



WPRA - Park Section

MEETING AGENDA: Tuesday January 17, 2017, 10:30 AM

Iverson Park Shelter
4201 WI-66
Stevens Point, WI 54481

1. Call meeting to order
2. Roll call
3. Review minutes from December 2, 2016.
4. Welcome New Board Members / Roles
 - a. Dan Kremer – Chair Elect 2017 – 2019
 - b. Steve Peterson – Region 1
 - c. Vicky Redlin – Region 2
 - d. Marcus Aumann – Rep at Large
5. Unfinished Business
 - a. 2017 Spring Workshop – Final Details
 - b. Park Section Manual – Updates – 2017 Draft
 - c. Park Section Budget – Updates
6. New Business
 - a. 2017 Conference Sessions – Lori Williams
 - b. 2017 Park Section Goals – Jake Anderson
7. Reports
 - a. Chair – Jake Anderson
 - b. Chair Elect – Dan Kremer
 - c. Past Chair – Lori Williams
 - d. Secretary/Treasurer – Denise Larson
 - e. Region 1 – Steve Peterson
 - f. Region 2 – Vicky Redlin
 - g. Region 3 – Jacob Tissue
 - h. Region 4 – Ginny Bocek
 - i. Representative at Large – Marcus Aumann
 - j. Representative at Large – Trish Nau
 - k. State Park/DNR – Kathy Gruentzel
 - l. Urban Forestry Council – None
 - m. WPRA – Denise Larson
8. Adjourn
 - a. Next Meeting: Tuesday, February 21, 2017
9. Lunch at Hilltop Pub & Grill



WPRA - Park Section

Friday, Dec 2, 2016 10:30 am
Clinton
Meeting Minutes



1. Call meeting to order *at 10:30 by Williams*
2. Roll call *Williams, Anderson, Larson, Tisue, Steinbach, Dallman, Boeck, Slepak, Nau, Gruentzel, Excused Nowak & Hoerth*
3. Review minutes from August 16, 2016 – *Motion to accept by Nau, 2nd by Steinbach, all in favor*
4. Welcome New Board Members – *Lori welcomed the new members and reminded them to make sure that are familiar with the updated board manual and their roles.*
 - a. *Dan Kremer – Chair Elect 2017-19*
 - b. *Steve Peterson – Region 1*
 - c. *Vicky Redlin- Region 2 (Not present)*
 - d. *Marcus Aumann –Rep at Large*
5. Unfinished Business –
 - a. *Recognized outgoing board members: Chad Dallman, Chad Hoerth, Ben Steinbach, Cullen Slapak, and Tony Nowak. She thanked them for their service.*
 - b. *Congratulate Conference Award Winner – Chad Dallman for the Parks Professional of the Year. Chad is very humbled and appreciates the recognition. Lori wanted to thank Chad for his work on the Spring workshop and the annual conference. Jake mentioned that we need to really start to look at young professionals out there and see if we can get some candidates for this year. Tisue would like to look at the criteria with potential change in it. Anderson will put it on the next meeting agenda.*
 - c. *Spring Workshop – Topics and Presenter Discussion – Nau handed out the schedule and after a lengthy discussion. Boeck will check out the possibility of a Storm Water Tax Credit presenter from Waukasha, Anderson will check on possibility of speakers for an Athletic Field planning and maintenance session. Potential speakers include Rich from Riggs Steinbach will check about a presenter from the Timber Rattler Stadium, and also Anderson will check to see if there is anyone from Eau Claire that may be interested in speaking. This session will replace the social media session previously discussed. Peterson suggested that we break it up into 2 sessions: Planning and Materials management. This session can possibly be a precursor to the tour. Discussion of also discussion the cooperative agreements or partnership with agency coop. Anderson will be checking with Phil Fieber. Friday possible topics may include Nature based, or Handicap playground equipment. Williams will be checking into. She will also be working with Lee Recreation for a potential social sponsorship as well. Williams will be contacting Comte in Eau the work out the details.*
6. New Business
 - a. *Conference Recap: Presenters/Topics/ Budget/ Awards – Dallman said that is all went well except the Friday morning sessions. He believes that it is too early and not fair to the presenter and the good content that participants may miss. Also one presenter did not show which was very disappointing.*
 - b. *Park Design Award 2016 – May 1 deadline – Matt Amunson will continue to work with the Awards.*
 - c. *Park Section Manual update: Anderson has updated it and handed it out. Please check it over for any errors. Make sure all new board members are familiar with their role.*
 - d. *Park Section Budget: Anderson will be having a discussion with Steve about the Park Section and the budget.*
7. Reports
 - a. *Chair – Lori Williams – Thankful for opportunity to Chr. and looking forward the Past chair position.*
 - b. *Chair Elect – Jake Anderson – Briefly discussed goals that are in the manual. He would also like to put together a slide show of park projects from around the state for the convention in Nov.*
 - c. *Past Chair – Chad Dallman – None*
 - d. *Secretary/Treasurer – Denise Larson - None*
 - e. *Region 1 – Ben Steinbach – None.*
 - f. *Region 2 – Chad Hoerth – (Excused) NEWPRO meeting Dec 15 in Neenah ,*
 - g. *Region 3 – Jacob Tisue Next meeting in December at MSCR*
 - h. *Region 4 – Ginny Boeck – Meeting will be at Menomonie Park, Waukasha, Region 4 is also looking to add more professional development in the future..*

- i. Representative at Large – Cullen Slapak- *None*
 - j. Representative at Large – *None*
 - k. State Park/DNR – Kathy Gruentzel – *Informed group that the State Parks is still in flux- Many changes will be coming up. One of the changes will be the Bureau of Law Enforcement will be the law in the State Parks not the State Park staff. Other changes will becoming as well.*
 - l. Urban Forestry Council – Tony Nowak –(Excused) *None*
 - m. WPRA – Denise Larson – *Email went out for those to get there 2017 memberships in.*
8. Adjourn
- Next Meeting: January 17 – in Stevens Point Anderson *will be sending information on this meeting when he gets the location set.*



Wisconsin Park & Recreation Association

**Park Section
Board Manual
2017**



Table of Contents

Meeting Schedule	3
2017 Park Section Board Contact Information	4
2016 Accomplishments	5
2017 Recommendations	6
Sub Committee Listing	7
Sub Committee Responsibilities	
Budget	8
Nominating	9
Section Awards	10
Spring Workshop	12
Park Tour	14
Conference	16
Board Member Responsibilities	
Chair	17
Chair-Elect	18
Past-Chair	19
Secretary/Treasurer	20
Region Reps	21
At-Large Reps	22
State Park /DNR Representative	24
WAA/Urban Forestry Representative	25
Park Section By-Laws	26

2017 Park Section Board Meeting Schedule

Date	Location	Time
Tuesday, January 17, 2017	Stevens Point, Iverson Park	10:30 AM
Tuesday, February 21, 2017	On-Line	10:30 AM
Tuesday, April 18, 2017	On-Line	10:30 AM
Tuesday, May 16, 2017	On-Line	10:30 AM
Tuesday, August 15, 2017	On-Line	10:30 AM
Tuesday, October 17, 2017	On-Line	10:30 AM
Friday, December 1, 2017	Monona	10:30 AM

2017 WPRA EDUCATIONAL EVENTS

Date	Event	Location
February 1-3	Leadership Academy	Green Lake
April 6-7	Spring Workshop	Eau Claire
September 26-28	NRPA Annual Conference	New Orleans
November 7-10	WPRA Annual Conference	Wis Dells

2017 Park Section Contact Information

Position	Term	Yr	Name	Dept.	Address	City	Zip	Phone	Email
Chair	2017	1	Jake Anderson	Monona	1011 Nichols Road	Monona	53716	(608) 216-7469	janderson@ci.monona.wi.us
Chair Elect	2017	1	Dan Kremer	Portage	806 Silver Lake Dr	Portage	53901	(608)742-2178	dan.kremer@portagewi.gov
Past Chair	2017	1	Lori Williams	Rock County	3715 Newville Rd	Janesville	53545	(608) 757-5451	williaml@co.rock.wi.us
Secretary Treasurer	17-18	2	Denise Larson	Manitowoc	330 Custer Street	Manitowoc	54220	(920) 686-3061	dlarson@manitowoc.org
Region 1	17-18	2	Steve Peterson	Black River Falls	101 S. 2nd St.	Black River Falls	54615	715-284-9246	brf.rec@blackriverfalls.us
Region 2	17-18	2	Vicky Redlin	Winnebago County	625 E County Road Y Suite 500	Oshkosh	54901	(920) 232-1960	vredlin@co.winnebago.wi.us
Region 3	16 - 17	2	Jacob Tisue	Madison	1625 Northport Drive	Madison	53704	(608) 245-3691	jtisue@cityofmadison.com
Region 4	16 - 17	2	Ginny Bocek	Waukesha Cnty	515 W. Moreland Blvd.	Waukesha	53188	(262) 548-7803	GBocek@waukeshacounty.gov
State Park DNR	2015	1	Kathy Gruentzel	Gov Dodge State Park	4175 Hwy 23 North	Dodgeville	53533	(608) 935-2315	kathleen.gruentzel@wisconsin.gov
WAA/ Urban Forestry	17-20	3	Empty						
Rep At Lg	17-18	2	Marcus Aumann	Clark County	517 Court Street, RM 103	Neillsville	54456	(715) 743-5139	Marcus.Aumann@co.clark.wi.us
Rep At Lg	16 - 17	2	Trish Nau	ECWPRC	400 Ahnaip Street	Menasha	54952	(920) 751-4770 x 6814	tnau@ecwrpc.org

WISCONSIN PARK AND RECREATION ASSOCIATION PARK SECTION 2016 ANNUAL REPORT

Submitted by: Lori Williams, 2016 Park Section Chair

2016 Accomplishments/Highlights

- *Board Manual: Develop and maintain budget, goals, guidelines, representative responsibilities and rules of organization.*
- *Spring Workshops: Continue programs based on input gathered from the member survey.*
- *WPRA Community Park & Recreation Facility Tour: Develop and maintain a 4-year plan identifying future sites in conjunction with the Spring Workshop, and rotating sites among the four regions of WPRA. Continue promotion of event through WPRA publication and resources.*
- *Annual Conference: Offer session topics, which represent the diversity of Park Section members.*
- *Membership: Expand with government field practitioners and private engineering/design companies.*
- *Park Design Awards: Continue promotion and review of awards program.*
- *Professional Awards: Make an expectation that each Region nominate a professional and young professional of the year by involving Regions and Region Rep in the nomination process.*
- *Board Recruitment: Ensure that the 20156 Park Section Ballot has contested races in each position.*

Continuation Items

- *Continue to develop and encourage the distribution of Technical Assistance publications.*
- *Continue smaller community outreach.*
- *Continue to meet with and inform local and state elected officials on the benefits of parks and recreation services.*
- *Create Spring Workshop organizational template.*
- *Create Educational Program Guide to include program details, dates, times, locations, program fees, hospitality and travel estimates*

2017 Work Plan & Goals

Submitted by: Jake Anderson, 2017 Chair

The following are recommended tasks, events, issues or other activities, which should be addressed by the Park Section in the Work Plan assignments for 2017:

- *Board Manual: Develop and maintain budget, goals, guidelines, representative responsibilities and rules of organization. Determine role of Urban Forestry Rep.*
- *Spring Workshops: Continue programs based on input gathered from the member survey.*
- *Annual Conference: Offer session topics, which represent the diversity of Park Section members. Coordinate a slideshow of recent park projects from various communities for WPRO Conference*
- *Membership: Expand with government field practitioners and private engineering/design companies.*
- *Park Design Awards: Continue promotion and review of awards program.*
- *Professional Awards: Make an expectation that each Region nominate a professional and young professional of the year by involving Regions and Region Rep in the nomination process.*
- *Board Recruitment: Ensure that the 2017 Park Section Ballot has contested races in each position.*
- *Develop and encourage the distribution of Technical Assistance publications. Share resources on WPRO website for annual work plans, training manuals, standard operating procedures.*
- *Meet with and inform local and state elected officials on the benefits of parks and recreation services.*

WPRA Park Section Board Sub-Committees

Sub-Committee	Chair	Members
Budget	Park Board Chair	Past Chair, Chair-Elect and Secy - Treasurer
Nominating	Chair -Elect	State Park/ DNR Designee, At Large Member
Section Awards	Past Chair	Region Reps
Spring Workshop	Rep at Large	Rep At-Large (2)
Summer Park Tour	Host Designee	All Park Section Board Members
Conference	Past Chair	All Park Section Board Members
Park Design Awards	Awards Coordinator	All Region Reps

WPRA Park Section Board Sub-Committees

Budget

Chair: Park Section Chair
 Members: Past Chair, Chair-Elect, and Secretary-Treasurer

Goals

- Keep the Park Section Board expenditures within this year's adopted budget (Chair)
- Prepare a budget for the Park Section for the next fiscal year with revenues meeting or exceeding expenditures (Chair-elect)

Calendar

January	Review the budget of the current fiscal year with new Sub-Committee members and begin discussing ideas for the next fiscal year (Chair)
April	Review potential budget changes for the next fiscal year and present proposed budget to the Park Section Board for approval (Chair-elect).
May	Submit final Park Section Budget to the WPRA office by the end of the month (Chair-elect)
December	(Chair) 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 Board Manual. Pass on files to next year's chairperson (Chair-Elect). All expenditures and revenues must be submitted and accounted for prior to the December meeting

WPRA Park Section Board Sub-Committees

Nominating

Chair: Chair Elect

Members: State Parks/DNR, At Large Rep

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, Sec/Treas, Region Reps, and At-Large 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.
September	Receive suggestions for candidates from membership no later than September 15. A minimum of two candidates for each vacant position, if two candidates cannot be obtained for the vacant position, approval from the WPRA Board of Directors must be obtained prior to the development of the ballot.
October	A slate of candidates and ballots shall be submitted to the voting membership by email, no later than October 1 Only those ballots received by the WPRA office prior to October 15 shall be valid for a Section election. Report results to the Park Section Board. 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 December Park Section meeting.
November	Announce new officers and Region Representatives at the Annual Conference.
December	Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Park Section Board Manual and submit to Chair-Elect for inclusion in next years Board Manual. Pass on file to next year's Committee Chairperson (Chair-Elect).

WPRA Park Section Board Sub-Committees

Section Awards

Chair: Awards Coordinator
 Members: Past Chair & Region Representatives

Goals

- Present a format for recognition of an outstanding professional and young professional in the Park Section. Goal is to receive at least four nominations for both awards.
- Present a format for recognition of outstanding performance for Park Design Awards. Goal is to receive at least four nominations for each potential category.

Calendar

January	Discuss award categories and application form/format. Discuss potential entry/registration and judging formats. Introduce plans for distributing the entry forms for Park Design Awards and professional/young professional awards. Finalize plans for award categories, entry and judging/evaluation formats. Finalize plans for distributing entry forms for various awards.
February	Submit forms to the Park Section Board for approval. Facilitate the distribution of professional and young professional nomination forms.
March/April	Solicit at least 4 nominees for the park professional and young professional awards. Contact Emeritus Section representative to schedule Park Design Awards judging date and location (Sun Prairie works well for travel reasons).
May	Award nominations and registration forms are due May 1. Present recommended recipients for professional and young professional awards to Park Section Board for approval. Only one winner will be selected. In the event of a tie, the Chair's vote will break the tie. If a member of this Sub-Committee is nominated for an award, another Park Section Board Member will be appointed to replace him/her in judging that category.
June	Coordinate Park Design judging with Emeritus Section Members by May 15. Send thank-you letter to Emeritus Section members that assisted with the judging.
September	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 thanking them, etc. Send news releases on winners to their local newspapers just prior to the Annual Conference.
November	Announce award winners at the Annual Conference Awards Luncheon. Present awards to the winners at the Park Design session and coordinate session. Present awards to professional and young professional at the conference awards luncheon.
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 Board Manual.

WPRA Park Section Board Sub-Committees Section Awards – continued

Award History

Professional of the Year		Young Professional of the Year	
2001	Michael McFarlane	2001	Chad Dallman
2002	Ken LePine	2002	Lynda Schmidt
2003	Tom Presny	2003	Elizabeth Paul-Soch
2004	Cindy Keller	2004	None awarded
2005	Duane Hofstetter	2005	None awarded
2006	Jay Jansen	2006	Shawn Schmidt
2007	Chad Brown	2007	Guy Smith
2008	Ray Maurer	2008	None awarded
2009	Kathy Gruentzel	2009	None awarded
2010	Kelly Valentino	2010	Tony Nowak
2011	Sue Black	2011	None awarded
2012	Tony Dobson	2012	Melissa Phillips
2013	Mike Endres	2013	Jody Wilke
2014	Vince Maas	2014	Matthew Collins
2015	Darren Marsh	2015	Aaron Jenson
2016	Chad Dallman	2016	None Awarded

WPRA Park Section Board Sub-Committees

Spring Workshop

Chair: Representatives at Large

Members: All Park Board Members

Goals

- Select a site location for the workshop and determine topics.
- Market and promote the annual workshop to the WPRA membership and other park facilities and professionals.
- Produce a quality educational workshop with revenues meeting or exceeding expenditures.
- Evaluate workshop and provide recommendations for next year's workshop.

Calendar

July	Select and announce a site for the following year's workshop. Solicit session topics and ideas.
September	Finalize topics, speakers and session outline. Present rough draft of workshop flyer/registration form for Park Section Board review at September meeting and finalize flyer to be included in the January IMPACT and distributed at the Annual Conference. Solicit sponsorship/exhibitor opportunities (obtain approval from WPRA Office – under \$1,000 or WPRA Board of Directors – over \$1,000). Prior approval is necessary to ensure that we are not over soliciting vendors and exhibitors.
January	Finalize catering services for workshop lunch and other details, etc. Confirm speaker assignments. Update/develop draft of an evaluation form for participants to complete at the workshop.
February	Call/Email Regions for call to register for Spring Workshop. Have Flyer finalized and emailed out and post on WPRA Website.
April/May	Conduct workshop. Compile evaluation results after workshop is held. Report evaluation results to Park Section Board and provide recommendations for next year. Discuss tentative sites for next year.
December	Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Park Section Board Manual and submit to Chair-Elect for inclusion in next year's Board Manual. Pass on file to next year's Committee Chairperson.

Spring Workshop – Continued

History

1980	Racine	Equipment Maintenance
1981	Wisconsin Dells	Cross Country Skiing
	Stevens Point	Building Maintenance
1982	Kettle Moraine State Forest	Natural Landscaping
1983	Racine	Design and Maintenance of Area and Sports Lighting
1984	Portage County	Telling the Story of Your Parks
1985	Madison	Signs
1986	Janesville	Aquatic Facilities
1987	Kettle Moraine State Forest	Nordic Ski Trails
1988	Wausau	Safety and Liability
1989	Green Bay	Recreational Water Resources Development
1990	Black River Falls	Cross Country Skiing
1991	Stevens Point	Building Maintenance
1992	Appleton	Recycling
1993	Pewaukee	Trails
1994	Madison	Playgrounds
1995	Green Bay	Water Fronts and Wetlands
1996	Stevens Point	Tree Protection
1997	Baraboo	Accessibility
1998	Stevens Point	Park Signing
1999	Appleton	Employee Safety Handbook/Risk Management
2000	Wisconsin Dells	Landscape Design/Management
2001	Black River Falls	Building Construction, Renovation and Restoration
2002	Madison	Year of the Trails
2003	La Crosse	Marketing Strategies for Sustainable Resources
2004	Fond du Lac	Playgrounds
2005	Appleton	Cost Saving Approaches
2006	Wisconsin Dells	CPTED (Crime Prevention Through Environmental Design)
2007	Wisconsin Dells	Park Design
2008	Wisconsin Dells	Park Safety and Maintenance
2009	Wisconsin Dells	Disaster Management for Parks; Safety and Environmental Training for Parks
2010	Wisconsin Dells	Athletic Fields
2011	Wisconsin Dells	ADA changes
2012	Wisconsin Dells	ADA Update; play surfacing /Grant Funding
2013	Wisconsin Dells	Servant Leadership / Program Registration Apps / DNR Trails
2014	Green Lake	Concept to Reality / ADA Transition Plans / Motivation Presentation
2015	Onalaska	Lean Government / Post Act 10 / Park Mgt. Through Technology
2016	Oshkosh	Parks Tour/Archery/Natural Playground/Active Threat Training
2017	Eau Claire	Athletic Fields, Joint-Use Facility Agreements, Seasonal Staff

WPRA Park Section Board Sub-Committees

Summer Parks Tour

Chair/Liaison: Representative from Host Community

Members: All Park Section Board Members

Goals

- Establish itinerary for the current year's Summer Park Tour and determine tour guides/speakers and topics.
- Determine tour sites and coordinate travel, local arrangements, and meals.
- Market and promote the Summer Park Tour to the WPRA membership and other park facilities and professionals through the WPRA IMPACT Magazine, WPRA Website, Regional meetings and other means of communication
- Produce a quality educational tour with revenues meeting or exceeding expenditures.
- Evaluate tour and provide recommendations for next year's tour.
- Ensure that a tour location is established for three years out from current year (Chair - each year add one location). Rotate among Regions.

Calendar

January	Determine specific local sites to include in the tour, tour guides/speakers, and topic ideas.
February	Finalize local site selections, develop tentative tour outline, assign tour guide/ speaker responsibilities, and assign Committee member responsibilities if necessary. Present a draft of the tour outline to the Park Section Board for approval.
March	Finalize tour outline. Finalize tour guide/speaker responsibilities and topics.
April	Select catering services for meals, etc. Determine if refreshment breaks will be needed. Select transportation. Distribute registration flyer through IMPACT, Regional Meetings, and the WPRA Website. Confirm with WPRA office the CEU process and number of CEU's for the tour.
July	Registration is due at middle of month. Develop an evaluation form for participants to fill out, distribute it at the tour. Tour held! Compile evaluation results after the tour is held.
September	Report evaluation results to the Park Section Board and provide recommendations for next year. Next year's tour location to present a promotional flyer for next year's tour to the Park Section Board for approval and distribution at the Annual Conference.
December	Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Park Section Board Manual and submit to Chair-Elect for inclusion in next years Board Manual. Pass on file to next year's Committee Chairperson.

WPRA Park Section Board Sub-Committees

Summer Park Tour - continued

History

1975	Janesville	1998	Wisconsin Rapids
1976	Dodgeville (Iowa County)	1999	Eau Clair/Chippewa Falls
1977	Sturgeon Bay	2000	Oshkosh/Fond du Lac
1978	Wood County	2001	Waukesha County
1979	Eau Claire	2002	Brown County
1980	Washington County	2003	Superior/Douglas County
1981	Brown County	2004	Washington County
1982	Kenosha	2005	Stevens Point/Portage County
1983	Portage County Parks	2006	Milwaukee County
1984	Waukesha County	2007	Appleton
1985	Medford	2008	Platteville
1986	Racine	2009	Door County
1987	City of Superior	2010	New Richmond
1988	Baraboo	2011	Port Washington
1989	Milwaukee	2012	Oshkosh
1990	Wausau/Marathon County	2013	Dane County
1991	Madison	2014	Marathon County (Cancelled)
1992	Hudson	2015	Racine (Cancelled)
1993	Janesville/Beloit/Rock County	2016	Whitewater, Janesville, Rock County (Cancelled)
1994	Manitowoc/Manitowoc County	2017	Sheboygan / Manitowoc (Cancelled)
1995	Neenah/Menasha	2018	Marshfield / Wood County
1996	La Crosse	2019	
1997	Dodgeville	2020	

WPRA Park Section Board Sub-Committees

Annual Conference

Chair: Past Chairperson
 Members: All Park Section Board Members

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 Park Section Members to find speakers and moderate sessions.
- Represent the Park Section on the WPRA Conference Committee and attend conference planning meetings regularly. Act as liaison between Conference Committee and Park Section Board.

Calendar

January	Develop a list of educational topics with the Park Section Board and get suggestions for possible speakers from the Board. Send electronic speaker interest form to potential speakers (to be returned to the WPRA Office). Determine amount of money available for Park 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 15, 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	Coordinate a call for volunteers for moderators. Assign moderators to all Park 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 Park Section sponsored sessions. Report on progress of the Conference Committee.
November	Supervise Conference sessions, assist moderators. 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 Park Section Board Manual. Pass on file to next year's Sub-Committee Chairperson (Past-Chair).

WPRA Park 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 Park Section Board, with the first year service as Chair Elect and the third year service as Past Chair.

RESPONSIBILITIES

1. Represents the Park Section at WPRA Board Meetings if Secretary/Treasurer or designee is unable to attend
2. Preside at Park Section Board Meetings and the Annual Meeting. "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 10 (this task is usually delegated to the Chair-Elect).
4. In conjunction with the budget preparation, submit Park 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 Park Section expenses within budget. Only authorize budgeted expenses. Bring any Park Section Budget Change requests to the WPRA Board for approval.
6. Assist the various Park Section Sub-Committees in meeting assigned deadlines and in troubleshooting conflicts as needed.
7. Determine the dates and locations of Park Section Board Meetings, as well as agenda items for consideration at Park Section Board meetings.
8. Serve as Chair of the Budget Sub-Committee within the Park Section Board, along with the Chair-Elect, Past-Chair and Secretary/Treasurer.
9. 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.
10. Monitor Park Section activities for compliance with approved Park Section Rules of Organization and WPRA By-Laws, Policies, and Guidelines. Guide as needed.
11. Approve vouchers and expenditures and email this information to Secretary/Treasurer.
12. Chairperson to appoint State Park/DNR/WAA Sub-section member(s).

WPRA Park 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 Park Section Board, with the following two years of service as Chair and Past-Chair.

RESPONSIBILITIES

1. Serve as the Chair in his/her absence (includes presiding over Park Section Board meetings)
2. Serve as Chair of the Nominations Sub-Committee within the Parks Section. This requires soliciting nominations for openings for the Park Section Board for the following year and ensuring that deadlines are met.
3. Serve as a member of the Budget Sub-Committee within the Park Section, along with the Chair, Past-Chair and Secretary/Treasurer.
4. Review the contents of Park Section Board Manual with the current Park Section Board to determine needed changes/updates prior to the term as Chair. Make necessary revisions to Park Section Board Manual.
5. Determine all Park Section Board meeting dates and locations for next year prior to term as Chair.
6. Attendance at all Park Section Board Meetings is expected. You must inform Chair if unable to attend and provide a report that can be shared at the meeting.

Past – Chair TERM: One year (January 1 - December 31)

This position finishes a three-year term as an officer on the Park Section 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 Park Section Board and the Chair position.
2. Serve as Chair of the Conference Sub-Committee within the Park Section. This requires regular contact with the Conference Committee and ensuring that Park Section sessions are coordinated and deadlines are met.
3. Serve as a member of the Budget Sub-Committee within the Park Section, along with the Chair-Elect, Chair and Secretary/Treasurer.
4. Assist with planning for the following year's Annual Conference.
5. Attendance at all Park Section Board Meetings is expected. You must inform Chair if unable to attend and provide a report that can be shared at the meeting.

WPRA Park Section Board Member Responsibilities

Secretary / Treasurer **TERM: Two years**

RESPONSIBILITIES

1. Represent the Park Section on the WPRA Board. Communicate concerns between both. Provide and review Section Financial Report at each scheduled WPRA Board Meeting as part of the Park Section Report. Bring Section Workshop and Park Tour outlines and projected budgets to the WPRA Board for final approval.
2. Continually copy the WPRA Office on minutes, agendas, and other vital Park Section information to ensure that the website remains up-to-date.
3. Develop an e-mail and phone directory for all Park Section members.
4. Call the WPRA office prior to each mailing (or email) to Park Section members. Ask for an update of information on new members; this will keep our files current.
5. Obtain envelopes and letterhead from the WPRA office, if needed.
6. Put typewritten minutes and the agendas into an organized binder and copy to appropriate electronic media (CD, DVD, flash drive, etc.) and have them posted on the WPRA website. Pass this binder and electronic media on to next Secretary/Treasurer.
7. Contact the WPRA Office at least one day prior to the scheduled Park Section Board meeting to get a current budget report, forward to Park Section Board along with voucher ledger for review and discussion. Provide Budget Report for Annual Business Meeting.
8. Work with the Budget Sub-Committee within the Park Section to provide suggestions and feedback on related items for budget formulation for the coming year.
9. Attendance at all Park Section Board Meetings is expected. You must inform Chair if unable to attend and provide a report that can be shared at the meeting.
10. Assist Chair in reviewing, updating, and distributing Park Section Board Manual with meeting dates, membership changes, and by-law changes.
11. Provide a full year's agendas that have Park Section Board Manual deadlines and timeline items already listed; add additional agenda items to agendas as needed and approved by Chair.
12. Assist Awards Coordinator in updating Park Professional, Young Professional, and Park Design Award forms annually and posting these on the WPRA website.

WPRA Park Section Board Member Responsibilities

Regional Representatives

One Region Representative is elected from each of four WPRA Regions by entire Parks 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 31.

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

PURPOSE: Represent each Region at Park 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, and SEPRC) and the Park Section Board. Keep both factions informed of issues and concerns expressed by the other.
2. Ensure that a Park Section Update is added to the Regional Meeting Agenda and give regular reports on behalf of the Park Section. Regular attendance at Regional meetings is expected. If you are unable to attend, be sure that a report is submitted on the Park Section's behalf.
3. Consider Regional implications when voting on issues at Park Section Board meetings.
4. Serve on the Awards Sub-Committee within the Park Section.
5. Attendance at all Park Section Board Meetings is expected. You must inform Chair if unable to attend and provide a report that can be shared at the meeting.
6. Recruit potential board members from respective regions
7. Assist Past Chairperson with educational sessions for annual conference
8. Solicit members and vendors for annual conference baskets and raffle items (at least 10).

At – Large Representatives (2) TERM: Two years on a staggered basis, beginning January 1 and ending December 31.

One At-Large Representative will begin their term on even years and the other will begin on odd years.

RESPONSIBILITIES

1. Serve on various Sub-Committees within the Park Section, as appointed by the current Park Section Chair.
2. Assist Region Representatives in providing updates at Regional Meetings as needed.
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 the meeting.
4. Recruit potential board members
5. Assist with planning and organizing Spring Workshop

WPRA Park Section Board Member Responsibilities

State Park/DNR Representative TERM: one-year. Appointed by the Park Section Chair

STRUCTURE: Advisory

PURPOSE: Represent WPRA State Park/DNR members on the Section Board, and provide insight and recommendations that are pertinent to the Section's business.

RESPONSIBILITIES:

1. Serve as liaison for WPRA State Park/DNR members on the Section Board. Keep the Section Board informed of issues and concerns relating to State Park/DNR members.
2. Serve on Section committees and or task forces as needed.

Wisconsin Arborist Association/Urban Forestry Representative

TERM: Three-year appointment; Recommended by the Urban Forestry Council Board of Directors or WAA Board

STRUCTURE: Advisory

PURPOSE: Represent WPRA Urban Forestry members on the Section Board, and provide insight and recommendations that are pertinent to the Section's business.

RESPONSIBILITIES:

1. Serve as liaison for WPRA Urban Forestry members on the Section Board. Keep the Section Board informed of issues and concerns relating to Urban Forestry members.
2. Serve on Section committees and or task forces as needed.



RULES OF ORGANIZATION

PARK SECTION OF THE

WISCONSIN PARK AND RECREATION ASSOCIATION

Article I - NAME

Section 1.01 The name of this organization shall be the Park Section of the Wisconsin Park and Recreation Association.

Article II - PURPOSE

Section 2.01 As an integral part of the Wisconsin Park and Recreation Association (WPRA), it shall be the purpose of the Park Section:

1. To further the goals objectives of the WPRA and to promote and enhance professionalism in Parks, Recreation, Forestry, Natural Resources, Wildlife Conservation, and other related fields in Wisconsin;
2. To foster a mutual understanding and provide the means for sharing professional information among park and recreation personnel;
3. To provide assistance and resources in the solution of common problems;
4. To strive for the achievement and maintenance of high standards of professional ethics and competence in park leadership;
5. To further the development of the professional preparation for Parks, Recreation, Forestry, Natural Resource Management, Captive Animal Management and other related areas and accredited colleges and universities in the state of Wisconsin;
6. To promote the continuing education and development of personnel in the field.

Article III - MEMBERSHIP

Section 3.01 Members of the Park Section must be members of the Wisconsin Park and Recreation Association.

Section 3.02 Membership in the Park Section shall be designated as Individual, or Student.

Section 3.03 The Individual membership shall be open to any person employed in Parks, Recreation, Forestry, Natural Resources, or other related field. Each individual member shall have the right to vote and hold office.

Section 3.04 The Student membership shall be open to any bona fide student enrolled in an accredited University or College, majoring in the field of Parks, Recreation, Forestry, Natural Resources or other related area of professional service delivery. Student membership does not include the privilege to vote or hold office.

Article IV - ANNUAL DUES

Section 4.01 Park Section membership dues for the membership year of January 1 to December 31 shall be established by the WPRA Board of Directors and be payable to the WPRA Treasurer on or before February 1.

Article V - EXECUTIVE COMMITTEE

Section 5.01 The Executive Committee of this section shall consist of the Chairperson, Past Chairperson, and Chairperson-Elect, each of whom shall serve for a term of one year; and Secretary-Treasurer, who shall serve a two year term.

Section 5.02 The Chair of the Park Section and all other Officers of the Park Section are encouraged to be certified members of the WPRA.

Section 5.03 Any vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by recommendation of the Chairperson with two-thirds voter approval of a quorum of the Board, for the un-expired portion of the term.

Article VI - DUTIES OF THE OFFICERS

Section 6.01 The Chairperson shall call and preside at all meetings of the Section; shall recommend committees; shall recommend Chairpersons of all such standing and ad hoc committees; Chairperson shall serve as an ex-officio member of all committees; shall direct the affairs and business of the Section; shall recommend committee representatives to the WPRA Committees; prepare and submit an annual report to the WPRA President and the Park Section Membership at the Annual Section Business Meeting; and represent and promote the professional interests of the Park Section.

- (1) The Chairperson will be responsible for directing the meeting under Robert's Rules of Order; Chairperson shall prepare a written agenda.

Section 6.02 The Chairperson-Elect shall prepare for the Chairpersonship and shall succeed upon the expiration of the incumbent's term; shall serve as Chairperson in the Chairperson's absence; shall serve as alternate member to the Association's Board of Directors when Secretary/Treasurer is absent; shall serve as the Park Section Nominations Committee prepare and submit the Park Section's annual budget; and perform such administrative functions as may be assigned by the Park Section Chair.

Section 6.03 The Past-Chairperson shall serve as the Park Section liaison to the Education Program Subcommittee of the WPRA Annual Conference Planning Committee and be responsible for the planning and organization of the Park Section's Conference education session programs, Park Section awards and perform such administrative functions as may be assigned by the Park Section Chair.

Section 6.04 The Secretary/Treasurer shall:

- (1) Shall serve as a member of the WPRA Board of Directors
- (2) Keep an accurate record of the proceedings of the Section meetings.
- (3) Draft correspondence, prepare and distribute announcements and copies of the minutes of each Park Section Board meeting to all Park Section Members.
- (4) Furnish the Association Secretary/Treasurer with copies of the budget, minutes of Section meetings, membership roster, proposed amendments to the rules and other pertinent papers.
- (5) Prepare and present a financial statement to the Park Section Membership at the Annual Section Business Meeting.

Article VII - PARK SECTION BOARD

Section 7.01 The Board of the Park Section shall consist of the four elected officers and four Region Representatives, two Representatives at Large, and one State Park/DNR Representative. The Region Representatives must work or live in the region they represent. The region boundaries shall coincide with the membership regions as specified by the WPRA Board of Directors. The four Region Representatives shall be placed on official ballots and voted on as all other Board positions, with Region I and II Representatives election on even numbered years and Region III & IV Representatives on odd numbered years. The State Park/DNR Representative must work for the State Parks or DNR and will be appointed by the Park Section Chairperson annually. Urban Forestry Council Representative is submitted to the Board by the Urban Forestry Council Board of Directors or Wisconsin Arborist Association Board on a three year term.

Section 7.02 As per the WPRA Bylaws, no member can serve as an officer on both a Section Board and As an officer on the WPRA Board of Directors at the same time.

Section 7.03 Section Board members may serve no more than two consecutive terms, in any capacity, to ensure that other members of their Section are allowed an opportunity to serve their respective Sections.

Article VIII - DUTIES OF THE PARK SECTION BOARD

- Section 8.01 The Park Section Board, guided by actions taken by the membership, shall manage the affairs of the Section in the interim between annual meetings and shall meet a minimum of seven times per calendar year, including the Park Section Annual Meeting.
- Section 8.02 The Park Section Board shall assist the Park Section Past Chair in his/her work in organizing and programming the Park Section's educational sessions for the WPRA Annual Conference. This work shall begin no later than the January or February meeting of the Park Section Board.
- Section 8.03 The Park Section Board shall review and approve all applications for membership whenever there is a question of eligibility or type of membership to be conferred.
- Section 8.04 The Park Section Board may, at any time, recognize outstanding service and contributions in the field of Parks, Recreation, Forestry, Natural Resources, Wildlife Conservation, and other related areas of professional service, delivery, through citation, resolution, or other means appropriate to the occasion.
- Section 8.05 The Region Representatives shall:
1. Represent their prospective region on the Park Section Board and in the conduct of the business of the Park Section;
 2. Organize and coordinate the yearly workshop in their region as designated by the Chair of the Park Section Board.
 3. Perform such administrative functions as assigned by the Park Section Chair.
- Section 8.06 The Representatives at Large shall:
1. Represent the entire membership on the Park Section Board and in the conduct of the business of the Park Section;
 2. Responsible for the Spring workshop planning and programming
 3. Perform such administrative functions as assigned by the Park Section Chair.
 4. One Professional Representative elected on even years,
 5. One Professional Representative elected on odd years
- Section 8.08 State Park/DNR Representatives shall promote the continuing education and development of personnel in the field. Performs such administrative functions as assigned by the Park Section Chair.
Term: One-year appointment to the Park Section Board; appointed by the Chair
- Section 8.09 Urban Forestry Council Representative shall promote Urban Forestry and bring issues and concerns related to Urban Forestry.
Term: Three year appointment by the Urban Forestry Council

Article IX - NOMINATION AND ELECTION PROCEDURE

- Section 9.01 The Park Section Chairperson shall appoint a Nominating and Election Committee of not more than three (3) members, one of whom shall be the current Chair-elect, who will preside as Committee Chair.
- Section 9.02 The Nomination and Election Committee shall prepare a slate of candidates containing two or more nominations for each vacant office, except as otherwise specified in the rules. If two candidates cannot be obtained for a vacant position, approval from the WPRA Board of Directors must be obtained prior to the development of the Section ballot. The Nominating and Election Committee shall receive suggestions for candidates from the membership until September 15. A slate of candidates and ballots shall be submitted to the voting membership e-mail no later than October 1. Only completed ballots received by the WPRA Office prior to October 15 shall be valid for Park Section election.
- Section 9.03 The nominee receiving the greatest number of votes for each office shall be elected. In the event of a tie, the Chairperson shall cast the final ballot.

Article X – MEETINGS

Section 10.01 A quorum for the annual meeting of the Park Section shall be 75% of the Park Section Board in good standing at the time of the meeting.

Section 10.02 The quorum for a duly called meeting shall be a majority of the members of the Park Section Board (50% plus one member).

Section 10.03 Failure to notify the Chairperson on expected absenteeism twice within a year's time shall constitute grounds for release from one's responsibility. Said action shall be via directive from the Chairperson as the first order of business at the next full business meeting.

Section 10.04 "Excused absence" being a communication to the Chairperson prior to that meeting.

Section 10.05 "Unexcused absence" being failure to communicate to the Chairperson of expected absence.

Article XI - COMMITTEES

Section 11.01 The Park Section Chairperson shall appoint the following Standing committees: Nominations and Awards.

Section 11.02 The Park Section Chair shall appoint such other committees, as deemed necessary.

Section 11.03 The Park Section Board shall act as a "Committee of the Whole" in the conduct of the work of the Park Section Annual Conference Educational Program and other Section business, as deemed necessary or appropriate.

Article XII - PARLIAMENTARY AUTHORITY

Section 12.01 Robert's Rules of Order (as revised) shall be the authority on all questions of procedure not specifically covered in the By-Laws.

Article XIII - AMENDMENTS

Section 13.01 The Park Section Executive Committee shall review the Rules of Organization annually

Section 13.02 The rules may be amended by a two-thirds majority affirmative vote of the members present and voting at the Annual Park Section Business Meeting, or by a two-thirds majority affirmative vote cast by a mail ballot authorized by the Park Section Board. The WPRA Board of Directors must make final approval of all rule changes.

Revised December 2, 2016