

Association Of Recreation Councils Meeting Minutes

Wednesday July 20, 2022 6:00 pm at Bourne Bldg, Training Room

<https://www.reccouncilsoffrederick.org/>

Jason Cross called the meeting to order at 6:02pm.

In Attendance:

Mary Bellamy (BARC); John Campbell (BCRC); Jason Cross (URC); Pam Dietrick (MRC); Regine Schwab (SRC); Susan Jansen (SRC); Eric Appel (FCP&R/Secretary, non-voting)

Introduction of attendees

General:

- **Council Contact Lists** were distributed and edits were turned in by attendees.
- **Past Meeting Minutes:** Attendees previously reviewed the Mar 2022 meeting minutes. There were no edits and the minutes were approved.
- Nominations for the next term of Jul 2023-Jul 2025 will be at the November 2022 meeting, with voting in March, and the new Officers taking positions in July 2023 for a 2-yr term.

Finance:

- Pam D. reported on the balance- \$536.69 with no transactions in the past year. If they have not done so already, Councils must work through their Treasurer at the next meeting to complete the IRS Tax filing, in most cases a simple E-File 990 and the Annual Financial reporting to FCG/DPR.
- The end of the County and council's fiscal year was June 30, 2022. FY23 started July 1, 2022.

Current Business:

- Background screening process prior to the fall sports season and the NCSI portal were discussed. Policy Acknowledgment forms were submitted by attendees.
- Accident and Incident reporting were discussed. Regine S. asked if hard copy reports were acceptable to turn in since many of the SRC activities are active and moving outdoors potentially in remote locations. Eric informed that the hard copy report is still accepted even though the electronic version is available. The report can be completed once the situation has been handled and there is no immediate hazard. Electronic reporting forms are available at <http://recreater.com/FormCenter/Recreation-Council-Forms-11/Frederick-County-Recreation-Council-Acci-52>
- Athletic field and rec center rental process were discussed. John C. mentioned that BCRC was bumped from several time slots at Crestwood and Ballenger.
- Updated COIs and the process for requesting a new Certificate Holder online were discussed. The new COIs for FY23, and MD SUTEC were emailed to Presidents and council reps.

New Business:

- **Community Grant:** The Community Grant opportunity was discussed. Information can be found here [Community Grants Program | Frederick County Parks and Recreation, MD \(recreater.com\)](http://recreater.com/Community-Grants-Program-Frederick-County-Parks-and-Recreation-MD)
- **Association Website:** Eric A. asked reps to review website and report back any needed changes. Send any suggestions for additions and needed resources to Eric A.
- **Accident/Incident reporting:** reminder and discussion on the importance of volunteer reporting in a detailed manner when injuries requiring first-aid and follow-up take place. Incidents should also be reported and as detailed as possible. Electronic reporting forms are available at <http://recreater.com/FormCenter/Recreation-Council-Forms-11/Frederick-County-Recreation-Council-Acci-52>
- **Elections for Officers for term July 2023 – July 2025:** nominations are to be submitted to Eric A. at November 2022 meeting, voting takes place at March 2023 meeting, Officers announced at July 2023 meeting.

Round-Table:

- **Ballenger Creek** – John C. reported BCRC is in its slow period with no activities running again until September
- **Brunswick Area** – Mary B. reported on the committee that is being formed to discuss a community center in Brunswick. The future rec center at Othello Park and at Brunswick Elem were discussed in brief.
- **CMRC** – not present
- **Catoctin Area** – not present
- **Libertytown** – not present
- **Middletown** – Pam D. reported on the Independence Day event at Middletown Community Park and the welcomed addition of the Skate Spot. Pam D. informed that she may have some contacts for skateboarding instruction classes under Parks & Rec
- **Museum** – not present
- **Nature** – not present
- **Senior** – Regine S. asked about the promotion of activities on Facebook
- **Urbana** – Jason C. reported on the completion of spring season sports and the upcoming fall season. Availability of Campus Drive fields and the use of Urbana District field were discussed.
- **Woodsboro/New Midway** – not present

Meeting adjourned at 7:25pm

NOTE - Next Meeting is tentatively scheduled for **Wednesday November 30, 2022 at 6:00pm.**