

# Colorado Parks and Recreation Association

## Board Meeting Agenda

---

Date: Friday, December 19, 2008

Time: 10:00am-12:00noon

Location: REI Flagship Store, 1416 Platte St, Denver, 303-756-3100

GPS Coordinates (in case you were wondering): 39\* 45.383'N, 105\* 00.55'W, WGS84

**I. Call to Order, Welcome and Introductions** – Scott Ledin, President called the meeting to order at 10:16am

*Voting members in attendance:* Scott Ledin, Kurt Carlson, Ben Valdez, Curt Sloan, Mike McDonnell, Claudine Low, Rachel Wysuph, Ture Nycum, Bobby Warner, Betsy Sweet, Tom Hoby, Larry Manchester (by phone)

*CPRA Staff Members:* Stephanie Stephens, Ashley Perillo

**II. Additions to Agenda** - None

**III. Approval of August 15, 2008 Minutes** – Motion to approve made by Kurt, seconded by Scott. Minutes passed as submitted.

**IV. Discussion of November 14 Board Retreat and stated goals**

**Committees-** Scott recommended forming 6 committees- Sponsorship, Membership, Commercial Membership, Resource Center, Professional Development and a Birthday Committee. A sign up sheet was passed around. Everyone was asked to sign up for two of the committees. There was discussion at the Directors Section meeting about where commercial members fit in. The Commercial Membership committee will look into this issue.

**Term Limits-** Stephanie will bring models from other states to see if it makes sense to extend the term limit length. Scott & Stephanie attended a roundtable discussion at NRPA Congress and found that CO was one of the only states that has 1 year term limits. Tom stated that we need to look at our recruiting procedures and would like more definition on the advisory council & board. Scott recommended that sections turn in their budgets to CPRA in August before new reps take over in September.

Ture asked if Small Communities & Western Slope sections should officially combine. Larry pointed out that it poses some challenges. They would need to make meeting locations as logistical as possible for everyone. There is currently a lot of overlap in preparation of the Spring Summit. Discussion will be held within both sections.

**V. Financial Reports** – Ben Valdez, Treasurer

**A. Summary Report:** Stephanie reported on the 2008 budget. Budget short falls for 2008 were the Byline-severed contract due to low advertising (loss of \$2,000). Bank card charges- continue to increase (\$3,000 more than budgeted). Annual Conference- food costs continue to increase (cut out a meal to save money). We're looking at changes to the overall schedule. RFD- attendance has decreased over the last few years. All of the sections hit their budgets!

### **CPRA Mission:**

*CPRA is a non-profit education and advocacy organization whose members are dedicated to maintaining and improving our quality of life through parks, recreation and leisure opportunities.*

*Our Core Values include: Stewardship, Advocacy, Collaboration, Inclusiveness and Learning*

- B. **2008 End of Year Projections:** To balance the budget- we've got a \$5,000 CD that matures in December, we could cash it out or just take the hit. Stephanie indicated that the cash flow is fine. Tom recommends cashing out the CD. Kurt makes a motion to cash the CD out, Ben 2nds the motion. Motion approved.
- C. **2009 Proposed Budget:** Ben reported on the 2009 budget and thanked all of the sections for stepping up to help balance the budget. Admin cut costs with health insurance, staff travel. New membership software will also save money. Due to the proration of membership dues in 2009, there will be a budget shortfall of \$15,000 in dues revenue. Two options were presented to help make up the difference-increase membership dues or increase membership numbers. Scott motions to raise membership dues by 10%, to help offset the revenue loss, Kurt 2nds. Motion approved. Scott will draft a letter on behalf of the board. Ashley will send it out to all members with their renewal notices.
- Ben moves to accept the 2009 budget as presented. Mike 2nds the motion. The 2009 Budget accepted as presented.

## VI. Informational Items

- A. Score Card Update, Stephanie Stephens  
Continuing to gather information to update scorecards. Updated information to be presented in February.
- B. Membership Update, Ashley Strickland  
New member lists emailed to section representatives along with the CPRA master calendar of events and other informational items. Ashley asked that section reps get in touch with their new members by January 16.

## VII. Action Items

- A. Continuation of Executive Director Contract, Scott Ledin, President  
Scott, Kurt and Dody met with Stephanie yesterday to do her performance evaluation. They recommended a 2% cost of living raise. Scott moved to adopt the Employment Agreement between Stephanie Stephens and CPRA. Ben 2nds the motion. Motion approved.  
Tom recommends to the Board that they look into extending the ED's contact to a multi year contract vs. a single year contract.
- B. Acceptance of 2009 Budget, Ben Valdez, Treasurer – see above
- C. Contract for new Membership Management System, AVECtra, Larry Manchester, President Elect  
The CPRA Staff has researched 3 different membership management system. AVECtra is a better product and more user friendly for both the members and staff and will also save money. Larry moved to enter into a 2 year contract with AVECtra. Mike 2nds the motion. Motion approved.

## VIII. Reports

- A. Officers, Sections, Committees, Staff  
**Aquatics, Betsy Sweet-** VGB law goes into effect today. No agencies to her knowledge are closing pools. They will keep operating on "good faith efforts" and keeping paper trails. NRPA continues to recommend contacting your legislators. CPRA will add information to the website. Some agencies are educating staff with a position statement.

### **CPRA Mission:**

*CPRA is a non-profit education and advocacy organization whose members are dedicated to maintaining and improving our quality of life through parks, recreation and leisure opportunities.  
Our Core Values include: Stewardship, Advocacy, Collaboration, Inclusiveness and Learning*

**CARA, Bobby Warner-** Looking into adding a CEU session to a meeting, possibly two. The section is developing a new member pamphlet. Bobby reported that three large members will become inactive in January for not making the minimum number of meetings as stated in their Bylaws. There have been discussions about reducing the amount of meetings.

**Directors Section, Tom Hoby-** Directors Section met yesterday and decided to increase dues in 2009 to \$35 for the first staff and \$15 to any additional staff who would like to be part of the section. They developed two goals- to offer 2 educational sessions at the annual conference and offer the leadership forum again. Tentative dates are in May at the Hotel Colorado. They're also looking at the Lifetime Achievement / Dedication Award and what is the value of membership within their section.

**Western Slope, Ture Nycum-** The section has a meeting in February to discuss the Midwest regional Conference in April. Looking at offering different educational tracks and an equipment demo day.

**CTRS, Rachel Wysuph-** Currently working on 2009 goals. They'd like to increase the number of students becoming a CTRS major and getting them excited about TR. Also working on developing an Accessibility Guide as a resource for the website.

**CASC, Claudine Low-** They had 50 people attend the holiday gathering a few weeks ago. Their area reps are determining the areas they will represent. Awards committee thinking about using the member spotlight in the Byline as a nomination for their annual awards. The section is looking into possibly combining their annual conference with CPRA's in 2010.

**Mike McDonnell-** Be sure to get the new version of the CEU form from the CPRA Office or from the website. The entire form must be completed or the session will be denied of CEU's. He's excited to host the June 26<sup>th</sup> meeting at his place, will offer water skiing as an activity after the meeting!

**Parks, Curt Sloan-** 31<sup>st</sup> Annual Parks Spring Workshop is in March. Working on getting Ron Williams to be the keynote speaker and also working on offering 9 educational sessions at the workshop. Equipment Demo Days will be FREE to all attendees on June 12 in Highlands Ranch.

**Ben Valdez-** Thanked everyone for helping balance the 2009 budget. Please keep him informed of any issue that may arise.

**Larry Manchester-** Check the NRPA website for the nomination form for the Midwest Regional Awards. Awards will be presented at the conference in April in Grand Junction. A great way to recognize someone local!

**IX. Announcements - None**

**X. Adjournment – Motion to adjourn made by Scott, second by Kurt. Meeting adjourned at 12:15pm.**

---

---

**Enclosed for your review / Items to bring with you to the meeting:**

- Minutes of August 15, 2008 Board Meeting
- Review of November 14 Board Retreat and stated goals
- Board Action Requests listed under Action Items above
- 2008-2009 Meeting Schedule
- Proxy Form

**CPRA Mission:**

*CPRA is a non-profit education and advocacy organization whose members are dedicated to maintaining and improving our quality of life through parks, recreation and leisure opportunities.*

*Our Core Values include: Stewardship, Advocacy, Collaboration, Inclusiveness and Learning*