



**WPRRA**

WISCONSIN PARK AND RECREATION ASSOCIATION

---

SO EVERYONE CAN PLAY

PARK SECTION  
BOARD MANUAL  
2021

## CONTENTS

2021 Park Section Board Meeting Schedule .....	3
2021 WPRA Educational Events .....	3
2021 Park Section Contact Information .....	4
2021 Work Plan & Goals .....	5
WPRA Park Section Board Sub-Committees.....	6
Budget .....	7
Nominating.....	8
Section Awards .....	9
Spring Workshop .....	11
Summer Parks Tour.....	14
Annual Conference .....	16
WPRA Park Section Board Member Responsibilities .....	17
Chair.....	17
Chair – Elect .....	18
Past – Chair.....	18
Secretary / Treasurer .....	19
Regional Representatives.....	20
At – Large Representatives .....	20
State Park/DNR Representative.....	21
Wisconsin Arborist Association/Urban Forestry Representative .....	21
RULES OF ORGANIZATION .....	22

## 2021 PARK SECTION BOARD MEETING SCHEDULE

Date	Location	Time
Wednesday, January 6	Virtual	10:00 AM
Wednesday, April 7	TBD	10:00 AM
Thursday, May 20	Virtual	10:00 AM
Wednesday, July 14	TBD	10:00 AM
August 24 – 25 WPRA Board Retreat (Chair, Chair-Elect & Secretary/Treasurer to attend)	TBD	TBD
Wednesday, October 6	Wausau	10:00 AM
Thursday, November 11	Virtual	10:00 AM
Wednesday, December 1 WPRA Board Meeting/Holiday Party	TBD	TBD

## 2021 WPRA EDUCATIONAL EVENTS

Date	Event	Location
February 8 - 9	CPSI	Virtual
Thursday, February 11	Awards Ceremony	Virtual
September 21 – 23	NRPA Annual Conference	Nashville, TN
October 7 – 8	Fall Workshop & Parks Tour	Wausau
December 1 – 3	Leadership Academy	Oshkosh
February 21 – 24, 2022	Annual Conference	Wisconsin Dells

## 2021 PARK SECTION CONTACT INFORMATION

Position	Term	Yr.	Name	Dept.	Address	Phone	Email
Chair	2021	1	Seth Westberg	Little Chute	108 Nixon St Little Chute, WI 54140	920-422-5463	<a href="mailto:parks@littlechutewi.org">parks@littlechutewi.org</a>
Chair Elect	2021	1	Sean Brusegar	Cottage Grove	210 Progress Dr, Suite 2 Cottage Grove, WI 53527	608-577-3661	<a href="mailto:sbrusegar@village.cottage-grove.wi.us">sbrusegar@village.cottage-grove.wi.us</a>
Past Chair	2021	1	Joleen Stinson	Dane County	4318 Robertson Rd Madison, WI 53714	608-235-8647	<a href="mailto:stinson.joleen@countyofdane.com">stinson.joleen@countyofdane.com</a>
Secretary Treasurer	20 - 21	2	Stephanie Schlag	Ledgeview	3700 Dickinson Rd De Pere, WI 54115	920-336-3360 x117	<a href="mailto:sschlag@ledgeviewwisconsin.com">sschlag@ledgeviewwisconsin.com</a>
Region 1	21 - 22	1	Linda Cadott	Superior	1316 North 14th St Room 200 Superior, WI 54880	218-348-7315	<a href="mailto:cadottel@ci.superior.wi.us">cadottel@ci.superior.wi.us</a>
Region 2	21 - 22	1	Vicky Redlin	Winnebago County	625 E County Road Y Suite 500 Oshkosh, WI 54901	920-232-1960	<a href="mailto:vredlin@co.winnebago.wi.us">vredlin@co.winnebago.wi.us</a>
Region 3	20 - 21	2	Ethan Lee	Janesville	2200 US Highway 51 North Janesville, WI 53547	608-755-3026	<a href="mailto:leee@ci.janesville.wi.us">leee@ci.janesville.wi.us</a>
Region 4	20 - 21	2	Rebecca Mattano	Waukesha County	515 W. Moreland Blvd., Waukesha, WI 53188	262-896-8300	<a href="mailto:rmattano@waukeshacounty.gov">rmattano@waukeshacounty.gov</a>
State Park DNR	21 - 22	1	Kathy Gruentzel	Governor Dodge State Park	4175 Hwy 23 North Dodgeville, WI 53533	608-935-2315	<a href="mailto:kathleen.gruentzel@wisconsin.gov">kathleen.gruentzel@wisconsin.gov</a>
WAA/ Urban Forestry	20 - 23	1	Sarah Repp	Antigo	700 Edison St Antigo, WI 54409	715-623-3633 x131	<a href="mailto:srepp@antigo-city.org">srepp@antigo-city.org</a>
Rep At Large	20 - 21	2	John Lofgren	Eau Claire	915 Menomonie St Eau Claire, WI 54703	715-839-8833	<a href="mailto:john.lofgren@eauclairewi.gov">john.lofgren@eauclairewi.gov</a>
Rep At Large	21 - 22	1	Kevin Wiesmann	Jefferson County	311 S. Center Ave Room 204 Jefferson, WI 53549	920-674-7260	<a href="mailto:kevinw@jeffersoncountywi.gov">kevinw@jeffersoncountywi.gov</a>
Park Design Award Co-Coordinator	18*-22	4	Marcus Aumann	Wausau & Marathon County	212 River Drive, Suite #2 Wausau, WI 54403	715-261-1555	<a href="mailto:Marcus.Aumann@co.marathon.wi.us">Marcus.Aumann@co.marathon.wi.us</a>
Park Design Award Co-Coordinator	20-25	2	Dan Kremer	Stevens Point	2442 Sims Ave Stevens Point, WI 54481	715-346-1531	<a href="mailto:dkremer@stevenspoint.com">dkremer@stevenspoint.com</a>

---

### SUBMITTED BY: SETH WESTBERG, 2021 CHAIR

The following are recommended tasks, events, issues or other activities, which should be addressed by the Park Section in the Work Plan assignments for 2021:

**Fall Workshop and Park Tour:** Deliver a top-notch Fall Workshop in Wausau/Marathon County in October. Incorporate a parks tour on the second day. Educational sessions to focus on field-based learning. Work with the Recreation Section to plan this event. Fingers crossed for an in-person event! Evaluate upon completion.

**Annual Conference:** Plan 2022 conference session topics which represent the diversity of Park Section members. Work with the Professional Development Committee to approve speaker qualifications and topic value.

**Membership:** Expand with field staff members and private engineering/design companies.

**Park Design Awards:** Work with WPRA office to continue/expand promotion of awards program.

**Professional Awards:** Work with WPRA office to increase awareness regarding professional of the year – goal to have a minimum of three candidates.

**Board Recruitment:** Ensure that the 2022 Park Section Ballot has contested races in each position.

**Idea Sharing:** Encourage section members to share resources on WPRA website for annual work plans, training manuals, standard operating procedures, bid documents, etc. Record annual park design award presentations and upload to WPRA website for viewing.

**Advocacy:** Meet with and inform local and state elected officials on the benefits of parks and recreation services. Encourage members to invite their elected officials to their community events. Encourage park section members to attend WPRA legislative updates and take a lead role in advocating for Stewardship renewal.

## WPRA PARK SECTION BOARD SUB-COMMITTEES

Sub-Committee	Chair	Members
<b>Budget</b>	Chair	Past Chair Chair Elect Secretary/Treasurer
<b>Nominating</b>	Past Chair	State Park/ DNR Designee Rep At Large (1)
<b>Section Awards</b>	Past Chair	Region Reps
<b>Spring/Summer Workshop</b>	Reps At Large (2)	All Park Section Board Members
<b>Summer Park Tour</b>	Host Designee	All Park Section Board Members
<b>Conference</b>	Past Chair	All Park Section Board Members
<b>Park Design Awards</b>	Awards Coordinators	All Park Section Board Members

## WPRA PARK SECTION BOARD SUB-COMMITTEES

### BUDGET

**Chair:** Park Section Chair

**Members:** Past Chair, Chair Elect, and Secretary-Treasurer

### Goals:

Keep the Park Section Board expenditures within this year's adopted budget (Chair)

Prepare a budget for the Park Section for the next fiscal year with revenues meeting or exceeding expenditures (Chair Elect)

### Calendar:

January	<ul style="list-style-type: none"><li>Review the budget of the current fiscal year with new Sub-Committee members.</li></ul>
August	<ul style="list-style-type: none"><li>Review potential budget changes for the next fiscal year and present proposed budget to the Park Section Board for approval (Chair Elect).</li></ul>
September	<ul style="list-style-type: none"><li>Submit final Park Section Budget to the WPRA office by the end of the month (Chair Elect).</li></ul>
December	<ul style="list-style-type: none"><li>Pass on files to next year's chairperson (Chair Elect). All expenditures and revenues must be submitted and accounted for prior to the December meeting.</li></ul>

## WPRA PARK SECTION BOARD SUB-COMMITTEES

### NOMINATING

**Chair:** Past Chair

**Members:** State Parks/DNR, At Large Rep

**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:**

April	<ul style="list-style-type: none"><li>• Review vacant offices for next year: Chair-Elect, Sec/Treas., Region Reps, and At-Large Reps.</li><li>• Make a list of potential candidates and make phone or email contacts.</li><li>• Work with WPRA office to send a "call for nominations."</li><li>• If two candidates cannot be obtained for each vacant position, approval from the WPRA Board of Directors must be obtained prior to the development of the ballot.</li></ul>
August	<ul style="list-style-type: none"><li>• Ballot submissions due August 1.</li><li>• WPRA office to prepare ballot and solicit votes.</li></ul>
September	<ul style="list-style-type: none"><li>• WPRA office to notify all winners and other nominees.</li></ul>
November	<ul style="list-style-type: none"><li>• Announce new officers and region representatives to Parks Section Board.</li><li>• Invite winning candidates to N Park Section meeting.</li></ul>
December	<ul style="list-style-type: none"><li>• Evaluate developments over the past year and recommend changes.</li><li>• Make any necessary revisions to the Sub-Committee listing in the Park Section Board Manual and submit to Chair-Elect for inclusion in next year's Board Manual.</li></ul>



## WPRA PARK SECTION BOARD SUB-COMMITTEES

### SECTION AWARDS

**Chair:** Awards Co-Coordinators

**Members:** Past Chair & Region Representatives

**Goals:**

Present a format for recognition of an outstanding professional in the Park Section. The goal is to receive at least four nominations.

Present a format for recognition of outstanding performance for Park Design Awards. Goal is to receive at least four nominations for each potential category.

**Calendar:**

February	<ul style="list-style-type: none"><li>Announce award winners at the Annual Conference (2021 virtual award presentation).</li><li>All Award Submission Forms Open through WPRA website</li></ul>
October	<ul style="list-style-type: none"><li>Award nominations and forms are due October 1.</li><li>Awards Submission Sent to Sections/Awards Committees by WPRA Office for Grading/Selection on October 15.</li></ul>
November	<ul style="list-style-type: none"><li>All Parks Section members will receive applications and vote for award winners. In the event of a tie, the Chair's vote will break the tie.</li><li>Present recommended recipients for professional of the year awards to Park Section Board for approval. Only one winner will be selected.</li><li>All Award Winners Submitted to Office by November 29.</li></ul>
December/ January	<ul style="list-style-type: none"><li>Work with WPRA office to notify all award recipients by phone and mail. Recipients should 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.</li><li>Send a letter to all other entrants and nominees thanking them, etc.</li><li>Send news releases on winners to local newspapers.</li><li>E-mail Blast sent to Membership on Winners</li></ul>
February	<ul style="list-style-type: none"><li>Conference/Awards Ceremony</li><li>Press Releases distributed, Award Winners included in IMPACT and promoted on Social Media</li></ul>

SECTION AWARDS – CONTINUED

Award History

Professional of the Year		Young Professional of the Year	
2001	Michael McFarlane	2001	Chad Dallman
2002	Ken LePine	2002	Lynda Schmidt
2003	Tom Presny	2003	Elizabeth Paul-Soch
2004	Cindy Keller	2004	None awarded
2005	Duane Hofstetter	2005	None awarded
2006	Jay Jansen	2006	Shawn Schmidt
2007	Chad Brown	2007	Guy Smith
2008	Ray Maurer	2008	None awarded
2009	Kathy Gruentzel	2009	None awarded
2010	Kelly Valentino	2010	Tony Nowak
2011	Sue Black	2011	None awarded
2012	Tony Dobson	2012	Melissa Phillips
2013	Mike Endres	2013	Jody Wilke
2014	Vince Maas	2014	Matthew Collins
2015	Darren Marsh	2015	Aaron Jenson
2016	Chad Dallman	2016	None Awarded
2017	Dan Wick	2017	None Awarded
2018	Steve Peterson	2018	Marcus Aumann
2019	Matt Amundson	2019	Ethan Lee
2020	Joleen Stinson	2020	Switched to one young professional of the year overall WPRA

## WPRA PARK SECTION BOARD SUB-COMMITTEES

### SPRING/FALL WORKSHOP

**Chair:** Representatives at Large

**Members:** All Park Board Members

**Goals:**

Select a site location for the workshop and determine topics.

Market and promote the annual workshop to the WPRA membership and other park facilities and professionals.

Produce a quality educational workshop with revenues meeting or exceeding expenditures.

Evaluate workshop and provide recommendations for next year's workshop.

**Calendar:**

January	<ul style="list-style-type: none"><li>• Finalize topics, speakers and session outline.</li><li>• Finalize catering services for workshop lunch and other details, etc.</li></ul>
February	<ul style="list-style-type: none"><li>• Open registration and promote workshop.</li></ul>
May	<ul style="list-style-type: none"><li>• Discuss tentative sites for next year.</li></ul>
August	<ul style="list-style-type: none"><li>• Confirm speaker assignments.</li></ul>
September	<ul style="list-style-type: none"><li>• Update/develop draft of an evaluation form for participants to complete at the workshop.</li></ul>
October	<ul style="list-style-type: none"><li>• Conduct workshop.</li><li>• Compile evaluation results after workshop is held.</li><li>• Report evaluation results to Park Section Board and provide recommendations for next year.</li><li>• Select and announce a site for the following year's workshop.</li></ul>
December	<ul style="list-style-type: none"><li>• Solicit session topics and ideas for the following year's workshop.</li><li>• Make any necessary revisions to the Sub-Committee listing in the Park Section Board Manual and submit to Chair-Elect for inclusion in next year's Board Manual.</li></ul>

SPRING/FALL WORKSHOP - CONTINUED

History

1980	Racine	Equipment Maintenance
1981	Wisconsin Dells	Cross Country Skiing
	Stevens Point	Building Maintenance
1982	Kettle Moraine State Forest	Natural Landscaping
1983	Racine	Design and Maintenance of Area and Sports Lighting
1984	Portage County	Telling the Story of Your Parks
1985	Madison	Signs
1986	Janesville	Aquatic Facilities
1987	Kettle Moraine State Forest	Nordic Ski Trails
1988	Wausau	Safety and Liability
1989	Green Bay	Recreational Water Resources Development
1990	Black River Falls	Cross Country Skiing
1991	Stevens Point	Building Maintenance
1992	Appleton	Recycling
1993	Pewaukee	Trails
1994	Madison	Playgrounds
1995	Green Bay	Water Fronts and Wetlands
1996	Stevens Point	Tree Protection
1997	Baraboo	Accessibility
1998	Stevens Point	Park Signing
1999	Appleton	Employee Safety Handbook/Risk Management
2000	Wisconsin Dells	Landscape Design/Management
2001	Black River Falls	Building Construction, Renovation and Restoration
2002	Madison	Year of the Trails
2003	La Crosse	Marketing Strategies for Sustainable Resources
2004	Fond du Lac	Playgrounds
2005	Appleton	Cost Saving Approaches
2006	Wisconsin Dells	CPTED (Crime Prevention Through Environmental Design)
2007	Wisconsin Dells	Park Design
2008	Wisconsin Dells	Park Safety and Maintenance
2009	Wisconsin Dells	Disaster Management for Parks; Safety and Environmental Training
2010	Wisconsin Dells	Athletic Fields
2011	Wisconsin Dells	ADA changes

2012	Wisconsin Dells	ADA Update; play surfacing /Grant Funding
2013	Wisconsin Dells	Servant Leadership / Program Registration Apps / DNR Trails
2014	Green Lake	Concept to Reality / ADA Transition Plans / Motivation Presentation
2015	Onalaska	Lean Government / Post Act 10 / Park Mgt. Through Technology
2016	Oshkosh	Parks Tour/Archery/Natural Playground/Active Threat Training
2017	Eau Claire	Athletic Fields, Joint-Use Facility Agreements, Seasonal Staff
2018	Wausau/Marathon County	Large Emergencies/FEMA; Large Public Works Projects; Benefits of Combined Departments
2019	Appleton	Managing Change and Staff Motivation; Unacceptable Employee Behavior; CVMIC Roundtable; Diversity, Inclusion and Equity
2020	Middleton	Seasonal Staff Orientation; Creative Fall and Winter Programing; Efficient Scheduling Technologies; Ball Diamond Maintenance and Turf Management (Cancelled due to COVID)
2021	Wausau/Marathon County	ADA Assessment, Crime Prevention Audits, Tree Risk Assessment

## WPRA PARK SECTION BOARD SUB-COMMITTEES

### SUMMER PARKS TOUR

**Chair/Liaison:** Representative from Host Community

**Members:** All Park Section Board Members

**Goals:**

Incorporate parks tour into Fall Workshop.

**Calendar**

January	<ul style="list-style-type: none"><li>• Finalize tour outline. Finalize tour guide/speaker responsibilities and topics.</li><li>• Select transportation.</li><li>• Confirm with WPRA office the CEU process and number of CEU's for the tour.</li><li>• Select transportation.</li></ul>
September	<ul style="list-style-type: none"><li>• Tour held with Fall Workshop.</li></ul>
October	<ul style="list-style-type: none"><li>• Evaluate if tour fit well with the workshop or if next year should be held independently.</li></ul>
December	<ul style="list-style-type: none"><li>• Make any necessary revisions to the Sub-Committee listing in the Park Section Board Manual and submit to Chair-Elect for inclusion in next year's Board Manual.</li></ul>

SUMMER PARK TOUR - CONTINUED

History

1975	Janesville	1999	Eau Claire/Chippewa Falls
1976	Dodgeville (Iowa County)	2000	Oshkosh/Fond du Lac
1977	Sturgeon Bay	2001	Waukesha County
1978	Wood County	2002	Brown County
1979	Eau Claire	2003	Superior/Douglas County
1980	Washington County	2004	Washington County
1981	Brown County	2005	Stevens Point/Portage County
1982	Kenosha	2006	Milwaukee County
1983	Portage County Parks	2007	Appleton
1984	Waukesha County	2008	Platteville
1985	Medford	2009	Door County
1986	Racine	2010	New Richmond
1987	Superior	2011	Port Washington
1988	Baraboo	2012	Oshkosh
1989	Milwaukee	2013	Dane County
1990	Wausau/Marathon County	2014	Marathon County (Cancelled)
1991	Madison	2015	Racine (Cancelled)
1992	Hudson	2016	Whitewater, Janesville, Rock County(Cancelled)
1993	Janesville/Beloit/Rock County	2017	Sheboygan / Manitowoc (Cancelled)
1994	Manitowoc/Manitowoc County	2018	Wausau/Marathon County (with spring workshop)
1995	Neenah/Menasha	2019	Appleton (with spring workshop)
1996	La Crosse	2020	Middleton (with spring workshop - Cancelled due to COVID) Wausau/Marathon County (Cancelled due to COVID)
1997	Dodgeville	2021	Wausau/Marathon County (with fall workshop)
1998	Wisconsin Rapids		

## WPRA PARK SECTION BOARD SUB-COMMITTEES

### ANNUAL CONFERENCE

**Chair:** Past Chairperson

**Members:** All Park Section Board Members

**Goals:**

Plan an outstanding Annual Conference for February 2022. Develop a list of Conference sessions and assign Park Section Members to find speakers and moderate sessions.

Represent the Park Section on the WPRA Conference Committee and attend conference planning meetings regularly. Act as liaison between Conference Committee and Park Section Board.

**Calendar:**

January	<ul style="list-style-type: none"><li>• Confirm amount of money available for Park Section session from the WPRA Office.</li><li>• Confirm number of sessions to be planned.</li></ul>
February	<ul style="list-style-type: none"><li>• Develop a list of educational topics with help from the Professional Development Committee.</li><li>• Send electronic speaker interest form to potential speakers (to be returned to the WPRA Office).</li><li>• Report on progress of Conference Committee.</li></ul>
April	<ul style="list-style-type: none"><li>• Submit tentative listing of session titles, descriptions, and speaker names to Conference Educational Session Coordinator by the end of the month.</li><li>• All speaker contracts are finalized by the WPRA office.</li><li>• Report on progress of Conference Committee.</li></ul>
May	<ul style="list-style-type: none"><li>• Follow up with WPRA office to see if assistance is needed in collecting any missing speaker contracts.</li><li>• Report on progress of the Conference Committee.</li></ul>
December	<ul style="list-style-type: none"><li>• Confirm moderators for Park Section sponsored sessions.</li><li>• Confirm AV requirements of the Park Section.</li></ul>



### CHAIR

#### TERM: One year (January 1 - December 31)

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

### RESPONSIBILITIES

1. Represents the Park Section at WPRA Board Meetings if Secretary/Treasurer or designee is unable to attend
2. Presides at Park Section Board Meetings and the Annual Meeting. "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. Ensures that a proposed budget is submitted for the ensuing year by July 10 (this task is usually delegated to the Chair-Elect).
4. In conjunction with the budget preparation, submits Park Section Board accomplishments for the current year. At the same time, submits recommendations/ goals for the ensuing year (next year's goals are usually delegated to Chair Elect).
5. Keep Park Section expenses within budget via authorized budgeted expenses. Brings any Park Section Budget Change requests to the WPRA Board for approval.
6. Assists the various Park Section Sub-Committees in meeting assigned deadlines and in trouble-shooting conflicts as needed.
7. Determines the dates and locations of Park Section Board Meetings, as well as agenda items for consideration at Park Section Board meetings.
8. Serves as Chair of the Budget Sub-Committee within the Park Section Board, along with the Chair-Elect, Past-Chair and Secretary/Treasurer.
9. Distributes and reviews Executive Committee Assignments and hands out member's handbook and by-laws. Initiates updates of all materials. Explains procedures for signing contracts, mileage, purchasing and other responsibilities. Solicits changes in by-laws if necessary.
10. Monitors Park Section activities for compliance with approved Park Section Rules of Organization and WPRA By-Laws, Policies, and Guidelines. Guides as needed.
11. Approves vouchers, expenditures and emails this information to Secretary/Treasurer.
12. Act as Chairperson to appoint State Park/DNR/WAA Sub-section member(s).

### **CHAIR – ELECT**

**TERM: One year (January 1 - December 31)**

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

#### **RESPONSIBILITIES**

1. Serves as the Chair in his/her absence (includes presiding over Park Section Board meetings.)
2. Serves as Chair of the Nominations Sub-Committee within the Parks Section. This requires soliciting nominations for openings for the Park Section Board for the following year and ensuring that deadlines are met.
3. Serves as a member of the Budget Sub-Committee within the Park Section, along with the Chair, Past-Chair and Secretary/Treasurer.
4. Reviews the contents of the Park Section Board Manual with the current Park Section Board to determine needed changes/updates prior to term as Chair. Makes necessary revisions to Park Section Board Manual.
5. Determines all Park Section Board meeting dates and locations for next year prior to term as Chair.
6. Attendance at all Park Section Board Meetings is expected. (Inform Chair if unable to attend and provide a report that can be shared at the meeting.)

---

### **PAST – CHAIR**

**TERM: One year (January 1 - December 31)**

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

#### **RESPONSIBILITIES**

1. Assists and provides guidance as needed to current Chair and Chair-Elect on matters relating to the Park Section Board and the Chair position.
2. Serves as Chair of the Conference Sub-Committee within the Park Section. This requires regular contact with the Conference Committee. Ensures that Park Section sessions are coordinated and deadlines are met.
3. Serves as a member of the Budget Sub-Committee within the Park Section, along with the Chair-Elect, Chair and Secretary/Treasurer.
4. Assists with planning for the following year's Annual Conference.
5. Attendance at all Park Section Board Meetings is expected. (Inform Chair if unable to attend and provide a report that can be shared at the meeting.)

## WPRA PARK SECTION BOARD MEMBER RESPONSIBILITIES

### SECRETARY / TREASURER

**TERM: Two years**

#### RESPONSIBILITIES

1. Represents the Park Section on the WPRA Board. Communicates concerns between both. Provides and reviews Section Financial Report at each scheduled WPRA Board Meeting as part of the Park Section Report. Brings Section Workshop and Park Tour outlines and projected budgets to the WPRA Board for final approval.
2. Copies the WPRA Office on minutes, agendas, and other vital Park Section information to ensure an up-to-date website.
3. Develops an e-mail and phone directory for all Park Section members.
4. Calls the WPRA office prior to each mailing (or emailing) to Park Section members. Asks for an update of information on new members; this will keep our files current.
5. Obtains envelopes and letterhead from the WPRA office as needed.
6. Types minutes and agendas for inclusion in Park Section Board binder. Provides electronic copies for posting to WPRA website. Passes binder and electronic copies to next Secretary/Treasurer.
7. Contacts the WPRA Office at least one day prior to the scheduled Park Section Board meeting for a current budget report. Forwards to Park Section Board along with voucher ledger for review and discussion. Provides Budget Report for Annual Business Meeting.
8. Works with the Budget Sub-Committee within the Park Section to provide suggestions and feedback on related items for budget formulation for the coming year.
9. Attends at all Park Section Board Meetings. (Inform Chair if unable to attend and provide a report that can be shared at the meeting.)
10. Assists Chair in reviewing, updating, and distributing Park Section Board Manual with meeting dates, membership changes, and by-law changes.
11. Provides a year of agendas that have Park Section Board Manual deadlines and timeline items listed; adds additional agenda items to agendas as needed and approved by Chair.
12. Assists Awards Coordinator(s) in updating Park Professional and Park Design Award forms annually and posts on the WPRA website.

## WPRA PARK SECTION BOARD MEMBER RESPONSIBILITIES

---

### REGIONAL REPRESENTATIVES

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

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

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

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

### RESPONSIBILITIES

1. Serves as liaison between organized regional groups (PARPRO, NEWPRO, PARR-3, and SEPRC) and the Park Section Board. Keeps both factions informed of issues and concerns expressed by the other.
2. Ensures that a Park Section Update is added to the Regional Meeting Agenda and gives regular reports on behalf of the Park Section. Regular attendance at Regional meetings is expected. (If you are unable to attend, be sure that a report is submitted on the Park Section's behalf.)
3. Considers regional implications when voting on issues at Park Section Board meetings.
4. Serves on the Awards Sub-Committee within the Park Section.
5. Attendance at all Park Section Board Meetings is expected. (Inform Chair if unable to attend and provide a report that can be shared at the meeting.)
6. Recruits potential board members from respective regions.
7. Assists Past Chairperson with educational sessions for annual conference.
8. Solicits members and vendors for annual conference baskets and raffle items.

---

### AT – LARGE REPRESENTATIVES (2)

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

One At-Large Representative will begin their term on even years and the other will begin on odd years.

### RESPONSIBILITIES

1. Serves on various Sub-Committees within the Park Section, as appointed by the current Park Section Chair.
2. Assists Region Representatives in providing updates at Regional Meetings as needed.
3. Attendance at all Section Board Meetings is expected. (Inform Chair if unable to attend and provide a report that can be shared at the meeting.)
4. Recruits potential board members.
5. Assists with planning and organizing Spring Workshop.

## WPRA PARK SECTION BOARD MEMBER RESPONSIBILITIES

---

### STATE PARK/DNR REPRESENTATIVE

**TERM:** One year (January 1 - December 31) Appointed by the Park Section Chair

**STRUCTURE:** Advisory

**PURPOSE:** Represent WPRA State Park/DNR members on the Section Board, and provide insight and recommendations that are pertinent to the Section's business.

**RESPONSIBILITIES:**

1. Serves as liaison for WPRA State Park/DNR members on the Section Board. Keeps the Section Board informed of issues and concerns relating to State Park/DNR members.
2. Serves on Section committees and or task forces as needed.

---

### WISCONSIN ARBORIST ASSOCIATION/URBAN FORESTRY REPRESENTATIVE

**TERM:** 3-year appointment recommended by the Urban Forestry Council Board of Directors or WAA Board. Appointment made in June.

**STRUCTURE:** Advisory

**PURPOSE:** Represent WPRA Urban Forestry members on the Section Board, and provide insight and recommendations that are pertinent to the Section's business.

**RESPONSIBILITIES:**

1. Serves as liaison for WPRA Urban Forestry members on the Section Board. Keep the Section Board informed of issues and concerns relating to Urban Forestry members.
2. Serves on Section committees and or task forces as needed.

---

### PARK DESIGN AWARD CO-COORDINATORS

**TERM:** 5-year appointment recommended by the Parks Section Board. Terms to stagger.

**STRUCTURE:** Advisory

**PURPOSE:** Lead the park design award program.

**RESPONSIBILITIES:**

1. Assist with development of award promotion materials.
2. Collect all award nomination materials.
3. Coordinate evaluation process with Parks Section Board.
4. Draft press release to be submitted to each winner's community local newspaper.
5. Serve as facilitator at the Parks Design Award conference session.
6. Serves on Section committees and or task forces as needed.



## RULES OF ORGANIZATION

### PARK SECTION

### OF THE

### WISCONSIN PARK AND RECREATION ASSOCIATION

---

#### ARTICLE I - NAME

**Section 1.01** The name of this organization shall be the Park Section of the Wisconsin Park and Recreation Association.

---

#### ARTICLE II - PURPOSE

**Section 2.01** As an integral part of the Wisconsin Park and Recreation Association (WPRPA), it shall be the purpose of the Park Section:

- (1) To further the goals and objectives of the WPRPA and to promote and enhance professionalism in Parks, Recreation, Forestry, Natural Resources, Wildlife Conservation, and other related fields in Wisconsin;
- (2) To foster a mutual understanding and provide the means for sharing professional information among park and recreation personnel;
- (3) To provide assistance and resources in the solution of common problems;
- (4) To strive for the achievement and maintenance of high standards of professional ethics and competence in park leadership;
- (5) To further the development of the professional preparation for Parks, Recreation, Forestry, Natural Resource Management, Captive Animal Management and other related areas at accredited colleges and universities in the state of Wisconsin;
- (6) To promote the continuing education and development of personnel in the field.

---

#### ARTICLE III - MEMBERSHIP

**Section 3.01** Members of the Park Section must be members of the Wisconsin Park and Recreation Association.

**Section 3.02** Membership in the Park Section shall be designated as Individual, or Student.

**Section 3.03** The Individual membership shall be open to any person employed in Parks, Recreation, Forestry, Natural Resources, or other related field. Each individual member shall have the right to vote and hold office.

**Section 3.04** The Student membership shall be open to any bona fide student enrolled in an accredited University or College, majoring in the field of Parks, Recreation, Forestry, Natural Resources or

other related area of professional service delivery. Student membership does not include the privilege to vote or hold office.

---

## ARTICLE IV - ANNUAL DUES

(REMOVED JANUARY 2021)

---

## ARTICLE V - EXECUTIVE COMMITTEE

**Section 5.01** The Executive Committee of this section shall consist of the Chairperson, Past Chairperson, and Chairperson-Elect, each of whom shall serve for a term of one year; and Secretary-Treasurer, who shall serve a two-year term.

**Section 5.02** The Chair of the Park Section and all other Officers of the Park Section are encouraged to be certified members of the WPRA.

**Section 5.03** Any vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by recommendation of the Chairperson with two-thirds voter approval of a quorum of the Board, for the un-expired portion of the term.

---

## ARTICLE VI - DUTIES OF THE OFFICERS

**Section 6.01** The Chairperson shall call and preside at all meetings of the Section; shall recommend committees; shall recommend Chairpersons of all such standing and ad hoc committees; Chairperson shall serve as an ex-officio member of all committees; shall direct the affairs and business of the Section; shall recommend committee representatives to the WPRA Committees; prepare and submit an annual report to the WPRA President and the Park Section Membership at the Annual Section Business Meeting; and represent and promote the professional interests of the Park Section.

(1) The Chairperson will be responsible for directing the meeting under Robert's Rules of Order; Chairperson shall prepare a written agenda.

**Section 6.02** The Chairperson-Elect shall prepare for the Chairpersonship and shall succeed upon the expiration of the incumbent's term; shall serve as Chairperson in the Chairperson's absence; shall serve as alternate member to the Association's Board of Directors when Secretary/Treasurer is absent; shall serve as the Park Section Nominations Committee prepare and submit the Park Section's annual budget; and perform such administrative functions as may be assigned by the Park Section Chair.

**Section 6.03** The Past-Chairperson shall serve as the Park Section liaison to the Education Program Subcommittee of the WPRA Annual Conference Planning Committee and be responsible for the planning and organization of the Park Section's Conference education session programs, Park Section awards and perform such administrative functions as may be assigned by the Park Section Chair.

**Section 6.04** The Secretary/Treasurer shall:

(1) Shall serve as a member of the WPRA Board of Directors.

(2) Keep an accurate record of the proceedings of the Section meetings.

(3) Draft correspondence, prepare and distribute announcements and copies of the minutes of each Park Section Board meeting to all Park Section Members.

- (4) Furnish the Association Secretary/Treasurer with copies of the budget, minutes of Section meetings, membership roster, proposed amendments to the rules and other pertinent papers.
- (5) Prepare and present a financial statement to the Park Section Membership at the Annual Section Business Meeting.

---

## **ARTICLE VII - PARK SECTION BOARD**

- Section 7.01** The Board of the Park Section shall consist of the four elected officers and four Region Representatives, two Representatives at Large, and one State Park/DNR Representative. The Region Representatives must work or live in the region they represent. The region boundaries shall coincide with the membership regions as specified by the WPRAs Board of Directors. The four Region Representatives shall be placed on official ballots and voted on as all other Board positions, with Region I and II Representatives election on even numbered years and Region III & IV Representatives on odd numbered years. The State Park/DNR Representative must work for the State Parks or DNR and will be appointed by the Park Section Chairperson annually. Urban Forestry Council Representative is submitted to the Board by the Urban Forestry Council Board of Directors or Wisconsin Arborist Association Board on a three-year term.
- Section 7.02** As per the WPRAs Bylaws, no member can serve as an officer on both a Section Board and as an officer on the WPRAs Board of Directors at the same time.
- Section 7.03** Section Board members may serve no more than two consecutive terms, in any capacity, to ensure that other members of their Section are allowed an opportunity to serve their respective Sections.

---

## **ARTICLE VIII - DUTIES OF THE PARK SECTION BOARD**

- Section 8.01** The Park Section Board, guided by actions taken by the membership, shall manage the affairs of the Section in the interim between annual meetings and shall meet a minimum of seven times per calendar year, including the Park Section Annual Meeting.
- Section 8.02** The Park Section Board shall assist the Park Section Past Chair in his/her work in organizing and programming the Park Section's educational sessions for the WPRAs Annual Conference. This work shall begin no later than the January or February meeting of the Park Section Board.
- Section 8.03** The Park Section Board shall review and approve all applications for membership whenever there is a question of eligibility or type of membership to be conferred.
- Section 8.04** The Park Section Board may, at any time, recognize outstanding service and contributions in the field of Parks, Recreation, Forestry, Natural Resources, Wildlife Conservation, and other related areas of professional service, delivery, through citation, resolution, or other means appropriate to the occasion.
- Section 8.05** The Region Representatives shall:
- (1) Represent their prospective region on the Park Section Board and in the conduct of the business of the Park Section.
  - (2) Organize and coordinate the yearly workshop in their region as designated by the Chair of the Park Section Board.
  - (3) Perform such administrative functions as assigned by the Park Section Chair.
- Section 8.06** The Representatives at Large shall:



- (1) Represent the entire membership on the Park Section Board and in the conduct of the business of the Park Section.
- (2) Responsible for the Spring/Summer workshop planning and programming.
- (3) Perform such administrative functions as assigned by the Park Section Chair.
- (4) One Professional Representative elected on even years.
- (5) One Professional Representative elected on odd years.

**Section 8.08** State Park/DNR Representatives shall promote the continuing education and development of personnel in the field. Performs such administrative functions as assigned by the Park Section Chair.

Term: One-year appointment to the Park Section Board; appointed by the Chair

**Section 8.09** Urban Forestry Council Representative shall promote Urban Forestry and bring issues and concerns related to Urban Forestry.

Term: Three-year appointment by the Urban Forestry Council

## **ARTICLE IX - NOMINATION AND ELECTION PROCEDURE**

**Section 9.01** The Park Section Chairperson shall appoint a Nominating and Election Committee of not more than three (3) members, one of whom shall be the current Chair-elect, who will preside as Committee Chair.

**Section 9.02** The Nomination and Election Committee shall prepare a slate of candidates containing two or more nominations for each vacant office, except as otherwise specified in the rules. If two candidates cannot be obtained for a vacant position, approval from the WPRB Board of Directors must be obtained prior to the development of the Section ballot. The Nominating and Election Committee shall receive suggestions for candidates from the membership until September 15. A slate of candidates and ballots shall be submitted to the voting membership e-mail no later than October 1. Only completed ballots received by the WPRB Office prior to October 15 shall be valid for Park Section election.

**Section 9.03** The nominee receiving the greatest number of votes for each office shall be elected. In the event of a tie, the Chairperson shall cast the final ballot.

## **ARTICLE X – MEETINGS**

**Section 10.01** A quorum for the annual meeting of the Park Section shall be 75% of the Park Section Board in good standing at the time of the meeting.

**Section 10.02** The quorum for a duly called meeting shall be a majority of the members of the Park Section Board (50% plus one member).

**Section 10.03** Failure to notify the Chairperson on expected absenteeism twice within a year's time shall constitute grounds for release from one's responsibility. Said action shall be via directive from the Chairperson as the first order of business at the next full business meeting.

**Section 10.04** "Excused absence" being a communication to the Chairperson prior to that meeting.

**Section 10.05** "Unexcused absence" being failure to communicate to the Chairperson of expected absence.

## **ARTICLE XI - COMMITTEES**

**Section 11.01** The Park Section Chairperson shall appoint the following Standing committees: Nominations and Awards.

**Section 11.02** The Park Section Chair shall appoint such other committees, as deemed necessary.

**Section 11.03** The Park Section Board shall act as a "Committee of the Whole" in the conduct of the work of the Park Section Annual Conference Educational Program and other Section business, as deemed necessary or appropriate.

---

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

**Section 12.01** Robert's Rules of Order (as revised) shall be the authority on all questions of procedure not specifically covered in the By-Laws.

---

## **ARTICLE XIII - AMENDMENTS**

**Section 13.01** The Park Section Executive Committee shall review the Rules of Organization annually.

**Section 13.02** The rules may be amended by a two-thirds majority affirmative vote of the members present and voting at the Annual Park Section Business Meeting, or by a two-thirds majority affirmative vote cast by a mail ballot authorized by the Park Section Board. The WPRA Board of Directors must make final approval of all rule changes.

Revised November 2017

*Article 4 removed January 2021*