

West Carroll Recreation Council Meeting Minutes, August 11, 2024

Members Present

- Stephanie Clavell
- Marie Bitzel
- Carrie Ames
- Jenny Hobbs
- Penny Rockwood
- Eric Myers
- Kyle Myers
- Nicole Boyer
- Allison Baugher
- Kevin Wilson
- Brian Melody
- Will Ames
- Becky Kishter

Meeting Call to Order – Stephanie C. (President) called the meeting to order at 7:03 pm in the New Windsor Community Room.

Secretary's Report – We reviewed the minutes from the July meeting. Marie Bitzel made a motion to approve the minutes with amendments and Carrie Ames seconded the motion. The minutes were approved by unanimous consent.

President's Report – Stephanie C. provided the following update...

- Rec Council Audits are due and need a list of all board members
- Severe Weather Policy was reviewed
- Next FOCRCP not too much to report. Looking to nominate volunteer of the year and Hall of Fame due 9/1
- Next TAA meeting is September 11

Vice-President's Report – Marie Bitzel provided the following update...

- Nothing to report

Treasurer's Report – Carrie. provided a report for July 2024 ending balance was \$40,110.48 on July 31, 2024. Jenny Hobbs made a motion to approve the report with a second from Kevin Wilson. The report was approved by unanimous consent.

County Rep Report – Becky Kishter. provided the following update:

- Updated Volunteer List 8/2/24.
- Keep in mind the Heat Advisory for any outdoor programs and follow the Standard Op Procedures for severe weather.
- Hall of Fame & VOY submissions were sent to Presidents this week, be sure to get yours in, 3 HOF for 2024 will be chosen.. Event is Thursday, 11/7/24 @ Charles Carroll Comm. Center, 6:30pm.
- Halloween Trail & Treat – Vendors Needed for Friday, Oct 25, 6-8pm at Charles Carroll Comm Center – contact Jamie Noel at jnoel@carrollcountymd.gov or 410-386-2103.
- CCPS newsletter/email blast: there is a new process in place moving forward, discussed at recent FOCRCP meeting:
- The community coordinator will request information from their recreation council.
- The community coordinator will forward the council information to their department liaison in a Word document by the 10th and 25th of each month.
- The department liaison will review content and modify it as needed (Reminder: a short description of the program, dates, times, etc., is appropriate for the current season. Any history, adult information, fundraising, or program mission will be removed. Programs may direct readers to their webpage for that type of information).

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- The department liaison will forward to the department marketing person to create the newsletter.
- Marketing will forward to department staff for proofreading.
- The bureau chief will forward it to CCPS for distribution.
- To remind you, no pictures, logos, etc, will be included.
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- In order to close out the fiscal year, May - June volunteer background checks are due by July 15, 2024.
- August 29th, 6pm, is the date of the next volunteer training. You must register. The tentative location is the 911 training center; however, will be moved to a different location for low registration.
- Annual numbers requested and due August 30, 2024.
- Annual revenue/expenses/paid contractors – due August 30, 2024.
- Will Brozy emailed Self-help applications which are due no later than September 7th to Will. This is a reminder that all presidents must sign the application, and you need three quotes. This is a new form from last year. Meeting is 9/25/24.
- Annual Accreditation emailed 7/12/24, completed and signed document due September 15, 2024.
- LGIT Internal Audit notification email sent 8.8.24 – document due September 15, 2024.
- Youth Mental Health First Aid training – Space is limited, FREE to our staff and volunteers.
- Oct. 9, 8:30 am-4:30 pm at the Charles Carroll Community Center, lunch provided.

Area Coordinator Report – Penny R. provided the following update:

- NWMS booked for Soccer pictures
- FSK booked for Cheer
- FSK booked for Lacrosse clinics
- Need dates from Wrestling to book FSK

Waiting on half the programs to get information for the annual report to the County.

NW Liaison Report – Eric M. provided the following update:

- Nothing new-will be checking the funnel cake stand with Brad.

UB Liaison Report – Brad P. provided the following update:

- Nothing to Report

TT Liaison Report – This position remains open on the Executive Board. <Person1> provided the following update:

N/A

Program Reports: The following programs provided updates:

- N/A

Old Business –

- N/A
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New Business –

- Memorial Park expansion is on hold because SHA (State Highway Admin) denied easement access.

Wrap Up/Announcements – Marie made a motion to adjourn at 7:20 pm and Jenny seconded. Our next meeting is scheduled for Monday, September 9, 2024 @ 7:00pm at the New Windsor Community Center.

Respectfully Submitted – 2024 WCRC Secretary, Jenny Hobbs