

**NORTH CARROLL RECREATION COUNCIL
PROGRAM MEETING MINUTES**

**March 9, 2022 – 8:00PM
North Carroll Senior Center**

I. Meeting Attendance:

Executive Board Members: A. Kiler, T. Leatherwood, J. Miller, H. Sprinkle, R. Wagner, P. Zito
Members: N. Ervin, J. Heslen, A. Louey, M. Muller, C. Piper, E. Piper, J. Otto, C. Shaefer, C. Yowell
Community Coordinator: M. Artista
CCRP: B. Kishter

II. March 2022 Program Meeting: Meeting is Called to Order by President Kiler at 8:04 p.m.

III. February 2022 Program Meeting Minutes: Motion to Approve – CS & CP

IV. February 2022 Treasurer’s Report: Motion to Approve – PZ & JM

01/01/2022 –

02/28/2022:	Receipts:	\$488,728.68
	Disbursements:	\$503,614.81
	Net:	\$ 14,886.13

02/28/2022:	Assets:	\$423,444.13
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Port-a-pot s will be field placed by March 15th. If you are on a field and do not see a Port-a-pot, please contact Rich Wagner. If you have a larger event during your season and know you will need additional facilities, please let Rich know.

V. March 2022 Community Coordinator’s Report:

- Nothing to report
- Brief conversations re: soccer (date correction) and FH UOFs
- Regarding the Electronic Newsletter sent out by Becky Kishter bi-weekly:
 - For 03.31.2022, look for the e.mailed request around 03.18.2022; info due to Maria on 03.24.2022
 - For 04.15.2022, look for the e.mailed request around 04.03.2022; info due to Maria on 04.09.2022
 - Please format it in the following style (This is just an example - just replace information for your group):

NCRC - Manchester Baseball: SPRING 2022 registration is NOW OPEN for all ages 3 - 18. Manchester Baseball’s home field is at Christmas Tree Park. Cost: \$55.00 per person. Register online at www.?????.org by March 31, 2022. Questions email baseball@example.org.

VI. March 2022 Parks and Rec Report: Becky Kishter

- Fields open March 15th. The mowing schedule will be provided as soon as Facilities puts that plan in place. *(Added by AK: Mowing schedules are not usually flexible but if you wish to request a different day, please contact President Kiler who will reach out to Lisa Carroll.)*
- Reminder: Pesticides and weed killer are not permitted on any county fields (this includes CCPS fields).
- COVID19 update – masks are now optional use in schools.
- UOF with schools & County locations: programs cannot just have a blanket request. Requests need to be unique to what is going on (Practices, Games, Tournaments, etc.) with dates and times defined. Your permit for your program practice and games for the season does not cover a tournament or other unique activity your program may be hosting.
- NO BOUNCE houses allowed unless the company you are renting from is paying a person to operate. They cannot be operated by our volunteers (Per Risk Management) and the Department must be notified in advance.
- Outside vendors are not permitted on County property or in our parks without the approval of the manager/department, example food trucks. If you are requesting a vendor/food truck attend one of your events, be sure to have a contract or MOU in place. The standard is the program receiving 10% of the sales. Your Community Coordinator must be notified, you can get the department's standard contract from them if needed.
- Fliers/Advertising that is distributed (even electronically) must display the Recreation Council logo, or acknowledge the Rec Council, have current the R&P logo AND the current ADA statement (using standard font 12 point). As a reminder, fliers need to be approved by the Council's full-time staff person which attends the meetings BEFORE distribution. Flier templates were distributed to each Rec Council, contact Comm. Coordinator if needed again.
- 50th Anniversary Celebration has been replaced with a Family Fun event...more info to come, however it's Friday July 15th at the Carroll County Sports Complex. Rec Council programs are invited to set up a table for information (5-9pm). Contact Laura Tawes if interested ltawes@carrollcountymd.gov
- Youth Fishing Rodeos (free): April 24 at Westminster Community Pond and May 22 at Krimgold Park, 8am-12pm with awards shortly after.
- Running a Summer Camp or Clinic and have not turned in your request yet? Deadline for the Summer Guide publication is March 15th. As a reminder, all camps of any kind must run through the Dept. of Recreation and Parks (not through a Recreation Council).
- Inclement Weather Program Cancellation change: At the last FARC meeting it was recommended and agreed upon that moving forward, when Carroll Co. Schools close/close early or cancel all evening programs held in their buildings, Rec & Parks programs may still be held if they are meeting at a private, non-county location AND the Snow Emergency Plan (SEP) for Carroll County has not gone into effect. Once the SEP is in effect, all programs are canceled for that evening.
- Please remember that your Community Coordinator is paid staff at the Department and is the Rec Council's first line of contact for any and all questions, concerns or requests. If he/she is unable to answer you directly, they will reach out to their designated fulltime liaison in the office. This allows communication to flow much more smoothly into the department as needed, and more importantly allows them to perform their job efficiently and stay informed of Council happenings. In addition, this communication flow eliminates many issues the department often experiences, lessening "wires being crossed" with who's handling what, and who you should expect to hear back from.
- The Community Foundation of Carroll County (CFCC) declared the 2022 scholarship season open with the launch of two new online common applications. 1) For academic, sports and students with special circumstances with a deadline of May 1st; and 2) for 4-H and FFA participants with a deadline

of July 1st. More than 55 scholarships are available to graduating high school seniors, and at least a dozen are also open to students already in college. The benefit of the online common application is that students no longer need to fill out a separate paper application for each opportunity. By completing one online application a student will be shown a list of the scholarships for which they are eligible, based on answers to questions such as GPA or high school they attend. Then the student would be asked to supply specific information to complete the process. Follow this link for the common online scholarship direct link; or visit WeAreCarroll.org. Scholarships can be used for attending college or trade school, and there are several specifically for students already enrolled in college or graduate school.

VII. March 2022 President's Report:

Old Business:

- COVID-19 Update:
 - See above
- NCHS:
 - Town Hall Meeting – Held on February 21st. No new information. Still seeking confirmation of tax credit billing and designation. BK questioned TL about invoices and TL confirmed Fall/Winter programs had not been invoiced and Spring/other programs could be invoiced but all rates, etc, are mostly set via verbal agreement. No invoices have been submitted to the County for towards the tax credit to TL's knowledge or the NCRC Board's knowledge.
 - AK added the following advice. Programs should pay invoices which are presented to them by the owners of the property. If there is a statement that implies the "payment" will come from the tax credit, earmark money in your program account to cover said expense just in case.
 - The baseball diamond has been rented out to a group outside NCRC and usage is confirmed through July. That would indicate no plans until then to change the outside fields until at least July.
 - BK asked if there was a system tracking usage. TL is still our contact for reserving space at the NCHS complex. She stated she could easily gather the information for the NCRC programs. There is also a calendar being used, to which TL has access but that includes all users, not just NCRC.

New Business:

- Required Documents/Content for websites and Fliers:
 - See above and reference the NCRC website for templates, etc. HLS can assist if needed.
- Christmas Tree Park Update:
 - The Town of Manchester has been concerned about the aesthetics of the park. They agreed to reduce the size of the dumpster which sits at the entrance and to relocate it to a less obvious place. Football will use the park and is responsible for maintaining its impact. If the dumpster adjustment does not work, the Town wants to hear from the program. If the illegal dumping decreases the Town will make the dumpster placement more permanent (concrete pad and fencing)
- If a program is holding an event, please be sure the UOFs and COIs are correctly done. If the name of the event indicates an outside organization is the organizer of the event, the UOF and COIs need to include that entity. If you are hosting an event which happens to have a collection of participants from an organization (a league, etc.), be sure the event name does not indicate that entity as the organizer or the liability and insurance coverage we hold will not be in effect.

- (Sorry to use a different example than the one AK used. I do not have the names of the wrestling organization.)
- NC Girls Lacrosse Winter Lax Bash would be a better name than MYLA's Winter Lax Bash hosted by NCGL. (Of course, if MYLA is the organizing party, they will need to hold the UOFs and provide the COI.)
- Stone Alley Program Payments – There are ongoing concerns regarding the delay between monies paid by program participants and the depositing of said monies into program accounts. Deposits have been delayed even longer than 90 days. The Executive Council discussed the programs' concerns and RW, NCRC Treasurer, will ask Stone Alley to make monthly deposit (much more frequent than the current schedule). RW will include those amounts in the monthly reports he sends to program directors. Note: On a case-by-case basis, if there is income to a program pending from Stone Alley and there is a purchase a program needs to make, RW can confirm the income and cover the check from the NCRC account until the program monies are officially deposited. Please communicate with RW.

VIII. Committee Reports:

- Fields – No report was given. Fields are available March 15, 2022.
- Grievance – None to report
- Membership: 1,990 up from 1,961 in January
- Scholarship – Applications are open and due April 15, 2022

IX. March Individual Program Coordinator's Report: (Programs in bold presented/sent reports.)

NCRC Sponsored	
1. Manchester Baseball	10. Colts Football and Cheer
2. Manchester Wrestling	11. Striking Cobra (Martial Arts)
3. NC Hotshots Softball	12. NCRC Tennis
4. NCSC Soccer	13. NCRC Golf
5. NCRC Field Hockey	14. NCRC Adult Volleyball
6. NCRC Lacrosse (Boys)	15. NCRC Youth Volleyball
7. NCRC Lacrosse (Girls)	16. Summer Playground
8. GONZO Lacrosse	17. Accelerators Track and Field
9. NCRC Basketball	18. NCRC Yoga
	19. NCRC Pickleball

X. Open Discussion: None

XI. Adjournment: The meeting was adjourned at 8:53 p.m. (CS & JM)