

Association Of Recreation Councils
Meeting Minutes

Council website: www.reccouncilsoffrederick.org

Monday December 7, 2015 7:00 pm @ Bourne Building, Parks and Rec Main Office

- Call to Order by Eric Scholz, President, at 7:05 pm.
- Approval of Minutes: The November Minutes were approved by all those present.
- In Attendance: Jeremy Kortright; Recreation Superintendent; Eric Appel, Recreation Supervisor; Eric Scholz, URC; Jim McClain, LRC; Sandy Burr FCNC; Chris Leo, CMRC; Lauren Vandergrift, County Risk Manager; Pam Dietrick, MRC; Wendell Miley WMRC.
- Finance Report: Jeremy stated that the balance remains the same at \$536.69 with not transactions in the past year. Mark was not present.

Old Business

1. Jeremy reviewed the “return to play” form and the importance of implanting this tool by every council who has a suspected concussion during one of their programs. Lauren Vandergrift, County Risk Manager, also reminded everyone that if there is an injury that the council is required to report it using the online Accident/Incident Report form. The Return to play form and concussion information is located on the www.reccouncilsoffrederick.org.
2. *Eric Scholz mentioned that the councils were introduced at the August meeting to the “online” volunteer application system. Currently only Libertytown Recreation Council has utilized this tool. Jim McClain from LRC noted that it was easy and has been very helpful in collecting volunteer data. This form is located on the home page of the Association of Recreation Council webpage. Jeremy stated that every council should require volunteers to complete the online application.*
3. *Jeremy brought up the “annual acknowledgement form” for the background check policy. Each council is required to complete this each*

year to acknowledge that they are compliant in the background check policy.

4. Eric brought up the topic of “sharing council issues” at our last meeting and Jeremy had a chance to speak to the County Attorney on the topic. According to the County Attorney any issues shared within the organization should be based on “factual” information without any sort of conclusions. Councils are permitted to cautiously share or report on what the “witness” experiences with one of their “5 senses” rather than elaborating on motives, etc. Lauren noted that any issue presented should also be shared with the county Risk Management office. Councils are required to report these incidents via the online Accident/Incident report.

New Business

1. ***Shelter Reservation Policy.*** Jeremy reviewed the new updated Shelter Reservation policy which allows councils to request a shelter 13 months prior to any date throughout the year.
2. ***Youth Exemption Policy:*** Eric mentioned that an issue came up this fall where the council wished to switch a use of a URC reservation from youth to adult and that they were then reminded that there is a Youth Exemption policy that does not extend to Adult programs. Jeremy reviewed the policy and fees associated with the facility requests. He also encouraged councils to relinquish times that they don’t intend to use so that other groups can utilize facility space.
3. ***Importance of CPR:*** Jeremy showed a quick 2 minute video (you can see this video on the Association website) on an incident that occurred this past year where a child collapsed during gym class. The child was saved by the Assistant Principal by using CPR. Jeremy encouraged all councils to have their coaches certified in basic CPR.
4. ***Risk Management:*** Laurent Vandergrift reviewed a hand out on the types of insurance the county provides for the Recreation Council’s. The main point she made was that the COI provided was for the sole purpose of obtaining facility spaces to play and program. The policy is not a health insurance policy for council members, volunteers, or participants. She also stated that the policy does not cover the

equipment owned by the council. Lastly the Group (6 of the 11 councils) discussed the topic of requesting that Alcohol be permitted at events managed by the recreation councils. Lauren noted that the current COI does not cover the sale of alcohol. Pam Dietrick from Middletown Recreation council was interested in the possibility of adding this to their events as a fundraising tool however she noted that she was on the fence on whether it was a good idea for a council do to it or not. The purpose of adding it to an event would be two fold; to generate revenue as a fundraiser and; to enhance an adult event. Many of those present decided to take the information back to their councils to review and to have further discussion at our March 21st meeting. Jeremy noted that he would like to have further discussion and an opinion from the group at the March meeting. Lastly, Jeremy noted to the group that the decision to permit alcohol at Council events would ultimately be decided on the staff level (County Attorney, Risk Management, Director, and County Executive).

Meeting adjourned: 9:10 pm

Next Meeting is March 21, 2016 at 7 pm.