

**Oklahoma Recreation and Park Society**

**Board Meeting Minutes**

**Mustang Community Center- 1501 North Mustang Road Mustang, OK**

**May 4, 2017, 11:00a**

**Call to Order: 11:03a by Jason Olsen**

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

**Interim ORPS Executive Director:** Patty Dixon

**ORPS Members:** Cody Penner and Jean Hensley

**Guests:** Kathleen Fitzgerald

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

**Financial Report (via Telephone):**

Patty Dixon presented the 2017 Budget, Balance Sheet, and Budget vs. Actuals for 2016 and 2017. Patty stated that the 2017 Budget reflects the 2016 Conference expenses due to the time that the expenses were paid. She said that she would speak to the accountant to see what action needs to take place in order for 2017 to reflect correct numbers. She stated that the 2016 non-profit taxes are coming up.

Tabled until next meeting.

**AGENDA ITEMS:**

- a. Executive Director Update
  - Jason Olsen, Chris Griffith, and the Trustees interviewed Jerel Cowan for the Executive Director position. It was discussed that they felt like he is passionate, will devote the necessary time to bring ORPS organization forward, will bring fresh ideas, has a good understanding of ORPS, etc. Patty Dixon will stay as Office Manager working under the Executive Director. Motion to enter contract negotiations with Jerel Cowan by Sue Wood; seconded by Teresa Ervin.
- b. Midyear Update
  - There were 32 participants at Midyear. It was a good location, well run, and organized.  
Registration Revenue- \$985  
Total Revenue- \$1985  
Expenditures- \$1328.16  
Total Profit- \$656.84  
Jason Olsen mentioned that we may need to increase registration cost to cover the costs of CEUs. Jean Hensley mentioned that in the future we may consider asking Collins Hope (Aquatics) to speak at Midyear.

c. 2017 Conference

- Chris reported that Ardmore will be helping out with catering and drinks. He is working on sessions. The keynote speaker has been confirmed. The keynote speaker is Jim Brainard the Mayor of Carmel, IN. He will be discussing community development through Parks. ORPS will be responsible for his flight, hotel, rental, and per diem costs. Kevin O'Hare from NRPA will be the speaker for open session. We will be doing tracks for conference so he needs ideas and submittals.
- Vendor Prices and Sponsorships- Jason presented the packet for Vendor Prices and Sponsorships. We need to make sure vendors are in the main hall with functions.
- Rodeo- Joe Medlin discussed trying to combine the conference and the Maintenance Rodeo. The price for membership and rodeo fees needs to be determined. There will be a Maintenance track at the conference. These sessions will be for both Department of Agriculture and CPRP. Joe will speak with P & K to see if they are interested in sponsoring lunch for the whole conference.
- Student Fees- Jason discussed that students will apply for the positions. There will be a set price for students that will include meals. Students help with registration, take pictures, post on social media, and CEU monitor/room host. The students will not introduce the speakers. It was proposed that Past Presidents introduce the speakers. Sue and Teresa will develop how many students needed and specific roles/jobs. Kent volunteered to work with the students.

d. Workshop Speaker Contracts

- Chris will update more at the next meeting. He has the draft of the contract. The contract will cover lodging, meals, flight/gas expenses with approval.

e. Membership Guide and ORPS Magazine

- Kent checked references of E & M Consulting. Kent reported that they were very complimentary on how the magazine/membership guide was professional. They stated that they received good responses from the magazine/membership guide. It can be as basic or elaborate as needed.
- Jason called E & M Consulting so the Board could ask questions and get more information. The salesman spoke about what they offered and that there is no cost, no risk but can be a good revenue source. He addressed the question about possibly losing sponsors for our conference because they sponsored our Membership Guide. He said that he will work with us regarding timing and pricing to avoid asking at the same time of year. He also stated that the content is decided by ORPS. It will go out 1 time per year around September to promote the conference. This may be a way to reach out to new vendors as well. A contract will need to be signed to move forward.
- Chris Griffith made the motion that we enter into a contract on a Membership Guide and Magazine with E & M Consulting. Joe Medlin seconded. Motion passed.

f. Golf Tournament

- Jason reported that the Golf Tournament is May 12<sup>th</sup> and he still needs teams to sign up. There is \$2500 in sponsorships. Chris suggested in the future it might be beneficial to put it closer to a conference either mid-year or in Fall.

- g. ORPS Website & Social Media
  - Jason reported that more users have been added and content has increased. If more people would like to be added, let Jason know.
- h. CPRP Scholarships Update
  - Jason reported there are 10 scholarships available.
- i. 2017 Member Fees: Retired President Membership
  - It was discussed about lower pricing for Agencies and adding Maintenance Membership costs. It was discussed about looking into doing a flat rate per Agency and eliminating Professional with Agency Membership. In order for this change to proceed, the By-Laws have to be edited. We will discuss Pros and Cons next year.
  - Jason spoke about having our Past Presidents be Honorary Members to keep them involved with ORPS and Conference. This will be added to the By-Laws.
- j. 2019 Conference Bids
  - Jason stated that these will go out in May. Patty will mail out packets to the cities.
- k. 2017 ORPS Board Elections & Possible Constitutional Changes
  - Sue Wood stated that she would like nominations from each Board Member for Board Officers.

#### Officer Reports

- President Jason Olsen- we will be meeting in Edmond toward the end of June
- Past President Sue Wood- we need new By-Laws in Board folders
- President Elect Chris Griffith- no report
- Trustee Updates- no report
- VP Updates- no report
- Committee Updates- Cody Penner will have award packets sent out in June. There will only be one Young Professional and one Distinguished Service Award this year.

#### New Business

- Kathleen Fitzgerald (guest) spoke about the Oklahoma Senior Games. She provided a schedule of the events. They will take place in September and October. She would like to have training facilities across the state. She asked the Board if they would like to sponsor the Sooner Games for \$1200. The Board agreed that they could not help financially but the Sooner Games will be put on the ORPS website and email out to members.

#### Adjourn

- Thor Rooks motioned to adjourn; seconded by Chris Griffith.