proper transaction of the business of the Association.

ARTICLE IV

MEETINGS

SECTION 1.

The Association shall hold two meetings each year, one in the **spring/summer** and one in the fall. These meetings may be held in conjunction with other association conferences, such as the NACo Annual Conference, NRPA Congress or Special Park Districts Forum. The **spring/summer** meeting shall serve as the Annual Meeting of the Association where board members are elected.

Special meetings of the Association may be held at such times and places, as may be determined by the President. Virtual meetings via teleconference or other electronic means, as determined by the President, are considered a meeting of the Association.

Procedures followed at annual or special meetings shall be in accordance with Robert's Rules of Order consistent with the Constitution and By-Laws of this Association.

SECTION 2. QUORUMS

- (a) Nine members of the Board of Directors shall constitute a quorum thereof.
- (b) A majority of any committee shall constitute a quorum thereof, and any questions may be decided by a majority of those in attendance.
- (c) An Alternative Board Member, selected by the Board Member, may serve as a Board Member being present for the purposes of determining a quorum. A Board Member may only select one Alternative Board Member for voting purposes.
- (d) If available, a Board Member may participate in any Association meeting via teleconference. Teleconference participation will serve as a Board Member being present for the purposes of determining a quorum.

ARTICLE V

PROFESSIONAL AFFILIATIONS

SECTION 1. NACo

- (a) The Association Representative to NACo shall be appointed by the NACPRO President to serve on the NACo Board and to report back to the Board of Directors on relevant NACo business.
- (b) The NACo Staff Liaison shall be appointed by NACo and serve on the Board of Directors as a non-voting member.

SECTION 2. NRPA

- (a) The Association Representative to NRPA shall be appointed by the NACPRO President to serve on the NRPA National Forum and to report back to the Board of Directors on relevant NRPA business.

Comment [MD(2): Not sure if we need this to be that specific???. Is this the appropriate meeting for NRPA affiliates??

(b) The NRPA Commission for Accreditation of Park and Recreation Agencies (CAPRA) representative shall be appointed by the President and will report back to the Board on relevant business.

SECTION 3. SORP

(a) The Association Representative to the Society of Outdoor Recreation Professionals (SORP) shall be appointed by the NACPRO President to maintain communications and report back to the Board on relevant SORP business

ARTICLE VI

FINANCE

SECTION 1. FISCAL YEAR

The fiscal year of the Association shall end on December 31 of each year.

ARTICLE VII

AMENDMENTS

SECTION 1.

This Constitution and By-Laws may be amended at any Annual Meeting by a two-thirds vote of the Board of Directors present, provided that such amendments have been reviewed by the Board of Directors, and shared with the membership at least 30 days prior to an Annual Meeting. The 30 day notice requirement may be waived by two-thirds affirmative vote of the Board of Directors. In this case, amendments shall be submitted to the membership not less than 24-hours prior to any vote being taken to accept the amendment.

2013-14 NACPRO Slate of Candidates

Directors

Randy Burkhardt

Assistant Director of Parks, Trails and
Building Grounds
Douglas County Parks and Trails (CO)

RJ Cardin

Director
Maricopa County (AZ)

Russ Guiney

Director
Los Angeles County Dept. of Parks and
Recreation (CA)

John Knight

Director
Shawnee County Parks and Recreation
(KS)

Stephen W. Madewell

Director
Metroparks of the Toledo Area (OH)

Michael Meadors

Director of Parks and Recreation
Johnson County Park & Recreation District
(KS)

Bill Mitchell

Director
Bucks County Parks and Recreation (PA)

Maureen Snelgrove

Interim Director
San Bernardino County Parks (CA)

John Von de Linde

Director
Anoka County Parks/Recreation (MN)

John Elholm

Parks Director
Washington County Public Works Dept.
(MN)

Daniel Betts

Director of Recreation
Forest Preserve District of Cook County (IL)

Justin Patterson

Director of Parks and Property Stewardship
Program
Metro (OR)

Officers

President - Randy Burkhardt

President Elect - Scott Bangle

Vice President - Michael Meadors

Secretary – John Knight

Treasurer – Maureen Snelgrove

Immediate Past President - Mark Denny