

West Carroll Recreation Council Meeting Minutes, June 12, 2023

Members Present

- Stephanie Clavell
- Sandy Sullivan
- Jenny Hobbs
- Brad Rockwood
- Penny Rockwood
- Becky Kishter
- Alison Baugher
- Michelle Campbell
- Erin Olson
- Kevin Wilson
- Brian Melody
- Steve Keeney

Meeting Call to Order – Stephanie C. (President) called the meeting to order at 7:04 pm in the New Windsor Community Room.

Secretary's Report – We reviewed the minutes from the May meeting. Brad Rockwood made a motion to approve the minutes and Steve Keeney seconded the motion. The minutes were approved by unanimous consent.

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

- Need to put liners in trash cans in the parks per County Rec & Parks.
- Need to rewrite bylaws to match County fiscal year.

Treasurer's Report – Sandy S. provided a May/June 2023 report with a balance of \$49,310.34. The funnel cake stand was successful for the programs that partook in running it at the New Windsor Carnival. Each night brought in around \$1,225 for those programs. Sandy attended the scholarship ceremony at FSK and represented the WCRC board to hand out the WCRC scholarships. This year's recipients were Sierra Rose and Gabrielle Stine. Steve Keeney made a motion to approve the report with a second from Brad Rockwood. The report was approved by unanimous consent.

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

- Becky provided a lot of information to the board and will be sending all of this information in an e-mail (See attached details to these minutes on that information).
- Approved Background Check list has been updated and it was sent out on 6/6/23

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

- Booked use of facilities for the following:

<u>Program</u>	<u>When</u>	<u>Where</u>
Cheer	August	FSK
Soccer	Fall	Northwest Middle
Field Hockey	August & September	Bark Hill Park
Rugby	August & September	Bark Hill Park

- Schools stopped sending flyers. They are doing a monthly email with all rec council information in.

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

- N/A

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

- The UB meeting was the same night at WCRC meeting but did inform the town of all WCRC programs.
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TT Liaison Report – This position remains open on the Executive Board. <Person1> provided the following update:

- Stephanie- TAA working on getting lights for the softball fields at Taneytown High School/Roberts Mill Park. They are expected to contract for them in fall 2024. Would like to see what the cost is and what grants cover these lights for other opportunities for other fields.

Program Reports: The following programs provided updates:

- **Basketball**-Kevin Wilson introduced Erin Olson to the WCRC board as the new president of basketball. He has known her for 7 years, she was the one who got everyone registered, she has done more than what that job was including webmaster for 3 years and uniforms. Kevin Wilson motioned to accept Erin Olson as President of Basketball Sandy Sullivan second the motion. The motion was approved by unanimous consent.
- **Field Hockey**- program is growing. Clinic only had 3 girls last year, this year has 15 girls. Spring program has ended. The Summer youth program will run 3 weeks with off site competition. 4 graduating seniors this year
- **Adult Volleyball**- A lot of confusion with all of the blackout dates. Also, a new door policy at the school. The door can't be blocked open so someone has to stand there and let players in.
- **Softball**- Allstar games coming this week. End of season tournament was last weekend
- **Cheer**- 45 are signed up for fall
- **Football**- has a wait list.

Old Business –

- Steph- We are working on the bylaws & coordinator handbooks.

New Business – The funnel cake stand needs repairs. Suspensions can't handle the weight of the trailer because block is loose. Stephanie said the cost to repair to weld steel blocks would be \$55 for labor and \$40.82 for parts to fix the suspension. Brad Rockwood motioned to make the repairs for the suspensions and Sandy Sullivan 2nd the motion. The repair was approved by unanimous consent

Other opportunities to make money with the stand include:

- Becky K said The Sports complex (no water or electric)
- Alison said this fall at Baugher's orchard
- 6/23 Freedom park has an event and would like to have the stand if it can be transported there.

We do need access to water & electric to run the stand.

Wrap Up/Announcements – Brad Rockwood made a motion to adjourn at 8:31pm and Penny Rockwood seconded. Our next meeting is scheduled for Monday, July 10, 2023 @ 7:00pm. The current plan is to hold the meeting in person at the New Windsor Community Center.

Respectfully Submitted – 2023 WCRC Secretary, Jenny Hobbs

From: Kishter, Becky

Sent: Wednesday, June 14, 2023 11:55 AM

To: smwc21787@gmail.com; Sandra Sullivan; Jenny Hobbs; Eric Myers; dbplumbing63@gmail.com

Cc: Penny Rockwood

Subject: Meeting report 6/12/23

Hello WCRC Board Members,

Below was my report at the meeting last Monday, June 12th:

- Hall of Fame/VOY nominees to Lisa – not too soon to think about or complete.
- Reminder: all Summer Camps/Clinics, at cost or free, are required to run through the Department directly via application, no camps/clinics should be run through the Rec Council.
- Approved Volunteers updated 6/6/23. Lisa will be providing a monthly invoice for Cost-Recovery listing individuals submitted for background checks, by Rec Council.
- Reminder: Athletic field permit holders shall not apply fertilizers, additives for weed control, or any other chemical to grass fields without the written approval from the County. All efforts must be in accordance with Maryland's Lawn Fertilizer Law.
- Charles Carroll Community Center opening recently updated as anticipated end of June as they work through the final stages.
- Reminder: Advertising programs -
 1. The Department no longer puts printed fliers in Council's home schools. We send out a newsletter to the schools on the 15th and 30th of the months when school is in session (will pick back up in August); this is a county-wide distribution. Info to Penny.
 2. All fliers for the Council and programs must be approved by the Department before publication and distribution. All fliers must have the Recreation & Parks logo, County's ADA Statement, and the logos for Recreation Council and program. The program may pay to have this flier printed and placed in any library and in their home schools. Schools may leave them in the lobby, usually on a table. Schools will not post information on a bulletin board and will not send fliers home with the children.
 3. Step-in signage for programs are only to be placed in your local community. As an example, Freedom Area Recreation Council would never be placing a sign or banner in the North Carroll Recreation Council area.
 4. Facebook and community online boards – no restrictions for this type of advertisement.
 5. Banners on fences etc. can only be placed for the season. Permanent banners or signs may not be placed on County owned property.
- Filing Taxes update:
 1. The Department will be moving forward with a group exemption approval from the IRS, need to submit your EIN number to Lisa no later than June 6, 2023. Copy Becky on email.
 2. Your council's fiscal year must reflect the fiscal year of the County and the FoCRP, which is July 1–June 30. If your By-laws state something other than the July 1-June 30, a vote to amend the By-laws will need to be made.
 3. Programs within Councils that hold their own check book/bank accounts - for these programs to be included under the group exemption they all must use their parent Recreation Council's EIN. They are not permitted to use the County's EIN. Those programs with their own EIN either need to switch to the Council's EIN or understand that they will need to file their own taxes independent of the Recreation Council, which they may already be doing.
 4. Hold off on any action regarding the filing of taxes and wait for direction to come from the Department of Recreation and Parks.
- Starting July 1st, we have 4 locations running a "Carry Out Trash-Free Parks" pilot program where trash cans will be removed, and visitors will take their trash with them when they leave or use a dumpster should one be on site. Facilities will be putting signage up at these locations. R&P will send out a GovDelivery – when the signs are up. The 4 areas include: Westminster Community Pond, Double Pipe Creek Park, North Carroll Community Pond, and Landon C. Burns Park.

cc: Penny Rockwood, Community Coordinator



Becky Kishter, CPRP

Sports Complex Manager

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“Connecting people, parks and programs in support of a strong, healthy community and natural environment.”

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