

Oklahoma Recreation and Park Society
Board Meeting Minutes
2401 N Rockford Road Ardmore, OK 73401
March 2, 2017, 11:00a

Call to Order: 11:04a by Jason Olsen

Board Members Present: Jason Olsen, Chris Griffith, Sue Wood, Thor Rooks, Matt Hendren, Kent Dunlap, Teresa Ervin, Travis Buell, Alicia Henry

Interim ORPS Executive Director: Patty Dixon

ORPS Members: Jennifer Samford, Cody Penner

Guests: Kathleen Fitzgerald, Michael Shive

Approval of Minutes: Motioned by Chris Griffith; seconded by Thor Rooks – Passed

Financial Report:

Patty Dixon presented the Balance Sheets as of December 2016 and February 28, 2017. Patty stated that she is working with an accountant for the 2016 Tax Report. She stated that she needed assistance with Quickbooks online with getting the correct line items entered. Alicia Henry and Patty will work together on Quickbooks.

Patty presented 4 outstanding balances that need to be paid.

1. AT&T \$99.61
2. Bowers- Bond company- \$750
3. OSU- CEU transcripts- \$600
4. Jason Olsen- reimbursement for GoDaddy- \$125.64

A motion was made by Teresa Ervin to pay outstanding balances; seconded by Sue Wood- Passed

AGENDA ITEMS:

- a. 2017 Budget Approval- Patty Dixon presented the 2016 and 2017 Budgets
Sue Wood motioned to table budget and approve via email; seconded by Teresa Ervin- Passed
Budget will be sent out within the next 2 weeks for a vote via email.
- b. ORPS Staff-Office Manager & Executive Director
 - a. Committee- Chris Griffith, Teresa Ervin, Jason Olsen, Matt Hendren, and Thor Rooks- will be interviewing and replacing in May
- c. Events Calendar
 - a. Mid-Year- April 24th in Edmond (UCO)

ORPS Swim- Travis Buell spoke about Virginia Swims representatives will be at Mid-Year to talk about their program. If Sunbelt doesn't cover costs of flight- we may look into Ways and Means to cover cost.

Aquatics Committee will provide training opportunities as well.

- b. CPR Events- No report
- c. AFO- Jason asked to encourage Aquatics staff to come. 20 people are needed for AFO to happen. Set for March 29th and 30th.
- d. Golf Tournament- Jason reported there are \$1500 in sponsorships so far with Cunningham Recreation being the main sponsor.
- e. CPSI- Jennifer presented information about CPSI and Southwest Parks Institute. They do training every other year. Decided that we do not want to take on this task at this time.
- d. ORPS Website and Social Media
 - a. Website- Website is up and running. There is a Membership Directory and Vendors. Sponsors are more prominent.
 - b. Facebook- Need to do more promotion on Facebook (events, networking, etc.)
 - c. Newsletter- First newsletter went out this year. Jason will be putting out the newsletter this year.
- e. 61st ORPS Conference in Ardmore- Chris Griffith reported that the conference will be held November 6th, 7th, 8th. There should be 1.0-1.2 CEUs available at conference. Discussed possibly moving auction to another date, off sites on day after luncheon for CEUs, maintenance rodeo and student track will be on Tuesday, and maintenance breakout sessions will be Wednesday. He will start looking for workshop sessions now.
- f. CPRP Scholarships Update- Jason reported there will be 10 scholarships. There are new study guides. There will be a scholarship app in the newsletter.
- g. 2017 Member Fees- The member fees are outlined in the by-laws. Member fees are on website. Sue Wood will send information to Patty.
- h. Workshop Speaker Contracts- Jason brought an example of "Conference Approved Speaker Expenses Information/Instruction Sheet" for discussion for future conferences. Discussed that we need to have something in place so that mileage, conference fees, meals, etc. have standard guidelines and policy. There was a discussion about the example contract and the board members felt that there needs to be something similar moving forward. Jason suggested a committee form to create/edit a "Conference Approved Speaker Expenses Information/Instruction Sheet". Chris Griffith with head the committee.
- i. Membership Guide & ORPS Magazine- Jason was contacted by E & M Consulting, Inc. in reference to free membership guides/ORPS magazine. Sponsorships would be sold to cover the cost of the magazines. It would go out approximately 2 months before conference. Matt Hendren suggested to table until information can be reviewed and references checked. Kent Dunlap will call references.

Officer Reports

- a. President Jason Olsen- no report
- b. Past President Sue Wood- no report
- c. President Elect Chris Griffith- no report

- d. Trustee Updates- no report
- e. VP Updates- no report
- f. Committee Updates- no report

New Business

Kathleen Fitzgerald (guest) spoke about the Oklahoma Senior Games. They are a 501-c3 non-profit organization. They hold state Senior Games and qualify people to go to Nationals every other year. The mission is develop local games. In the Fall, they will have 7 events possibly in locations such as Ardmore, Weatherford, and Broken Arrow. They will have a Board for the local games. The games will be September-November 2017. The Oklahoma Senior Games are joining ORPS.

Announcements

Chris Griffith brought Michael Shive from Altus which is his Recreation Supervisor.

Kent Dunlap brought Abby Jones which is his Recreation Planner.

Adjourn- Teresa Ervin motioned to adjourn; seconded by Kent Dunlap.

Email vote to approve budget was approved unanimously on 3/14/17

2017 Oklahoma Recreation & Park Society Budget

	Categories:		2017 Proposed:
INCOME:	Advertising / Sponsor	\$	3,750.00
	Conference Income	\$	40,000.00
	CEU's	\$	500.00
	Miscellaneous (interest and others)	\$	500.00
	Membership Dues	\$	10,000.00
	Ways & Means Income (Golf, Auction, Rodeo, Midyear)	\$	4,535.00
TOTAL INCOME:		\$	59,285.00
EXPENSE:	Pay Pal	\$	200.00
	Computer Maintenance	\$	300.00
	Accountant	\$	1,750.00
	Administrative	\$	7,540.00
	Office Manager	\$	11,000.00
	Bonding	\$	750.00
	Conference	\$	23,000.00
	Continuing Education Expenses	\$	700.00
	Dues & Subscriptions	\$	335.00
	Office Supplies	\$	300.00
	Postage/PO Box	\$	500.00
	Printing	\$	1,500.00
	Storage Unit	\$	660.00
	Telephone/Fax/Internet	\$	1,500.00
	Travel	\$	5,000.00
	Ways & Means	\$	2,500.00
	WEB	\$	1,750.00
TOTAL EXPENSE:		\$	59,285.00
NET INCOME:		\$	-
Scholarships:			
Scholarship Expenses:			
	Scholarships	\$	1,500.00
	CPRP Scholarship	\$	2,300.00
TOTAL:		\$	3,800.00