



**2010
RECREATION SECTION
BOARD MANUAL**



Wisconsin Park & Recreation Association

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2010 Meeting Schedule

<u>Date</u>	<u>Location</u>	<u>Time:</u>
Friday, January 15	Waunakee	10:30 A.M. – 12:00 P.M.
Friday, February 19	Online	10:30 A.M. – 12:00 P.M.
Friday, March 19	Online	10:30 A.M. – 12:00 P.M.
Friday, April 16	Wauwatosa	10:30 A.M. – 12:00 P.M.
Friday, May 21	Online	10:30 A.M. – 12:00 P.M.
Friday, August 20	Online	10:30 A.M. – 12:00 P.M.
Wednesday, September 29*	Fond du Lac	9:30 A.M. – 12:00 P.M.
Friday, October 15	Online	10:30 A.M. – 12:00 P.M.
Thursday, November 4	La Crosse	TBD
Friday, December 17	Bellevue	10:30 A.M. – 12:00 P.M.

***SILVER STAR AND SECTION AWARDS JUDGING**

Section Board Members

Chair - 2010

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Chair Elect - 2010

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Past Chair - 2010

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Secretary/Treasurer - 2009 & 2010

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Region I Representative - 2010 & 2011

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Region III Representative - 2010 & 2011

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Region IV Representative - 2009 & 2010

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WPRA Board Liaison

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2009 Accomplishments

- The recreation section manual was re-defined this year and was a successful working document.
- The Spring Workshop was a success and the information for 2010 was sent out in a timely manner.
- Ran a Successful Youth Leadership Workshop in June with 3 sites and over 100 participants.
- Successful section awards process with multiple nominees in most categories for both Silver Stars and Professional Awards.

2010 Objectives

- Continue to redefine Recreation Section priorities and committee structures.
- Further develop and define the awards programs to recognize excellence in professionalism, programming and recreation administration.
- Work to increase the number of participants in the Spring Joint Workshop and Youth Leadership Workshops.
- Continue to offer quality educational opportunities at the Annual Conference & Tradeshow, Spring Joint Workshop and other future online webinars.
- Continue to define methods and technologies used to provide up-to-date information to the section membership.

Recreation Section Board Sub-Committees

Budget	Chair: Joel Gregozeski Members: Bridget Scott & Sara King
Nominating <i>(Vacant Positions)</i>	Chair: Bridgette Scott Members: Joel Gregozeski
Rules of Order	Chair: Sara King Members: Jeff Skoug
Section Awards <i>(Region Reps)</i>	Chair: Janelle Pudenz Members: Steve Carlyon, Carrie Ottum, Shelley Slapak
Spring Workshop	Chair: Carrie Ottum Members: Shelley Slapak
Conference	Chair: Jeff Skoug Members: Sara King
Youth Leadership Workshop	Chair: Shelley Slapak Members: Carrie Ottum
Annual Fun Run/Walk	Chair: Steve Carlyon Members: Janelle Pudenz

Budget

Chair: Joel Gregozeski
Members: Bridgette Scott & Sara King

Goals:

- Keep the Recreation Section Board expenditures within this year's adopted budget
- Prepare a budget for the Recreation Section for the next fiscal year with revenues in excess of expenditures

Calendar:

- January: Review the budget of the current fiscal year with new Sub-Committee members and begin discussing ideas for the next fiscal year.
- April: Review potential budget changes for the next fiscal year and present proposed budget to Board for approval.
- May: Submit final Recreation Section Budget to the WPRA office by the end of the month.
- November: Present the next fiscal year's budget to the general membership at the annual Recreation Section meeting.
- December: Present a summary of revenue and expenditures of the current budget and recommend future changes. Make necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next years Manual. Pass on files to next year's chairperson (Chair-Elect).

Nominating (Vacant Board Positions)

Chair: Bridgette Scott
Members: Joel Gregozeski

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:

January: Review vacant offices for next year: Chair-Elect and Region Reps.

February: Make a list of potential candidates and make phone contacts.

April: Ask each Region Representative to assist in finding nominees for the vacant board positions. Send a "call for nominations" to section members.

August: Nomination deadline to appear on ballots is August 1st. Present final ballot to Board for approval. Mail ballots by September 1st.

September: Ballots are due no later than September 15th. Tabulate and report results to the Recreation Section Board. Inform WPRA immediately after winners are selected. All winners and other nominees must be notified no later than 10 days prior to the beginning of the annual conference. Send letters of congratulations and invite winning candidates to Annual Meeting and December Section Meeting.

November: Announce new officers and Region Representatives at the Annual Recreation Section business meeting.

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.

Rules of Order

Chair: Sara King
Members: Jeff Skoug & Joel Gregozeski

Goals:

- Review, update and distribute Recreation Section Members Handbook.
- Review, update, and distribute Recreation Section Executive Committee assignments and handout.
- Review and propose updates to the Recreation Section By-Laws.

Calendar:

January: Distribute and review Executive Committee Assignments and handout member's handbook and by-laws. Initiate updates of all materials. Explain procedures for signing contracts, mileage, purchasing and other responsibilities. Solicit changes in by-laws if necessary.

August: Present and propose by-law changes to Recreation Section for approval. Send proposed changes to general membership and remind them to vote at the annual business meeting.

November: Facilitate vote on proposed by-law changes at the annual business meeting.

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 years Manual.

Section Awards

Chair: Janelle Pudenz
Members: Steve Carlyon, Carrie Ottum, & Shelley Slapak

Goals:

- Present a format for recognition of an outstanding professional and young professional in the Recreation Section. Goal is to receive at least 4 nominations for both awards.
- Present a format for recognition of outstanding programming through the Silver Star Awards program. Goal is to receive at least 4 nominations for each potential category.

Calendar:

- February: Discuss award categories and names. Discuss potential entry/registration and judging formats. Introduce plans for distributing the entry forms for outstanding performance awards and 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 Recreation Section Board for approval. Facilitate the distribution of professional & young professional nomination forms.
- July: Solicit at least 4 nominees for each section award category. Entries for Silver Star and professional/young professional are due by July 31st.
- August: Prepare a Silver Star program entry review. Send entries with evaluation criteria to Board members for review. Collect reviews and tabulate prior to August Board meeting. Notify entry applicants of status. Send out finalist applications to those who qualify.
- September: Bring samples of awards for Board approval. Have past 5 Professional of the Year Award recipients present for award judging. Prepare a format for judges to use in evaluating professional/young professional nominees and Silver Star Award finalists.
- October: Notify all award recipients by phone and mail. Recipients should also 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. Send a letter to all other entrants and nominees. Send news releases on winners.
- November: Announce award winners at the Wednesday Awards Luncheon at the Conference. Present awards to the winners at the Annual Meeting.

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.

Spring Workshop

Chair: Carrie Ottum
Members: Shelley Slapak

Goals:

- In cooperation with the Park Section, select a site location for the current year's workshop and determine workshop topics.
- Market and promote the annual Workshop to the WPRA membership.
- Produce a quality educational workshop with revenues exceeding expenditures.
- Evaluate Workshop and provide recommendations for next year's Workshop.

Calendar: (Planning)

January: Confirm final details for workshop. Develop a draft of an evaluation form for participants to complete at the Workshop.

February: Promote Workshop to WPRA Membership.

March: Conduct Workshop. Compile evaluation results after Seminar is held.

April: Report evaluation results to Board and provide recommendations for next year. Discuss tentative sites for next year.

May: Announce date and site selection for next year's Workshop.

August: Solicit session topics and ideas.

September: Further discuss session outline and session topics for Workshop. Determine speaker assignments. Solicit sponsorship/exhibitor opportunities (obtain approval from WPRA Office – under \$1,000 or WPRA BOD – over \$1,000). Prior approval is necessary to ensure that we are not over soliciting vendors and exhibitors.

October: Finalize topics, speakers and session outline. Present rough draft of Seminar flyer/registration form for Board review at November meeting & finalize flyer by the 11th of the month to be included in the January IMPACT. Work with Promotion Committee to distribute flyer and promote Workshop.

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 years Manual. Pass on file to next years Committee Chairperson.

History: 2008 (Chula Vista) 2009 (Chula Vista)

Conference

Chair: *Jeff Skoug (** Please review conference committee handout for specific)*

Members: Sara King

Goals:

- 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.
- Develop a list of Conference sessions and assign Recreation Section Members to find speakers and moderate sessions.
- Represent the Recreation Section on the WPRA Conference Committee and attend conference planning meetings regularly. Act as liaison between Conference Committee and Recreation Section

Calendar:

January: Develop a list of educational topics. 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 Recreation Section through Conference Committee.

February: 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.

March: 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.

April: Follow up with WPRA office to see if assistance is needed in collecting any missing speaker contracts. Report on progress of the Conference Committee.

May: Confirm with WPRA office that all speaker contracts are received by May 1st. Report on progress of the Conference Committee.

June: Pre-Conference Booklet mailing is finalized and sent out to membership.

- September: Assign moderators to all Recreation Section 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.
- October: Confirm moderators for Recreation Section sponsored sessions. Report on progress of the Conference Committee.
- November: 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.
- December: Present Conference Budget summary. Evaluate developments over the past year and make any necessary revisions to the Sub-Committee Listing in the Board manual.

Youth Leadership Work Shop

Chair: Shelley Slapak
Members: Carrie Ottum

Goals:

- Develop, organize, promote and facilitate the Annual Youth Leadership Workshops.

Calendar:

January: Meet with WPRA's workshop coordinators and determine details of workshops for current year. (Niki Wendt, Marge Klinzing & Jackie Schweitzer).

February: Report on status of Youth Leadership Workshop.

April: Details for Youth Leadership Workshop are finalized including proposed budget, session instructors, locations, dates, times and registration.

May: Promote Youth Leadership Workshop.

June: Facilitate Youth Leadership Workshop in conjunction with coordinators. Conduct an evaluation of the program.

August: Report status of Youth Leadership Workshop including registration, revenues and expenses. Draft and report on proposed changes for following year.

December: 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.

Annual Fun Run/Walk

Chair: Steve Carlyon
Members: Janelle Pudenz

Goals:

- Develop, organize, promote and facilitate the annual conference Fun Run/Walk event.

Calendar:

January: Determine the schedule, timetable and structure for the current year's Fun Run/Walk.

February: Begin to solicit and secure business sponsor(s) for event t-shirts.

August: Secure "warm-up" instructor to ensure CEU credentials.

September: Determine event route. Promote event to WPRA membership

October: Continue to promote event to WPRA membership.

November: Facilitate event. Conduct an evaluation of the event. Draft proposed changes for following year.

December: Report on evaluation results, budget and proposed changes for following year. 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.

Recreation Section Board Member Responsibilities

CHAIR

TERM: One year (January 1 - December 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.
2. Ensure that a proposed Budget is submitted for the ensuing year by July 10th (this task is usually delegated to the Chair-Elect).
3. In conjunction with the Budget preparation, submit Recreation 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).
4. Keep Section expenses within Budget. Only authorize budgeted expenses. Bring any Section Budget change requests to the WPRA Board for approval.
5. Assist the various Section Sub-Committees in meeting assigned deadlines and in trouble-shooting conflicts as needed.
6. 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 Recreation Section Board, along with the Chair-Elect and Secretary/Treasurer.
8. Monitor Section activities for compliance with approved Section Rules of Organization and WPRA By-Laws, Policies, and Guidelines. Guide as needed.

Recreation Section Board Member Responsibilities

CHAIR-ELECT

TERM: One year (January 1 - December 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 Rules of Order Sub-Committee within the Recreation Section.
3. Serve as a member of the Budget Sub-Committee within the Recreation Section, along with the Chair and Secretary/Treasurer.
4. Serve as a member of the Conference Sub-Committee within the Recreation Section, along with the Past-Chair.
5. Review the contents of Recreation 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 Recreation 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.

Recreation Section Board Member Responsibilities

PAST-CHAIR

TERM: One year (January 1 - December 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. Serve as Chair of the Conference Sub-Committee within the Recreation Section. This requires regular contact with the Conference Committee and ensuring that the Recreation Section sessions are coordinated and deadlines met.
3. 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.

Recreation Section Board Member Responsibilities

SECRETARY/TREASURER

TERM: Two years

RESPONSIBILITIES:

1. Represent the Recreation Section on the WPRA Board. Communicate concerns between both. Provide and review Section Financial Report at each scheduled Board Meeting as part of the Recreation Section Report. Bring Section Workshop outlines and projected Budgets to the Board for final approval.
2. Continually copy the WPRA Office on minutes, agendas, and other vital Section information to ensure that the website remains up-to-date.
3. Develop an e-mail directory for all Recreation Section members.
4. If needed, set up an account at a copy place near you, if needed. Compare prices to the previous secretary/treasurer's copy place. Try to get a similar price. There are roughly 400 pieces.
5. If needed, set up an account at a bulk mailing business, if needed. They will need our bulk rate permit when setting up the account. It will cost more to have the envelopes stuffed, labels adhered, and zip codes sorted.
6. Call the WPRA office prior to each mailing (or email) to Recreation Section members. Ask for an update of information on new members; this will keep our files current.
7. Obtain envelopes and letterhead from the WPRA office, if needed.
8. 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.
9. Contact the WPRA Office at least one day prior to the scheduled Board meeting to get a current budget report.
10. Work with the Budget Sub-Committee within the Recreation Section to provide suggestions and feedback on related items for Budget formulation for the coming year.
11. Serve as the Chair to the Nominating Sub-Committee within the Recreation Section.
12. 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.

Recreation Section Board Member Responsibilities

REGIONAL REPRESENTATIVES

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

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

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

PURPOSE: Represent each Region at Recreation Section Board meetings as well as recruit and retain members on a regional 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 Recreation Section Update is added to the Regional Meeting Agenda 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 Regional implications when voting on issues at Section Board meetings.
4. Serve on at least two Sub-Committees within the Recreation Section.
5. 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.