

2008 WTRS BOARD MANUAL



Wisconsin Park & Recreation Association

WTRS

2008 Board Meeting Schedule

Date	Location	Time
Wednesday, January 5	WPRA Office	10:30 a.m.
Wednesday, February 20	WPRA Office	10:30 a.m.
Wednesday, March 12	WPRA Office	10:30 a.m.
Wednesday, May 21	WPRA Office	10:30 a.m.
Wednesday, August 13	WPRA Office	10:30 a.m.
Wednesday, September 17	WPRA Office	10:30 a.m.
WPRA Spring Workshop Thursday, March 13	Wisconsin Dells, WI	
WPRA Annual Conference Wednesday, November 4 – Friday, November 7	La Crosse, WI	

2008 WPRA WTRS Section Board

Chair

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WPRA WTRS Section

2007 Accomplishments (Kristin Ruprecht, Past Chair)

1. Coordinated the WPRA Annual Conference WTRS section sessions. In total, 17 sessions were offered to members by our section. One speaker was jointly brought in by WTRS and the Aquatic Section. The endnote speaker also agreed to a session sponsored by WTRS.
2. Organized and ran a Brat Fry in Oshkosh, WI, that netted approximately \$330.00.
3. Committed to holding a joint one-day Spring Workshop with the Recreation Section, set for March 13, 2008, at Chula Vista resort in Wisconsin Dells.

2007 Recommendations

1. Methods of marketing for WTRS members included speaking to Internship supervisors and providing information for them to give interns. Another included marketing to agencies on the benefits of allowing employees to become active members.
2. Once again provide a variety of topics for members to chose from at the WPRA Annual Conference.

Calendar:

- December/January: Select days, times, and locations for WTRS mtgs. Purchase an extra large binder for handouts given at WPRA Board Mtgs. Purchase separate binder for WTRS mtgs.
- January: Review the budget of the current fiscal year with new board members to determine allotted amount for Spring Workshop vs. Annual Conference. Begin making contacts for Annual Conference speakers. WPRA Budget information sent out to Committee and Section Chairpersons.
- February: Update on Conference Speaker contacts.
- March: Direct speakers to WPRA website for electronic registration. Finalize speakers and approximate costs for transportation, hotel, speaker fee, meals. Track all the agreed upon information between contacts and the speakers for future reference. Best if done in Microsoft Excel or other table program.
- April: Review potential budget changes for the next fiscal year and present proposed budget to Board for approval. Brainstorm fundraiser ideas for summer, if desired. Check with Julienne on progress with speaker registration. Final Reminder to submit 2009 budget requests is sent to section members.
- May: Submit final WTRS Section Budget to the WPRA office by the end of the month. No summer meetings – set any necessary loose ends for members to work on during the summer.
- July: Budget requests are due to the WPRA Office for review.
- August: Reconvene mtgs and check-in with any work accomplished. Call for basket items and new board members.
- September: Spring workshop speakers.
- October: Affirm speaker participation in Spring Workshop.
- November: Present the next fiscal year's budget to the general membership at the annual WTRS Section meeting. Brainstorm speakers for Annual Conference at annual WTRS meeting. Announce new board members at the annual meeting. Attend Annual WPRA Board Mtg. Encourage Chair-Elect to also attend as the new board is sworn in and introduced. Send thank you letters to speakers. Finalize Spring Workshop speakers with Rec/Park sections.

December: Present a summary of revenue and expenditures of the current budget and recommend changes. Make necessary revisions 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).

WPRA WTRS Section Board Conference Committee Representative

CONFERENCE

Representative:

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 WTRS Section Members to find speakers and moderate sessions.
- Act as liaison to the WPRA Conference Committee and other WPRA Sections and attend conference planning meetings when necessary.

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; hand out speaker agreement forms and CEU forms and procedure booklets. Determine amount of money available for Aquatic Section through Conference Committee.
- February: Report on progress of Conference. Confirm speakers and topics. Begin to send contracts and CEU request forms to speakers, also request session outline and session handouts from speakers at this time. Submit tentative listing of session titles, descriptions, and speaker names to Conference session coordinator by the end of the month.
- March: Submit final session titles, descriptions, and speaker names and e-mail addresses to the Conference Session Coordinator by March 15.
- April: Assign Moderators to all WTRS Section sessions at April Board Meeting.
- September: Confirm speakers. Finalize audiovisual needs. Send confirmation to all moderators. Request an electronic copy of each session from the speaker (to be made available on the WPRA website). Collect all electronic copies and forward to WPRA via email by the end of the month.
- November: Supervise conference sessions. Assist moderators. Give a brief report at the annual meeting regarding the conference speakers. Ensure that thank you letters are sent to conference speakers.
- December: Present conference budget summary. 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 (Chair-Elect).

WPRA WTRS 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. Represent the WTRS Section on the WPRA Board. Communicate concerns between both. Provide and review Section Financial Report at each scheduled Board Meeting as part of the WTRS Section Report. Bring Section Seminar and Facility Tour outlines and projected Budgets to the Board for final approval.
2. 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.
3. Ensure that a proposed Budget is submitted for the ensuing year by July 10th (this task is usually delegated to the Chair-Elect).
4. In conjunction with the Budget preparation, submit WTRS 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).
5. Keep Section expenses within Budget. Only authorize budgeted expenses. Bring any Section Budget Change requests to the WPRA Board for approval.
6. Determine the dates of Board Meetings, as well as agenda items for consideration at Board meetings.

WPRA WTRS 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 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 and/or representing the Section at WPRA Board Meetings if Chair is unable to attend).
2. Serve as Chair of the Conference Sub-Committee within the WTRS Section. This requires regular contact with the Conference Committee and ensuring that WTRS Section sessions are coordinated and deadlines are met.
3. Review the contents of WTRS Section Board Manual with the current Board to determine needed changes/updates prior to the term as Chair. Make necessary revisions to Board Manual.
4. Determine all WTRS Section Board meeting dates for next year prior to term as Chair.
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.

WPRA WTRS Section Board Member Responsibilities

PAST-CHAIR

TERM: One year (January 1 - December 31)

This position finishes a two-year term as an officer on the Board, with the first 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. 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.

WPRA WTRS Section Board Member Responsibilities

SECRETARY/TREASURER

TERM: One year

RESPONSIBILITIES:

1. Continually copy the WPRA Office on minutes, agendas, and other vital Section information to ensure that the website remains up-to-date.
2. Develop an e-mail directory for all WTRS Section members.
3. Contact the WPRA office prior to each mailing (or email) to WTRS Section members. Ask for an update of information on new members; this will keep our files current.
4. Obtain envelopes and letterhead from the WPRA office, if needed.
5. Pass typewritten minutes and the agendas on to next year's Secretary/Treasurer.
6. Work with the other Board members within the WTRS Section to provide suggestions and feedback on related items for Budget formulation for the coming year.
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 if needed.