

2008 RECREATION SECTION BOARD MANUAL



Wisconsin Park & Recreation Association

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WPRA RECREATION SECTION BOARD 2008

Past -Chair 06, 07, 08

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Chair 07, 08, 09

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Chair Elect 08, 09, 10

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Secretary/Treasurer 07, 08

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Region 2 Representative-07, 08

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WPRA Board Liaison

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RECREATION SECTION 2008 MEETING SCHEDULE

Westside City Services Building
2598 West Main Street
Sun Prairie, WI

***SILVER STAR AND
SECTION AWARDS JUDGING**

Friday, January 25 Sun
Prairie 10:30 A.M. – 12:00 P.M.

Friday, February 15 Sun
Prairie 10:30 A.M. – 12:00 P.M.

Friday, March 14 Sun
Prairie 10:30 A.M. – 12:00 P.M.

Friday, April 18 Sun
Prairie 10:30 A.M. – 12:00 P.M.

Friday, May 9 Sun
Prairie 10:30 A.M. – 12:00 P.M.

Friday, July 18 Noah's
Ark 10:00 A.M. – 11:30 A.M.

Friday, August 15 Sun
Prairie 10:30 A.M. – 12:00 P.M.

Friday, September 19 Sun
Prairie 10:30 A.M. – 12:00 P.M.

**Wednesday, October 1* Sun
Prairie 10:30 A.M. – 12:00
P.M.**

Friday, November 7 La
Crosse TBD

Friday, December 19 Sun
Prairie 10:30 A.M. – 12:00 P.M.

Sun Prairie Meeting Room

2007 Accomplishments

- ✓ Continued to build and sustain Recreation Section Membership.
- ✓ Sustained high standards for workshop and educational sessions.
- ✓ Maintained close working relationships with other sections and committees.
- ✓ Sustained outstanding section board member work efforts and accomplishments.
- ✓ Evaluated times and length of sessions and number of sessions competing against other sections for state conference.
- ✓ Continued to create enthusiasm and interest in running for and serving on Rec Section.
- ✓ Worked with youth leadership workshop to foster continuation and growth under resection leadership.
- ✓ Youth Leadership Workshop became a sub-committee of the Recreation Section. The sub-committee is made up of members and a board member of the Recreation Section.
- ✓ Put together an excellent slate of educational sessions for the 2007 Spring Workshop and 2007 Annual Conference and Trade Show.

2008 Recommendations *(prepared by Brett Altergott, 2007 Chair)*

Work with the newly established Youth Leadership Workshop sub-committee to continue to provide an exciting cost effective summer leadership-training workshop for our membership staffs in at least three locations throughout the state.

- * Continue with established partnerships with Parks and Therapeutic sections in offering the spring workshop for all three sections with a central location that would not normally be a annual conference site such as resorts and smaller cities.
- * Continue to create enthusiasm and recruit new members to run for vacant recreation section board positions as needed to fill vacant positions for 2009.
- * Work with the conference committee and other sections in continuing to provide cutting edge and quality educational sessions for the Annual Conference and Trade Show.
- * Continue to evaluate and adjust the Silver Star process, categories, and the system used to judge the awards. It is planned that in 2008 Recreation Section Board Members and the Emeritus Section will again judge the awards together.
- * Continue to recognize outstanding efforts and achievements of recreation section members through the annual young professional and professional awards process to be presented at the Wednesday awards luncheon at the annual conference.

- * Hold annual recreation section board meeting at the annual conference and promote membership attendance.
- * Maintain communication to membership by keeping recreation section web site information current and forms accessible for member convenience.
- * Continue to encourage use of the WPRA website to access Recreation Section information.
- * Use the financial resources available wisely and continue to set high standards of excellence in all section and committee areas.

WPRA Recreation Section Board Sub-Committees

Budget

Chair: Lori Williams
Members: Jeff Skoug

Finance, Fund Raising & Promotions

Chair: Marcia Biese
Members: Tom Klug

Nominating

(Vacant Positions)

Chair: Brett Altergott
Members: Jeremy Crees
Jacob Tisue

Rules of Order

Chair: Lori Williams
Members: Brett Altergott

Section Awards

(Region Reps)

Chair: Marcia Biese
Members: Jacob Tisue

Spring Workshop

Chair: Jeremy Crees
Members: Brad Gilbertson

Conference

Session Chair: Brett Altergott
Members: Jeff Skoug

WPRA Recreation Section Board Sub-Committees

BUDGET

Chair: Lori Williams
Members: Jeff Skoug

Goals:

- Keep the Recreation Section Board expenditures within this year's adopted budget
- Prepare a budget for the Recreation Section for the next fiscal year with revenues in excess of expenditures

Calendar:

January: Review the budget of the current fiscal year with new Sub-Committee members and begin discussing ideas for the next fiscal year.

April: Review potential budget changes for the next fiscal year and present proposed budget to Board for approval.

May: Submit final Recreation Section Budget to the WPRA office by the end of the month.

November: Present the next fiscal year's budget to the general membership at the annual Park Section meeting.

December: Present a summary of revenue and expenditures of the current budget and recommend future changes. Make necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next years Manual. Pass on files to next year's chairperson (Chair-Elect).

WPRA Recreation Section Board Sub-Committees

FINANCE, FUND RAISING & PROMOTIONS

Chair: Marcia Biese
Members: Tom Klug

Goals:

- Provide updates on the current financial status of the Recreation Section
- Promote WPRA, the Recreation Section, and the various programs of both
- Generate additional revenues to be applied toward Recreation Section events and educational opportunities
- Develop a quarterly article to be printed in the WPRA's Impact Magazine. Deadline Dates: Feb.1 (Spring), May 1 (Summer), August 1 (Fall), Nov.11 (Winter)
- Ensure that Recreation Section information is kept up to date on the WPRA Website.

Calendar:

- January: Develop a fundraising campaign. Identify where funds will be used. Report the Section's financial status.
- February: Develop a marketing plan for the fundraiser. Report on status of all fundraisers including quantity, revenues and expenses. Prepare to fundraise at the aquatic seminar. Report the Section's financial status.
- April: Distribute information to all region representatives to present at their respective meetings. Report the Section's financial status.
- May: Sell! Sell! Sell! (at Tour)
- August: Report status of all fundraisers including quantity, revenues and expenses. Determine what fundraiser if any, will be implemented at the annual conference. Determine if the section will be distributing a conference favor. Solicit ideas on the type of favor. Report the Section's financial status.
- September: Develop a list of basket ideas for the annual conference raffle. Solicit sponsorship of baskets. Try to have at least 5 baskets for the raffle. Bring samples of conference favor for board approval. Report the Section's financial status.
- November: Promote, Sell (at Conference). Provide Budget report for Annual business meeting at conference.
- December: Report on status of all fundraisers, promotions, including quantity, revenues, and expenses. Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next years Manual. Pass on file to next years Committee Chairperson.

WPRA Recreation Section Board Sub-Committees

NOMINATING (*Vacant Board Positions*)

Chair: Brett Altergott
Members: Jeremy Crees. Jacob Tissue

Goals:

- Prepare a slate of candidates containing two nominations for each open office.
- Promote and encourage professionals in the Section to accept a nomination

Calendar:

January: Review vacant offices for next year: Chair-Elect, Sec/Treas, Region Reps, and At-Large Reps

February: Make a list of potential candidates and make phone contacts.

April: Ask each Region Representative to assist in finding nominees for the vacant board positions. Send a “call for nominations” to section members.

August: Nomination deadline to appear on ballots is August 15th. Present final ballot to Board for approval. Mail ballots by August 31st.

September: Ballots are due no later than September 15th. Tabulate and report results to the Recreation Section Board. Inform WPRA immediately after winners are selected. All winners and other nominees must be notified no later than 10 days prior to the beginning of the annual conference. Send letters of congratulations and invite winning candidates to Annual Meeting and December Section Meeting.

November: Announce new officers and Region Representatives at the Annual Recreation Section business meeting.

December: Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next years Manual. Pass on file to next years Committee Chairperson (Past Chair).

WPRA Recreation Section Board Sub-Committees

RULES OF ORDER

Chair: Lori Williams

Members: Brett Altergott

Goals:

- Review, update and distribute Recreation Section Members Handbook (work with WPRA Office Staff)
- Review, update, and distribute Recreation Section Executive Committee Assignments and handout
- Review and propose updates to the Recreation Section By-Laws

Calendar:

January: Distribute and review Executive Committee Assignments and handout member's handbook and by-laws. Initiate updates of all materials. Explain procedures for signing contracts, mileage, purchasing and other responsibilities. Solicit changes in by-laws if necessary.

August: Present and propose by-law changes to Recreation Section for approval. Send proposed changes to general membership and remind them to vote at the annual business meeting.

November: Facilitate vote on proposed by-law changes at the annual business meeting.

December: Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next years Manual. Pass on file to next years Committee Chairperson (Secretary/Treasurer).

WPRA Recreation Section Board Sub-Committees

SECTION AWARDS

Chair: Marcia Biese

Members: Jacob Tissue

Goals:

- Present a format for recognition of an outstanding professional and young professional in the Recreation Section. Goal is to receive at least 4 nominations for both awards.
- Present a format for recognition of outstanding performance in the following possible categories: park projects, use area and facility design. Goal is to receive at least 4 nominations for each potential category.

Calendar:

January: Discuss award categories and names. Discuss potential entry/registration and judging formats. Introduce plans for distributing the entry forms for outstanding performance awards and professional/young professional awards.

February: Finalize plans for award categories, entry and judging/evaluation formats. Finalize plans for distributing entry forms for various awards.

April: Submit forms to the Recreation Section Board for approval. Facilitate the distribution of professional & young professional nomination forms.

May: Solicit at least 4 nominees for the park professional & young professional awards. Mail recreation performance award forms.

September: Bring samples of awards for Board approval. Award nomination and registration forms are due. Present your recommended recipients for each category to Board for approval. Only one winner will be selected for each category. In the event of a tie, the Chair's vote will break the tie. If a member of this Sub-Committee is nominated for an award, another Board Member will be appointed to replace him/her in judging that category.

October: Notify all award recipients by phone and mail. Recipients should also receive a letter indicating what to prepare for conference events, when award ceremonies are scheduled, and if displays and/or presentations need to be made. Send a letter to all other entrants and nominees. Send news releases on winners.

November: Announce award winners at the Wednesday Awards Luncheon at the Conference. Present awards to the winners at the Annual Meeting.

December: Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next years Manual. Pass on file to next years Committee Chairperson.

WPRA Recreation Section Board Sub-Committees

SECTION AWARDS – con't

AWARD HISTORY:

Profession of the Year

2003 –
2004 –
2005 –
2006 –

Young Professional of the Year

2004 –
2005 –
2006 –

WPRA Recreation Section Board Sub-Committees

SPRING WORKSHOP

Chair: Jeremy Crees

Members: Brad Gilbertson

Goals:

- Select a site location for the current year's Workshop and determine Workshop topics.
- Market and promote the annual Workshop to the WPRA membership and other park facilities and professionals.
- Produce a quality educational workshop with revenues exceeding expenditures.
- Evaluate Workshop and provide recommendations for next year's Workshop.

Calendar: (Planning)

'08

August: Select a site for the next year's Workshop. Solicit session topics and ideas.

September: Further discuss session outline and session topics for Workshop. Determine speaker assignments. Solicit sponsorship/exhibitor opportunities (obtain approval from WPRA Office – under \$1,000 or WPRA BOD – over \$1,000). Prior approval is necessary to ensure that we are not over soliciting vendors and exhibitors.

October: Finalize topics, speakers and session outline. Present rough draft of Seminar flyer/registration form for Board review at November meeting & finalize flyer by the 11th of the month to be included in the January IMPACT. Work with Promotion Committee to distribute flyer and promote Workshop.

'09

February: Select catering services for Workshop lunch. Select morning snacks. Confirm speaker assignments. Develop a draft of an evaluation form for participants to complete at the Workshop.

March: Conduct Workshop. Compile evaluation results after Seminar is held.

April: Report evaluation results to Board and provide recommendations for next year. Discuss tentative sites for next year.

May: Announce date and site selection for next year's Workshop.

** December: Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next years Manual. Pass on file to next years Committee Chairperson.

History: 2007 (Chula Vista) 2008 (Chula Vista)

WPRA Recreation Section Board Sub-Committees

CONFERENCE

Chair: Brett Altergott *Past Chair* (** Please review conference committee handout for specific information pertaining to this position)

Members: Jeff Skoug

Goals:

- Review previous year's Conference sessions, including number of sessions, length and response from participants. Consult with Conference Committee on expectations for this year's Conference.
- Develop a list of Conference sessions and assign Recreation Section Members to find speakers and moderate sessions.
- Represent the Recreation Section on the WPRA Conference Committee and attend conference planning meetings regularly. Act as liaison between Conference Committee and Recreation Section

Calendar:

- January: Develop a list of educational topics. Assign 1-2 conference topics to each Board member, each will find speakers related to their topic; send electronic speaker interest form to potential speakers (to be returned to the WPRA Office). Determine amount of money available for Recreation Section through Conference Committee.
- February: Confirm speakers and topics. Submit tentative listing of session titles, descriptions, and speaker names to Conference Educational Session Coordinator by the end of the month. Send electronic speaker interest form to any potential speakers. Report on progress of Conference Committee.
- March: By March 30th, submit the following information to the Conference Educational Session Coordinator (excel chart format): Session Titles, Speaker Name, Phone Number, email, and agreed upon reimbursement amount. All speaker contracts will be handled and collected electronically via the WPRA office. Report on progress of Conference Committee.
- April: Follow up with WPRA office to see if assistance is needed in collecting any missing speaker contracts. Report on progress of the Conference Committee.
- May: Confirm with WPRA office that all speaker contracts are received by May 1st. Report on progress of the Conference Committee.
- June: Pre-Conference Booklet mailing is finalized and sent out to membership.
- September: Assign moderators to all Recreation Section sponsored sessions. Get any last minute session information/changes to WPRA Office as final Conference Booklet is sent to printer this month. Report on progress of the Conference Committee.
- October: Confirm moderators for Recreation Section sponsored sessions. Report on progress of the Conference Committee.
- November: Supervise Conference sessions, assist moderators. Give a brief report at the Section Annual Meeting regarding the Conference sessions. Ensure that thank you letters are sent to Conference speakers following Conference.
- December: Present Conference Budget summary. Evaluate developments over the past year and make any necessary revisions to the Sub-Committee Listing in the Board Manual. Pass on file to next year's Sub-Committee Chairperson (Past-Chair).

WPRA Recreation Section Board Member Responsibilities

CHAIR

TERM: One year (January 1 - December 31)

This position is the middle of a three-year term as an officer on the Board, with the first year service as Chair-Elect and the third year service as Past Chair.

RESPONSIBILITIES:

1. Represent the Recreation Section on the WPRA Board. Communicate concerns between both. Provide and review Section Financial Report at each scheduled Board Meeting as part of the Recreation Section Report. Bring Section Workshop outlines and projected Budgets to the Board for final approval.
2. Preside at Section Board Meetings and the Annual Meeting at the Conference. "Robert's Rules of Order" will be followed. The Chair may cast a vote at these meetings only if his/her vote can make a difference in the results.
3. Ensure that a proposed Budget is submitted for the ensuing year by July 10th (this task is usually delegated to the Chair-Elect).
4. In conjunction with the Budget preparation, submit Recreation Section Board accomplishments for the current year. At the same time, submit recommendations/goals for the ensuing year (next year's goals are usually delegated to Chair Elect).
5. Keep Section expenses within Budget. Only authorize budgeted expenses. Bring any Section Budget Change requests to the WPRA Board for approval.
6. Assist the various Section Sub-Committees in meeting assigned deadlines and in trouble-shooting conflicts as needed.
7. Determine the dates of Board Meetings, as well as agenda items for consideration at Board meetings.
8. Serve as Chair of the Budget Sub-Committee within the Recreation Section Board, along with the Chair-Elect and Past-Chair.
9. Monitor Section activities for compliance with approved Section Rules of Organization and WPRA By-Laws, Policies, and Guidelines. Guide as needed.

WPRA Recreation Section Board Member Responsibilities

CHAIR-ELECT

TERM: One year (January 1 - December 31)

This position begins a three-year term as an officer on the Board, with the following two years of service as Chair and Past-Chair.

RESPONSIBILITIES:

1. Serve as the Chair in his/her official absence (includes presiding over Section Board meetings and/or representing the Section at WPRA Board Meetings if Chair is unable to attend).
2. Serve as Chair of the Conference Sub-Committee within the Recreation Section. This requires regular contact with the Conference Committee and ensuring that Recreation Section sessions are coordinated and deadlines are met.
3. Serve as a member of the Budget Sub-Committee within the Recreation Section, along with the Chair and Past-Chair.
4. Review the contents of Recreation Section Board Manual with the current Board to determine needed changes/updates prior to the term as Chair. Make necessary revisions to Board Manual.
5. Determine all Recreation Section Board meeting dates for next year prior to term as Chair.
6. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

WPRA Recreation Section Board Member Responsibilities

PAST-CHAIR

TERM: One year (January 1 - December 31)

This position finishes a three-year term as an officer on the Board, with the first two years of service as Chair-Elect and Chair consecutively.

RESPONSIBILITIES:

1. Assist and provide guidance as needed to current Chair and Chair-Elect on matters relating to the Board and the Chair position.
2. Serve as Chair of the Nominations Sub-Committee within the Recreation Section. This requires soliciting nominations for openings for the Board for the following year and ensuring that deadlines are met.
3. Serve as a member of the Budget Sub-Committee within the Recreation Section, along with the Chair-Elect and Chair.
4. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

WPRA Recreation Section Board Member Responsibilities

SECRETARY/TREASURER

TERM: Two years

RESPONSIBILITIES:

1. Continually copy the WPRA Office on minutes, agendas, and other vital Section information to ensure that the website remains up-to-date.
2. Develop an e-mail directory for all Recreation Section members.
3. Set up an account at a copy place near you, if needed. Compare prices to the previous secretary/treasurer's copy place. Try to get a similar price. There are roughly 400 pieces.
4. Set up an account at a bulk mailing business, if needed. They will need our bulk rate permit when setting up the account. It will cost more to have the envelopes stuffed, labels adhered, and zip codes sorted.
5. Call the WPRA office prior to each mailing (or email) to Recreation Section members. Ask for an update of information on new members; this will keep our files current.
6. Obtain envelopes and letterhead from the WPRA office, if needed.
7. Put your handwritten minutes in a binder along with the typewritten minutes and the agenda. Pass this binder on to next year's Secretary/Treasurer.
8. Contact the WPRA Office at least one day prior to the scheduled Board meeting to get a current budget report.
9. Work with the Budget Sub-Committee within the Recreation Section to provide suggestions and feedback on related items for Budget formulation for the coming year.
10. Serve as Chair of the Finance/Fund Raising/Promotions Sub-Committee AND Rules of Order Sub-Committee within the Recreation Section.
11. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

WPRA Recreation Section Board Member Responsibilities

REGIONAL REPRESENTATIVES

One Region Representative is elected from each of four WPRA Regions by entire Section Membership. Each Region Representative must work and/or reside in elected region.

TERM: Two years on a staggered basis, beginning January 1 and ending December 1.

Representatives from Region II & IV will begin their term on even years and Representatives from Region I & III will begin their term on odd years.

PURPOSE: Represent each Region at Recreation Section Board meetings as well as recruit and retain members on a regional basis.

RESPONSIBILITIES:

1. Serve as liaison between organized regional groups (PARPRO, NEWPRO, PARR-3, & SEPRC) and the Section Board. Keep both factions informed of issues and concerns expressed by the other.
2. Ensure that a Recreation Section Update is added to the Regional Meeting Agenda and give regular reports on behalf of the Section. Regular attendance at Regional meetings is expected. If you are unable to attend, be sure that a report is submitted on the Section's behalf.
3. Consider Regional implications when voting on issues at Section Board meetings.
4. Serve on the Awards Sub-Committee within the Recreation Section.
5. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

WPRA Recreation Section Board Member Responsibilities

AT-LARGE REPRESENTATIVES

TERM: Two years on a staggered basis, beginning January 1 and ending December 31.

Two At-Large Representatives will begin their term on even years and the other three will begin on odd years.

RESPONSIBILITIES:

1. Serve on various Sub-Committees within the Recreation Section, as appointed by the current Section Chair.
2. Assist Region Representatives in providing updates at Regional Meetings as needed.
3. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.