



Kentucky Recreation and Park Society  
Executive Committee Minutes  
Wednesday, January 11, 2017 10:30 a.m. EST

Family Activity Center, Shelbyville/Shelby County  
Parks and Recreation  
717 Burks Branch Road, Shelbyville, KY 40065  
502-633-5059



#### Executive Committee

Curt Mickey, President, present  
Gary Parsons, Past-President, present  
Amanda Rogers, President-Elect, absent  
Chris Cooperrider, Finance Chair (Voting), absent  
Terri Wilkerson, Exec. Director (ex-officio), present  
Erin Moore, Secretary, present

#### Others Present

Jason Weatherford, Somerset Parks & Recreation (arrived at 11:03am)  
Ashley Coulter, Shelby County Parks & Recreation  
Shawn Pickens, KRPS Board Member/Shelby County Parks & Recreation

- I. Welcome- Meeting Called to order at 10:41am EST- Shawn Pickens welcomed the group.
- II. **Conference Report**
  - a. **2016 Hopkinsville Report-** Terri noted that Tab is finalizing the report and will present the numbers at the Board meeting next week. Nothing from conference has been processed on the current financial report. All income went to Hopkinsville and was recorded by Tab. Any money Terri received, she sent that information to Tab for his records. He is currently separating membership and conference registrations to bring to the board meeting next week. Tab's initial thoughts are that there is about \$20,000 in income from the 2016 Conference.
  - b. **2018 Conference-**
    - i. Sponsors- Curt met with Seve Ghose, Anthony Williams and Scott Reisinger (Louisville Metro Parks) to set expectations for 2018 conference. Scott said he has some sponsors who might be able to give some upfront money. Seve is looking to find seed money to pay contracts and will try to eliminate any initial costs to Louisville Metro Park's Budget. Sponsorships in 2017 need to be evaluated to reflect that there will be no conference this year. Terri is working on updating membership brochures and sponsorship packets to reflect these changes. Curt does not want to alienate current sponsors. Louisville will work directly with KRPS Executive board and will get oversight from the KRPS Board.
    - ii. Conference Committees- Anthony Williams will be the conference chair in 2018. Terri noted that Louisville will have their own in-house conference and will then push the KRPS Conferences to their employees and establish chairs for conference committees.
    - iii. Conference Date- We, as a board, need to establish the date for the 2018 conference and need to discuss with Northern KY and David Whitehouse about

involvement, due to Northern KY being in the rotation for hosting upcoming conferences.

- iv. Planning- We can use Go to Meeting or Skype for planning meetings if needed. Terri is reviewing past sessions, topics and speakers and will send to Elizabeth Riesser, the Performance analyst for Metro Parks. Seve is also looking at a 3 year management school to be included in the conferences.
- v. Other- CPSI- Discussion ensued about where CPSI courses could be conducted in 2017. Terri will be investigating and confirming dates and locations.

III. **Approval of minutes-** November 15, 2016 Executive Meeting: Motion by Gary Parsons and seconded by Curt Mickey. Discussion: Amend minutes to state that Amanda Rogers was absent at November meeting and Terri Wilkerson should be noted as a voting member, not a non-voting member, during executive committee. Motion by Gary Parsons and seconded by Curt Mickey. Motion carried. *(A Note should be made by the secretary on the KRPS Board meeting agenda that the finance chair is a non-voting member of the KRPS Board and Voting Member on the Executive Committee)*

IV. **Finance Report-** See attached documents below- Terri Wilkerson emailed reports to executive committee. Curt asked that the dates that the finance report is for should be recorded on the report. Terri noted that the financials are through today. Quarter 2 and Quarter 3 are lower due to conference fees not recorded yet. Conference has some incomes, approx. \$12000 and dues are reflected as \$8265 which does include the renewed memberships from conference. Misc- \$23 Quarter 1 (2016) revenue included CPSI and AFO income. The Budgets are based on a Fiscal Year, not a calendar year. This coincides with tax preparation done by the accountant. Terri requested that Gary send her the finalized budget. Current Money in Bank: \$63453.99 CPSI Income: \$21,435  
Aging Report- memberships will not include State Parks and Lexington currently. Curt Mickey made a motion to accept the finance report and it was seconded by Gary Parsons.

V. **President's Report-** Curt stated that there are open Board Seats that he is working on filling- He appointed Marlon Sams as Citizen Rep, Jason Weatherford took District 7 Rep, Chris Cooperrider accepted the Finance Chair position, and Lauren Wagoner and Ashley Coulter will co-chair the Awards Committee. Curt and Terri have been working together on multiple items. Increasing membership is a big concern. Curt suggested to approach people who have been members in the past and then reach out to new people. Various other vacancies are being evaluated. Shawn Pickens will be the chair of the Bylaws Committee, Gary Parsons is the Nominations Chair for the incoming board and will oversee Certifications. Other Vacancies include: Athletics Chair, College Relations, Government Relations, Student Relations, Website, TR, Diversity (Terri Suggested Vanessa Lenear in Northern, KY for the Diversity Committee Vacancy).

VI. **Executive Director's Report** – Congratulations to Terri Wilkerson, her official start date as Executive Director was January 3, 2017. Terri to email me executive Director's Report.

- I. Tammy Baumann – CPA
  - a. Met with her and set up payroll
  - b. Went over Deposit reports, Credit Card emails log-ins, reports in general.
  - c. Tammy and Terri have established a clearer understanding of what each need from the other and have streamlined the reports.
  - d. On-line banking
    - i. Terri discovered that we are paying for Memberclicks \$155/mo.

- ii. We are also paying for Vonage \$61/mo. Terri is working on getting that discontinued. Need old number?
- II. I have reached out to Hammer for the Board meeting location.
  - a. We have discussed details about the upcoming conferences
    - i. They are looking for us to give them directives according to him.
    - ii. We need to ask Northern KY exactly who wants to be involved this year.
    - iii. Hammer is the Conference Chair
- III. I have been working with Memberclicks to figure out what it really can do.
  - a. There were several memberships that needed to be updated that Dave did not get to before leaving. So, I have gone through and checked on the last several payments.
  - b. Terry reviewed the online banking account and \$150/month is being spent on memberships for up to 750 members. Memberclicks is a valuable tool that members are not currently using. Erin Moore asked if we could use Go To Meeting to provide a KRPS 101 class for Memberclicks usage. Terri will look into this and if it can receive CEU credits. Terri also will check with Trisha Day to teach the class during a director's forum.
- IV. I am working on the next edition of the Quarterly. It should be back on track. I am waiting on Curt's letter. This should be a big edition.
- V. When I sent out the email last week I was contacted by quite a few people congratulating me. Don Stausberg for one wanting to take me to lunch and brainstorm. Scott Martin of 21<sup>st</sup> Century Parks has reached out as well. I will be meeting with him on February 9<sup>th</sup>. He is interested in getting more involved with KRPS.
- VI. I also addressed several emails about their accounts, needing invoices, adjusted invoices, passwords and user names.
- VII. I met with Curt and went over and extensive list of things to do.
  - a. I will be setting up meetings with Monica Conrad, LFUCG, Diane Bonfert, KY State Parks and Jim Parrish, Frankfort Parks. We are going to work on departments close by first.
- VIII. I have been working on the notebooks for the board meeting to include:
  - a. Job Descriptions and terms
  - b. By-Laws
  - c. Contacts – Board and District
  - d. Vendor Members
  - e. Instructions for Memberclicks
    - i. Email Blasts and other helpful hints
  - f. Budget (Need to get a final copy)
- IX. Gaming Year-End Report – I am working on completing this. It is due at the end of the month.
- X. Sponsorship Packages – I have begun to adjust them based on what is going on this year and will present them at the board meeting on the 18<sup>th</sup>.

- VII. **New Business** -none
- VIII. **Old Business**- Gary is working on a director's forum in lieu of conference which will probably be held in NOV. Curt suggested looking at Tennessee and surrounding states for conflicting dates of their conferences. Gary asked for suggestions on topics which are CEU Worthy. Curt suggested asking Trisha Day. Curt also suggested that Terri attend the Tennessee/Indiana/Ohio conferences for free and try to offer a free conference attendance for their Ex. Dir to come to ours for free. At least Trade show day. Get a list of speakers/contacts members etc for variety for our conferences. Curt wants to set CPSI and Conference Dates Set quick.
- IX. **Announcements**- KRPS Board Meeting- Jan 18- The Farnsley- Moorman Landing 7410 Moorman Road Louisville. 10:30am meeting. Recreation Insights to host the meeting. All Recreation to host a future Board Meeting.
- X. **Adjournment** - 12:08pm

Notes for KRPS Board Meeting to discuss:

Date for KRPS in 2018

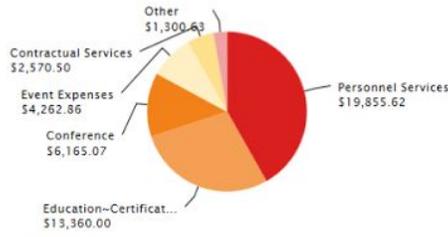
CPSI Dates & Locations

Vonage

Member-clicks

**1-11-17 Financial Report Attachments:**

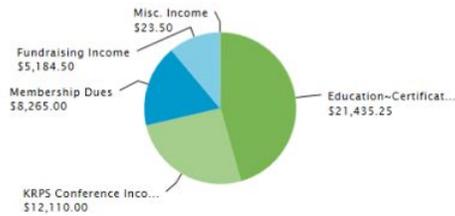
**KY Recreation & Park Society Inc.  
Expense By Category**



%	Category	(\$)Amount
41.79%	Personnel Services	19,855.62
28.12%	Education~Certification Expenses	13,360.00
12.98%	Conference	6,165.07
8.97%	Event Expenses	4,262.86
5.41%	Contractual Services	2,570.50
2.74%	Other	1,300.63

Wednesday, Jan 11, 2017 08:28:32 AM GMT-05:00 - Cash Basis

**KY Recreation & Park Society Inc.  
Income By Category**



%	Category	(\$)Amount
45.59%	Education~Certifications	21,435.25
25.76%	KRPS Conference Income	12,110.00
17.58%	Membership Dues	8,265.00
11.03%	Fundraising Income	5,184.50
0.05%	Misc. Income	23.50
0.00%	Unapplied Cash Payment Income	0.00

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# KY Recreation & Park Society Inc.

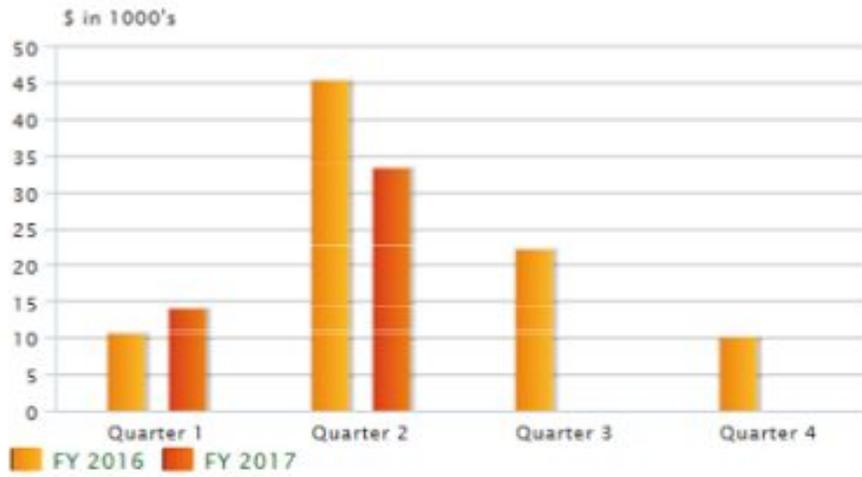
## PROFIT AND LOSS

July - December, 2016

	TOTAL
<b>INCOME</b>	
Education-Certifications	
CPSI Training	8,480.00
CPSI Fees	12,955.25
<b>Total CPSI Training</b>	<b>21,435.25</b>
<b>Total Education-Certifications</b>	<b>21,435.25</b>
Fundraising Income	
KRPS Golf Scramble	
Golf Scramble Donations/Sponsorship	1,070.00
Golf Scramble Fees	4,114.50
<b>Total KRPS Golf Scramble</b>	<b>5,184.50</b>
<b>Total Fundraising Income</b>	<b>5,184.50</b>
KRPS Conference Income	
Conference Full Registration	7,600.00
Vendor Sponsorship	4,450.00
<b>Total KRPS Conference Income</b>	<b>12,110.00</b>
Membership Dues	
Commercial Dues Income	450.00
Large Agency Dues	1,000.00
Medium Agency Dues	1,250.00
Professional Memberships	1,640.00
Small Agency Dues	2,450.00
Student Dues Income	1,400.00
<b>Total Membership Dues</b>	<b>8,190.00</b>
Misc. Income	
Interest Earned	23.50
<b>Total Misc. Income</b>	<b>23.50</b>
Unapplied Cash Payment Income	0.00
<b>Total Income</b>	<b>\$46,943.25</b>
<b>GROSS PROFIT</b>	<b>\$46,943.25</b>
<b>EXPENSES</b>	
Conference	
Awards	100.00
Conference Expenses	6,065.07
<b>Total Conference</b>	<b>6,165.07</b>
Contractual Services	
Advertising	199.00
Printing and Reproduction Expenses	192.00
Professional Fees	
Accounting Fees	2,179.50
<b>Total Professional Fees</b>	<b>2,179.50</b>
<b>Total Contractual Services</b>	<b>2,570.50</b>

	TOTAL
Education-Certification Expenses	
CPSI Course Training Expenses	13,360.00
<b>Total Education-Certification Expenses</b>	<b>13,360.00</b>
Event Expenses	
Casino Night Expenses	3,942.86
Golf Scramble Expenses	320.00
<b>Total Event Expenses</b>	<b>4,262.86</b>
Materials & Supplies	
Postage	305.25
Telephone	367.25
<b>Total Materials &amp; Supplies</b>	<b>672.50</b>
Misc. Expenses	29.75
Bank Charges	71.79
Infintech Service Fees	129.85
Merchant Credit Card Fees	396.75
<b>Total Misc. Expenses</b>	<b>628.19</b>
Personnel Services	
Dues & Subscriptions	900.00
Insurance	
Insurance - Liability	4,691.63
<b>Total Insurance</b>	<b>4,691.63</b>
Mileage Reimbursement	500.47
Personnel Payroll	12,767.62
Taxes & Licenses	561.54
Travel	371.36
<b>Total Personnel Services</b>	<b>19,855.62</b>
<b>Total Expenses</b>	<b>\$47,514.68</b>
NET OPERATING INCOME	\$ -571.43
NET INCOME	\$ -571.43

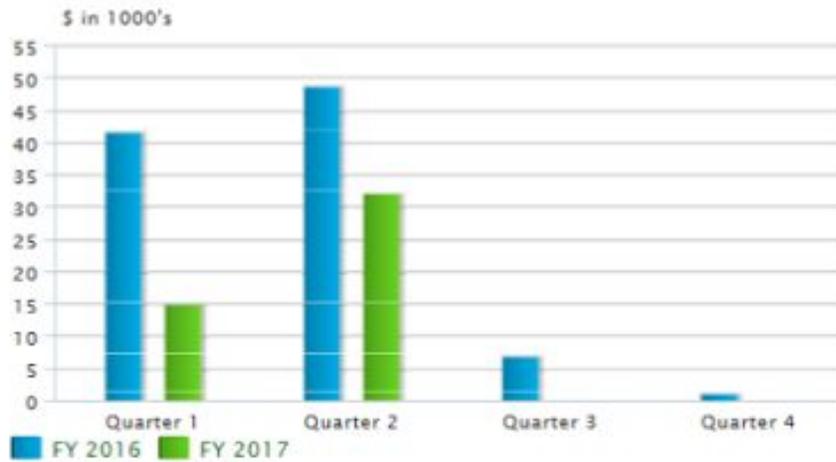
## KY Recreation & Park Society Inc. Previous Year Expense Comparison



Quarter	FY 2016	FY 2017
Q1	\$10,768.94	\$14,065.48
Q2	\$45,447.20	\$33,449.20
Q3	\$22,128.99	\$0.00
Q4	\$10,235.51	-

Wednesday, Jan 11, 2017 08:29:17 AM GMT-05:00 - Cash Basis

## KY Recreation & Park Society Inc. Previous Year Income Comparison



Quarter	FY 2016	FY 2017
Q1	\$41,652.55	\$14,955.57
Q2	\$48,652.57	\$31,987.68
Q3	\$6,914.33	\$75.00
Q4	\$907.08	-

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