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## 2020 YPS Meeting Schedule

<u>Date</u>	<u>Location</u>	<u>Time</u>
Wednesday, Jan 15th	Conference Call	2:00p-3:00pm
Wednesday, February 19th	In Person Stevens Point <i>UW-Stevens Point (On Campus)</i>	TBD
Wednesday, March 18th	Conference Call	2:00p-3:00pm
Wednesday, December 18 <sup>th</sup>	Conference Call	2:00p-3:00p
Wednesday, April 22nd	In Person Middleton <i>Marriot Madison West</i>	TBD
Wednesday, May 20th	Conference Call	2:00p-3:00p
Wednesday, August 19th	Conference Call	2:00p-3:00p
Wednesday – September 16th	In Person La Crosse <i>UW – La Crosse (On Campus)</i>	TBD
Wednesday, Oct. 21 <sup>st</sup>	Conference Call As Needed	2:00p-3:00p
Wednesday – November 18th	Conference Call	2:00p-3:00p
Wednesday, December 9 <sup>th</sup>	In Person Madison <i>The Edgewater</i>	TBD



# 2020 WPRA Meeting Schedule

2020 WPRA Master Calendar													
<i>As of 11/21/19</i>													
	Date	Day	WPRA Events & Activities	Date	Day	Board Meetings w/Open Forums	Date	Day	Workgroup, Section & Committee Meetings	Date	Day	Reg	Publications
January	1	Wed	Board Members take office	22	Wed	Board Meeting & Open Forum Ashwaubenon (Reg II)			2 <sup>nd</sup> Tu: Aq	16	Thurs	I	Stevens Point
	9	Thurs	Aquatics Seminar Baraboo						2 <sup>nd</sup> Th: Rec				
									4 <sup>th</sup> Fri: Park	17	Fri	III	Sauk County
							15	Wed	Young Professional (Phone)	22	Wed	IV	Oconomowoc
February	5-7	Wed-Fri	Leadership Academy Oshkosh, Best Western	19	Wed	Q1 Winter Workgroup Stevens Point (Reg I) UW-Stevens Point (on campus)	19	Wed	Q1 Winter Workgroup Stevens Point (Reg I) UW-Stevens Point (on campus)			I	
										20	Thurs	II	Menasha <i>Tentative, deciding between Feb &amp; Mar</i>
												III	
										26	Wed	IV	Germantown
March				25	Wed	Board Meeting & Open Forum Monona (Reg II) Grand Crossing Park			2 <sup>nd</sup> Tu: Aq			I	
									2 <sup>nd</sup> Th: Rec	19	Thurs	II	Two Rivers <i>Tentative, deciding between Feb &amp; Mar</i>
									4 <sup>th</sup> Fri: Park	13	Fri	III	McFarland <i>Potential bus tour</i>
							18	Wed	Young Professional (Phone)	18	Wed	IV	Greendale <i>The Rock</i>
April	23-24	Thurs-Fri	Spring Workshop Middleton, Marriott Madison West	22	Wed	Q2 Spring Workgroup Middleton (Reg III) Marriott Madison West	22	Wed	Q2 Spring Workgroup Middleton (Reg III) Marriott Madison West	16	Thurs	I	Onalaska
													17
	TBD		Office Support Workshop									III	
										15	Wed	IV	Milwaukee County
May	1	Fri	Award Submissions Due	27	Wed	Board Meeting & Open Forum La Crosse (Reg I) UW-La Crosse (on campus)			2 <sup>nd</sup> Th: Rec			I	
										21	Thurs	II	Neenah
									4 <sup>th</sup> Fri: Park			III	
							20	Wed	Young Professional (Phone)	20	Wed	IV	Town of Brookfield
June	6	Sat	Recreation Section Webinar									I	
												II	
	TBD		(1-4) Playground Workshops									III	
												IV	
July												N/A	
August	1	Sat	Ballot Name Submissions Due	25-26	Tues-Wed	Board Retreat <i>Retreat</i> Miller Park Stadium & local hotel (Reg IV)			2 <sup>nd</sup> Th: Rec	20	Thurs	I	Sparta
												II	
									4 <sup>th</sup> Fri: Park	TBD	Fri	III	Richland Center <i>New outdoor aquatic center &amp; possible park tour</i>
							19	Wed	Young Professional (Phone)	26	Wed	IV	West Allis-West Milwaukee
September	1	Tues	Ballots Distributed For Voting	16	Wed	Q3 Summer Workgroup La Crosse (Reg I) UW-La Crosse (on campus)	16	Wed	Q3 Summer Workgroup La Crosse (Reg I) UW-La Crosse (on campus)	TBD		I	MN/North WI Bus Tour
	30	Wed	Budget Deadline							17	Thurs	II	Oshkosh & Winnebago Counties
										11	Fri	III	Stoughton <i>New Public Works/Parks building &amp; park tour</i>
										23	Wed	IV	Washington County <i>Park tour</i>
October	1	Thurs	Ballots Due/Voting Ends	7	Wed	Board Meeting & Open Forum <i>Budget Focused</i> West Allis-West Milwaukee (Reg IV)						I	
	27-29	Tues-Thurs	NRPA Orlando, FL										
										9	Fri	III	Madison Olin Park
												IV	
November	3-6	Tues-Fri	Annual Conference Green Bay, Hyatt Regency KI Center						2 <sup>nd</sup> Th: Rec			I	
	mid		Membership Renewals Distributed						4 <sup>th</sup> Wed: YP			II	
	TBD		Office Support Workshop				18	Wed	Young Professional (Phone)			III	
												IV	
December	end		Membership Renewals Due	9	Wed	Q4 Winter Workgroup Madison (Reg III) The Edgeview	9	Wed	Q4 Winter Workgroup Madison (Reg III) The Edgeview			I	
										17	Thurs	II	Ledgeview
										11	Fri	III	Verona Schools <i>New indoor aquatic center</i>
										11	Fri	IV	Sussex



## Young Professional Section Board Members

### **Past-Chair- 2019**

Adam Breest  
Parks, Recreation, & Forestry Director  
Village of Little Chute  
108 W Main St.  
Little Chute, WI 54140  
920-423-3868  
[adam@littlechutewi.org](mailto:adam@littlechutewi.org)

### **Chair- 2020**

John McDonald  
Recreation Supervisor  
De Pere Parks, Recreation & Forestry Department  
600 Grant St. De Pere, WI 54115  
920-339-4066  
[jmcdonald@mail.de-pere.org](mailto:jmcdonald@mail.de-pere.org)

### **Chair- Elect-2020**

**Nick Buerger, CPRP**  
Recreation Supervisor  
7325 W. Forest Home Ave.  
Greenfield, WI 53220  
414-329-5375  
Email: [nick.buerger@greenfieldwi.us](mailto:nick.buerger@greenfieldwi.us)

### **Secretary/Treasurer/Social Media Manager - 2019-2020**

Kristin Grissom  
Sun Prairie Recreation Director  
City of Sun Prairie  
2598 W Main St  
Sun Prairie, WI 53590  
(608) 837-3449  
[kgrissom@cityofsunprairie.com](mailto:kgrissom@cityofsunprairie.com)

### **At Large Representative 1- 2020-2022**

Mikayla Schwab  
Recreation Program Coordinator  
City of Greenfield  
7325 West Forest Home Avenue  
Greenfield, WI 53220  
414-329-5373  
[mikayla.schwab@greenfieldwi.us](mailto:mikayla.schwab@greenfieldwi.us)

### **At Large Representative 2 - 2019-2021**

Laura Chatterton  
Recreation Coordinator  
City of Greenfield Dept. of Parks & Recreation  
7325 W Forest Home Ave  
Greenfield WI 53220  
414-939-8333  
[Laura.Chatterton@greenfieldwi.us](mailto:Laura.Chatterton@greenfieldwi.us)

### **At Large Representative 3- 2019-2021**

Brooke Franseen, CPRP  
Recreation Supervisor  
Village of Cottage Grove  
608-839-8968 (P)/608-228-8708 (C)  
210 Progress Drive, Suite 2  
Cottage Grove, WI 53527  
[BFranseen@village.cottage-grove.wi.us](mailto:BFranseen@village.cottage-grove.wi.us)

### **Student Rep- 2019-2020**

Briana Bartz  
Student  
University of Wisconsin- La Crosse  
920-619-8060  
[Bartz.briana@uwlax.edu](mailto:Bartz.briana@uwlax.edu)

### **Student Rep- 2019-2020**

(OPEN)



## 2019 Accomplishments

- Officially became an acting section holding a voting seat on the WPRA Board
- Continued to successfully plan for YPs educational Tract for the WPRA Conference
- Developed and implemented YPS Mentorship Luncheon during conference
- Continued to reach out and gain support and cooperation from UW- La Crosse, UW- Whitewater and MATC (Madison Area Technical College)
- Worked to develop Bowling Networking event
- Continue to engage students and young professionals across the state of Wisconsin and tie them into opportunities to network and grow within the NRPA Young Professionals Section.
- Propose approval of YPS to be added to 5 major WPRA sanctioned awards
- Approved 2 - 3 student representative positions based on interest

## 2020 Objectives

- Continue the development and implementation of the YPS Mentorship Luncheon - Conference
- Expand on relationships with other state association YPS's to offer More Midwest/ Great Lakes region networking opportunities.
- Continue to utilize the Student Reps to engage students and universities across WI and develop engagement opportunities
- Assist the Foundation FAC with implementing new and innovative professional development opportunities for WPRA members.
- Continue supporting the NRPA YPS and offering WI Students and Young Professionals opportunities to network, grow, and seek additional professional development opportunities.
- Develop and implement CEU credited educational webinars
- Work to bridge gaps between Young Professionals and experienced professionals in field
- Develop and create 3 news articles for Impact Magazine regarding Young Professionals
- Leadership



## YPS Sub Committees

<u>Budget</u>	Chair	Chair
	Members	Chair Elect, Secretary/Treasurer
<u>Section Awards</u>	Chair	Past Chair
	Members	All
<u>Conference</u>	Chair	At Large
	Members	At Large (All), Student Rep
<u>Nominating (Vacant Board Positions)</u>	Chair	Chair
	Members	All
<u>Webinars</u>	At – Large	Chair
	Members	All



## Budget

<b>Chair</b>	Chair
<b>Members</b>	Secretary/Treasurer, Chair- Elect
<b>Goals</b>	<p>Keep the YPS Board expenditures within this year's adopted budget</p> <p>Prepare a budget for the YPS for the next fiscal year with revenues in excess of expenditures</p>
<b>Calendar</b>	
<b>January</b>	Review the budget of the current fiscal year with new Sub-Committee members and begin discussing ideas for the next fiscal year.
<b>April</b>	Review potential budget changes for the next fiscal year and present proposed budget to Board for approval.
<b>June</b>	Submit final YPS Budget to the WPRA office by the end of the month.
<b>October</b>	Present the next fiscal year's budget to the general membership at the annual YPS meeting.
<b>December</b>	<p>Present a summary of revenue and expenditures of the current budget and recommend future changes.</p> <p>Make necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year's Manual. Pass on files to next year's chairperson.</p>
<b>Notes/Comments</b>	



## Section Awards

**Chair**

Past-Chair

**Members**

All Members

**Goals**

Present the Student and Young Professional of the Year at the Annual Banquet. Make sure the information is included in the Conference handouts.

### **Calendar**

**January**

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

**April**

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

**May**

Submit forms to the YPS Board for approval. Facilitate the distribution of professional/young professional nomination forms.

**July**

Solicit at least 4 nominees for each award/category. Professional/young professional nominations are due on August 31st.

**September**

Request resumes and background information on all Student and young professional nominations, due September 11th. Prepare a format for judges to use in evaluating professional/young professional nominees. Have the YPS Board convene for award judging. Bring samples of awards for Board approval. Notify Conference Committee of award winners for inclusion in banquet printed materials.

**October**

Notify all award recipients by email or mail. Recipients' letter should indicate 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. Submit an article for inclusion in Impact Magazine.





**November**

Announce award winners and present awards at the YPS Awards session at the Conference.

**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 year's Manual. Pass on file to next year's Committee Chairperson.

**Notes/Comments**

Steve Thompson Student Achievement Award

Young Professional Award

## Conference



<b>Chair</b>	Chair
<b>Members</b>	All board members
<b>Goals</b>	<p>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.</p> <p>Develop a list of Conference sessions and assign YPS Members to find speakers and moderate sessions.</p> <p>Represent the YPS on the WPRA Conference Committee and attend conference planning meetings regularly. Act as liaison between Conference Committee and YPS</p>
<b><u>Calendar</u></b>	
<b>January</b>	<p>Develop a list of educational topics. Send out a "Call for Sessions" to all members. 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 YPS through Conference Committee.</p>
<b>February</b>	<p>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.</p>
<b>March</b>	<p>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. The conference booklet goes to printer in April.</p>
<b>April</b>	<p>Follow up with WPRA office to see if assistance is needed in collecting any missing speaker contracts. Report on progress of the</p>



Conference Committee.

<b>May</b>	Confirm with WPRA office that all speaker contracts are received by May 1st. Report on progress of the Conference Committee.
<b>June</b>	Pre-Conference Booklet mailing is finalized and sent out to membership.
<b>September</b>	Assign moderators to all YPS 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
<b>October</b>	Confirm moderators for YPS sponsored sessions. Report on progress of the Conference Committee.
<b>November</b>	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.
<b>December</b>	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 year's Manual. Pass on file to next year's Committee Chairperson.
<b>Notes/Comments</b>	<p>Chair should submit a request annually to the WPRA Foundation Board seeking \$750 in support</p> <p>Negotiations should occur for speakers. Agree on an all-inclusive stipend, which would include speaking time, travel, and meals, or arrive at all individually. If reimbursing mileage it would be at standard rate.</p>



## Webinars

**Chair**

At – Large

**Members**

All members

**Goals**

Develop and implement CEU credited educational opportunities for professional development through webinars

Promote and encourage professionals in the association to attend

**Calendar**

**January**

**February**

**April**

**September**

**November**

**December**

**Notes/Comments**



## Nominating (Vacant Board Positions)

<b>Chair</b>	Chair Elect
<b>Members</b>	All
<b>Goals</b>	<p>Prepare a slate of candidates containing two nominations for each open office.</p> <p>Promote and encourage professionals in the association to accept a nomination</p>
<b><u>Calendar</u></b>	
<b>January</b>	Review vacant offices for next year
<b>February</b>	Make a list of potential candidates and make phone/email contacts.
<b>April</b>	Ask each At Large Representative to assist in finding nominees for the vacant board positions. Send a “call for nominations” to section members.
<b>September</b>	Nomination deadline to appear on ballots is September 15th. Present final ballot to the YPS Board for approval. Email ballots that contain each candidate(s) resume by October 1st to WPRA office.
<b>November</b>	<p>Ballots are due no later than November 1st. Tabulate and report results to the YPS Board. Inform WPRA immediately after winners are selected. All winners and other nominees must be notified of the results. Send letters of congratulations and invite winning candidates to Annual Meeting. Announce new officers and Region Representatives at the Annual YPS business meeting.</p>
<b>December</b>	<p>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 year’s Manual. Pass on file to next year’s Committee Chairperson.</p>
<b>Notes/Comments</b>	<p>In the event that only one individual has been nominated and/or agreed to run for a position only an online vote from the YPS Board is required. More than one nominee requires the names to be on a ballot to go out to the entire WPRA membership.</p>



## **WPRA YPS Leadership Positions**

### **CHAIR**

**TERM:** One year (November 1-Oct 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. 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. Represent the Young Professionals Section on the WPRA Board. Communicate concerns between both. Provide and review Section Financial Report at each scheduled Board Meeting as part of the Young Professionals Section Report. Bring Section Workshop outlines and projected Budgets to the Board for final approval.
4. Ensure that a proposed Budget is submitted for the ensuing year by July 10<sup>th</sup> (this task is usually delegated to the Chair-Elect).
5. In conjunction with the Budget preparation, submit 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).
- 6 Keep Section expenses within Budget. Only authorize budgeted expenses. Bring any Section Budget change requests to the WPRA Board for approval.
7. Assist the various Section Sub-Committees in meeting assigned deadlines and in troubleshooting conflicts as needed.
- 8 Determine the dates of Board Meetings, as well as agenda items for consideration at Board meetings.
7. Serve as Chair of the Budget Sub-Committee within the Young Professional Section Board, along with the Chair-Elect and Secretary/Treasurer.
9. Monitor Section activities for compliance with approved Section Rules of Organization and WPRA By-Laws, Policies, and Guidelines. Guide as needed.



## CHAIR-ELECT

TERM: One year One year (November 1-Oct 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).
2. Serve as Chair of the Mentorship Sub-Committee within the Young Professional Section.
3. Serve on the Conference Sub-Committee within the Young Professional Section. This requires regular contact with the Conference Committee and ensuring that the Young Professional Section sessions are coordinated and deadlines met.
4. Serve as a member of the Budget Sub-Committee within the Young Professional Section, along with the Chair and Secretary/Treasurer.
5. Review the contents of Young Professional Section Board Manual with the current Board to determine needed changes/updates prior to the term as Chair. Make necessary revisions to Board Manual.
6. Determine all Young Professional Section Board meeting dates for next year prior to term as Chair.
7. 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.
8. Serve as the representative for the Section on the WPRA Foundation Board.



## PAST-CHAIR

TERM: One year (November 1-Oct 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. Attendance at all Young Professional Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.
3. Serve as Chair of the Nominating Sub Committee

## 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 email directory for all Young Professionals Section members. Keep Social Media information up to date.
3. Notify the WPRA office prior to each email sent to Young Professionals Section members. Ask for an update of information on new members; this will keep our files current.
4. Obtain envelopes and letterhead from the WPRA office, if needed.
5. Put your handwritten minutes in a binder along with the typed minutes and the agenda. Pass this binder on to next year's Secretary/Treasurer.
6. Contact the WPRA Office at least one day prior to the scheduled Board meeting to get a current budget report.
7. Work with the Budget Sub-Committee within the Young Professionals Section to provide suggestions and feedback on related items for Budget formulation for the coming year.
8. Work with Chair and Chair-Elect on Conference Sub-Committee within the YPS
9. 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.





## At Large Representative (3 spots)

Three At large Representatives are elected by Young Professionals Section Membership.

TERM: Two years on a staggered basis, beginning November 1 and ending October 31.

At Large 1 will begin their term on even years and At Large 2 & 3 will begin their term on Odd years.

PURPOSE: Represent Young Professional members at meetings as well as recruit and retain members on a Statewide 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 Young Professionals Section update is added to the Regional Meeting Agendas 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 statewide implications when voting on issues at Section Board meetings.
4. Serve on at least two Sub-Committees within the Young Professionals Section
5. Attendance at all Young Professional Section Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

## Student Representative (2 – 3 spots)

TERM: TERM: One year (November 1-Oct 31 or on school calendar year)

PURPOSE: Represent the Young Professionals Section to universities and on campus groups

### RESPONSIBILITIES:

1. Serve as liaison between Universities with a Park and Rec Program (UW-L, UW-WW, and MATC) and the Young Professionals Section. Keep both factions informed of issues and concerns expressed by the other.
2. Ensure that a Young Professionals Section Update is added to the campus group agendas 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 student/university implications when voting on issues at Section Board meetings.
4. Serve on the conference Sub-Committees within the Young Professionals Section
5. Attendance at all Young Professional Section Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.