

2024



WPRRA

WISCONSIN PARK AND RECREATION ASSOCIATION

SO EVERYONE CAN PLAY

# Aquatics Section Manual

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## 2024 WPRA Aquatic Section Board Meeting Dates

<u>Date</u>	<u>Location (Port, Verona, Kaukauna)</u>	<u>Time</u>
Tuesday, March 5, 2024	Virtual	11am
Tuesday, April 2, 2024	Carrico - Jefferson 720 N Parkway St. Jefferson, WI 53549	11am
Tuesday, September 10, 2024	Verona 234 Wildcat Way Verona, WI 53593	11am
Tuesday, October 1, 2024	TBD	11am
Tuesday, November 5, 2024	TBD	11am
Tuesday, December 2, 2024	Virtual	11 am

## 2024 WPRA Aquatic Section Board

### Chair (2024)

ELAENA NOFFSINGER  
 City of Janesville  
 18 N Jackson St PO Box 5005  
 Janesville, WI 53548  
 Work: (608) 755-3030  
 Cell: (920) 228-0511  
 E-Mail: [noffsingere@ci.janesville.wi.us](mailto:noffsingere@ci.janesville.wi.us)

### Chair-Elect (2024)

CHELSEA MOBERG  
 City of DePere  
 925 S. 6th St.  
 DePere, WI 54115  
 E-Mail: [cmoberg@deperewi.gov](mailto:cmoberg@deperewi.gov)

### Past Chair (2024)

TYLER MENTZEL  
 Port Washington Recreation Department  
 201 N Webster St  
 Port Washington, WI 53074  
 Work: (262) 284-5881  
 Cell: (262) 343-4810  
 E-Mail: [tmentzel@portwashingtonwi.gov](mailto:tmentzel@portwashingtonwi.gov)

### Secretary/Treasurer (2024-2025)

ALYSSA EBERLE  
 City of Monroe  
 1110 18th Ave.  
 Monroe, WI 53566  
 E-mail: [aerberle@cityofmonroe.org](mailto:aerberle@cityofmonroe.org)

**Region I Representative (2023-2024)**

AMANDA BRUCE  
Marshfield Parks and Recreation Department  
211 E. 2nd Street  
Marshfield, WI 54449  
Work: (715) 486-2043  
Email: amanda.bruce@ci.marshfield.wi.us

**Region II Representative (2022-2023)**

CHLOE HANSEN - DUNN  
City of Menasha  
100 Main St.  
Menasha, WI 54952  
E-Mail: [chansen-dunn@menashawi.gov](mailto:chansen-dunn@menashawi.gov)

**Region III Representative (2023-2024)**

LEAH WICANDER  
Madison School & Community Recreation (MSCR)  
7333 West Towne Way  
Madison, WI 53719  
Phone: (608) 204-3019  
Email: [lawicander@madison.k12.wi.us](mailto:lawicander@madison.k12.wi.us)

**Region IV Representative (2024-2025)**

MELISSA PALUCKI  
Menomonee Falls Community Education and  
Recreation  
W152 N8645 Margaret Rd.  
Menomonee Falls, WI 53051  
E-Mail: [palumel@sdmfschools.org](mailto:palumel@sdmfschools.org)

**At Large Representative/WPRA Board Liaison  
(2024-2025)**

DEB BOSSINGHAM  
Verona Area School District  
234 Wildcat Way  
Verona, WI 53593  
Work: (608) 653-1058  
Cell: (608) 770-1971

**At Large Representative (2023-2024)**

JIM THORPE  
New London  
815 W. Washington St.

New London, WI 54961  
Work: (920) 982-8524  
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**At Large Representative (2024-2025)**

CHRISTINE MOHR  
Eau Claire Parks, Recreation, and Forestry  
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Eau Claire, WI 54703  
Work: (715) 839-5032  
Cell: (715) 577-6505  
E-Mail: [christine.mohr@eauclairewi.gov](mailto:christine.mohr@eauclairewi.gov)

**At Large Representative (2023-2024)**

MORGAN Zakrzewski  
City of Greenfield Parks and Recreation  
7325 W Forest Home Ave. Room 200  
Greenfield, WI  
Work: (414) 329-5375  
E-Mail: [morgan.zakrzewski@greenfieldwi.us](mailto:morgan.zakrzewski@greenfieldwi.us)

**Commercial Advisory Representative  
(2024-2025)**

CORY HINTZE  
Carrico Aquatic Resources, Inc  
720 N Parkway  
Jefferson, WI 53549  
Work: 920-541-3600  
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**WPRA Executive Director**

JENNIFER RZEPKA  
6737 W Washington St, Ste 4210  
Milwaukee, WI 53214  
Work: (414) 423-1210  
E-Mail: [jennifer@wpraweb.org](mailto:jennifer@wpraweb.org)

**WPRA Associate Executive Director**

SANDY SCHUELLER  
E-Mail: [sandy@wpraweb.org](mailto:sandy@wpraweb.org)

## **Past Accomplishments and Recommendations for the Future**

### **2022 Accomplishments (prepared by Deb Bossingham, Past Chair)**

1. Held Aquatic Technician Workshop in Marshfield, WI on March 24, 2023 We had 20 members attend. We had the Marshfield Fire Dept, State of WI and Carrico Aquatics present.
2. Promoted education opportunities through the PR Monthly, WPRA website and direct monthly email blasts.
3. Facilitated new code changes for the state that will come into effect in 2023
4. Continued to update the Wisconsin Aquatic Course Offering living document and worked to communicate this tool to the state.
5. Promoted WPRA Aquatic Section at the Capitol and with the Badger Aquatics Professionals Group
6. Attended and facilitated during the Annual WPRA Conference
7. Created a Budget for Aquatics to help with encouraging more educational opportunities.

### **2023 Accomplishments (prepared by Tyler Mentzel, Past Chair)**

1. Communicated educational opportunities to section members. Promoted and provided online opportunities for continuing education.
2. Relayed code updates and changes and any issues that could have affected current and future aquatic operations. Involved in proposed changes to ATCP 76 through state of Wisconsin public hearings
3. Worked with the Recreation Section for Silver Star judging criteria, making sure Aquatics is represented.
4. Disseminated information regarding the changes in any American Red Cross guidelines, organizational structure, course changes, updates, and authorized provider fees.
5. Improved communication between our Section and the WPRA membership.
6. Worked to identify new and innovative strategies to recruit young professionals and engage them in the aquatic section.
7. Worked to provide educational material within aquatics professions to better define the importance of the roles within aquatics. Define, identify a consistent fair, reasonable, and

justifiable wage for all aquatic positions.

### **2024 Recommendations (prepared by Elaena Noffsinger, Chair)**

1. Hold Aquatic Seminar on March 29th in Marshfield.
2. Promote education opportunities through PR Monthly, WPRA website and monthly blasts after meetings
3. Continue to educate aquatic professionals about the new state code that went into effect in late 2023.
4. Continue to advocate for guard training regarding the state code.
5. Attend and facilitate the Annual WPRA Conference.
6. Encourage involvement in the Aquatics Section between existing members and possible new members across the state.
7. Identify new and innovative strategies to recruit young professionals and engage them with the aquatic section.
8. Continue to encourage regional lifeguard competitions state-wide.

### **WPRA Aquatic Section Board Sub-Committees**

#### **Budget**

Chair: Noffsinger

Members: Moberg, Mentzel, Eberle

#### **Codes & Updates**

Chair: Mohr

Members: Thorpe, Hintz

#### **Public Relations**

Chair: Bruce

Members: Noffsinger, Bossingham

#### **Nominating**

Chair: Moberg

Members: Bruce, Wicander (Region Reps)

#### **Rules of Order**

Chair: No longer a committee starting 2024. Absorbed by Secretary responsibilities

#### **Section Awards - Needs to have 3 members**

**Chair: Noffsinger**  
**Members: Bruce, Region II, Wicander, Palucki**

### **Technician Workshops & Aquatic Seminars**

**Chair: Zakrzewski**  
**Members: Bruce, Hintze**

### **Safety and Certifications Task Force**

**Chair: Wicander**  
**Members: Mohr, Thorpe**

### **Conference**

**Chair: Mentzel**  
**Members: Noffsinger, Moberg**

### **Professional Development**

**Past President - Mentzel**

## **WPRA Aquatic Section Board Sub-Committee Responsibilities**

### **BUDGET**

**Chair:** Elaena Noffsinger  
**Members:** Tyler Mentzel, Chelsea Moberg

**Goals:** Keep the Aquatic Section Board expenditures within this year's adopted budget

Prepare a budget for the Aquatic 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 the proposed budget to the Board for approval.

**September:** Draft the Aquatic Section Budget to the WPRA office by the end of the month.

**October:** Present the next fiscal year's budget to the general membership at the annual Aquatic 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 year's Manual. Pass on files to next year's chairperson (Chair-Elect)

## CODES & UPDATES

*Chair:* Christine Mohr

*Members:* Jim Thorpe, Cory Hintze

*Goals:* Act as WPRA's liaison to the State of Wisconsin, Ellis and Associates and NPRA AFO program

Update the Board and Section Members on any state code changes, content and recertification changes to AFO, Aquatic Facility Technician courses, or Ellis updates  
Monitor progress on Model Aquatic Code.

### *Calendar:*

January: Updates as needed. Provide an update on Pool Code Public Hearing dates/changes and/or changes to the Red Cross, Ellis, and NPRA AFO and AFT Programs.

February: Provide an update on Pool Code Public Hearing dates/changes and/or changes to the Red Cross, Ellis, and NPRA AFO and AFT Programs.

April: Updated as needed.

May: Updates as needed.

August: Updates as needed.

September: Updates as needed.

November: Give a summary of developments and changes 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. Pass on file to next year's Committee Chairperson.

## PUBLIC RELATIONS

*Chair:* Amanda Bruce

*Members:* Elaena Noffsinger, Deb Bossingham

*Goals:* Promote WPRA, the Aquatic Section, and the various programs of both  
Generate additional revenues to be applied toward Aquatic Section events, educational opportunities, and possible student sponsorships

Develop a quarterly article to be printed in the WPRA's Impact Magazine.

Impact Deadline Dates: Spring = Mar 1, Summer = June 1,

Fall = September 1, Winter = December 1

Provide WPRA a quarterly section update for printing in WPRA's Impact Magazine.

Ensure that Aquatic Section information is kept up to date on the WPRA Website.

Submit content to WPRA office for PR Monthly.



## NOMINATING

*Chair:* Chelsea Moberg

*Members:* Amanda Bruce, Leah Wicander (Region Reps)

*Goals:* Prepare a slate of candidates containing two nominations for each open office.  
Promote and encourage professionals in the Section to accept a nomination  
Submit a nomination for WPRA President

### *Calendar:*

*January:* Review vacant offices for next year: Chair-Elect, Region Reps, and At-Large Reps. Update nomination forms with vacant positions. Send form into WPRA office to add in the next edition of Impact magazine.

*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:* Nominations are due no later than September 15th. Tabulate and report results to the Aquatic Section Board. If multiple nominations are submitted for vacant positions, compile a ballot for Aquatic Section to vote on. Inform WPRA immediately after winners are selected.

*October:* 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 Aquatic 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. Pass on file to next year’s Committee Chairperson (Chair-elect).

## RULES OF ORDER

*Chair:* No longer a committee starting in 2024. Absorbed into Secretary roles.

*Members:*

*Goals:* Review, update and distribute Aquatic Section Members Handbook  
Review, update, and distribute Aquatic Section Executive Committee Assignments and handout  
Review and propose updates to the Aquatic 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 Aquatic 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 year's Manual.  
Pass on file to next year's Committee Chairperson (Secretary/Treasurer).

### AQUATIC SECTION AWARDS / SILVER STAR AWARDS (Needs 3 members for voting purposes)

*Chair:* Elaena Noffsinger

*Members:* Amanda Bruce, Region II Rep, Leah Wicander, Melissa Paulucki

*Goals:* Present a format for recognition of an outstanding professional and outstanding aquatic facility design/renovation in the Aquatics Section. Goal is to receive at least 4 nominations for both awards. Aquatic Section Members shall also discuss WPRA Silver Star awards with the Recreation Section and solicit nominations for four categories: Youth programming, adult/older adult programming, special events and creative service delivery/marketing. 2021 aquatic section awards were done using Google Forms

*Calendar:*

January: 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 awards. Update all award nomination forms.

February: Finalize plans for award categories, entry form, and judging/evaluation formats. Finalize plans for distributing entry forms for various awards. Work with Recreation Section at Quarterly Workshop #1 Meeting. Revision of entry form needs to be completed by the last Friday in February. **All Awards Submission Forms open through WPRA website**

March: Entry form needs to be submitted for the March edition of PR Monthly. Solicit entries for award categories through email distribution, social media, and WPRA website.

This should be done in coordination with the Rec Section and Young Professionals Network

April: Meet with Rec Section and Young Professionals Network at Quarterly Workshop #2 Meeting to review current award submission status. Send out reminders to association to submit award nominations by May 1.

May: SILVER STAR- 2 award committee members from each section will make the initial votes for the top 3 entries in each category. The final votes will be determined by the 4 award committee members AND each Region Representative from the Aquatics and Recreation Section Boards. AQUATIC SECTION AWARDS - Entire board votes on initial entries (top three in each category). Award sub committee does the final vote and submit final award winners to board members. Only one winner will be selected for each category. If a member of this Sub-Committee is nominated for an award, another Board Member will be appointed to replace him/her in judging

that category. Winners, non winners should be notified by the last Friday in May via email. Let them know they will need to submit a power-point to the awards committee at least 2 weeks prior to conference

September: Remind regions of approaching deadline for award submissions.

October: **October 1, 2024 - All award nominations due. Award submissions sent to sections / awards committees for grading and selection.**

November: **All award winners submitted to the WPRA office**

December: Award notices sent to winners (sections notify winners, WPRA office will send formal letters. 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. Pass on file to next year’s Committee Chairperson.

**AWARD HISTORY:**

Professional of the Year		Young Professional of the Year	
2003	Julienne Hefter		
2004	Karen Davis	2004	Joel Gregozeski
2005	Tom Carrico & Holly Glainyk	2005	Jennifer Lloyd
2006	Veronica Robinson	2006	Justin Casperson
2007	Jennifer Froemming	2007	Kabel Helmbrecht
2008	Lisa Glenn	2008	Rebecca Price
2009	Ginger Miller	2009	Terri Olivo
2010	Jeremy Moeller	2010	Lesli Buehler
2011	Joe Roszak	2011	Ann Moeller
2012	Tammie Bettinger	2012	<i>Not Awarded</i>
2013	Terri Olivo	2013	Missy Kedzorski
2014	Holly Glainyk	2014	Stephanie Schlag
2015	Ann Moeller	2015	Julia Martinson
2016	Chad Duerkop	2016	Mark Thompson
2017	Cyndi Robertson	2017	Kathryn Jenkins
2018	Not Awarded	2018	Kiley Schulte
2019	Renee Vanselow	2019	Melody Escoto
2020	Rebecca Price	2020	
2021	Angie Lucas	2021	
2022	Chad Shelton	2022	
2023	Elaena Noffsinger	2023	

**SECTION AWARDS – con’t.**

Outstanding Aquatic Program (absorbed into Silver Star Award)		Outstanding Facility Design/Renovation	
2004	Menomonee Falls Community: “Mile Master” Program	2004	City of La Crosse: Erickson Pool
2005	City of Waukesha:	2005	City of Waukesha:

	"Horeb Spring Aquatic Center Opening Ceremonies"		Horeb Springs Aquatic Center
2006	Milwaukee County Parks: "Doggie Dip"	2006	City of Madison: Irwin A. & Robert D. Goodman Swimming Pool
2007	Slinger Recreation Department: "Take your Grandparents to the Beach Day"	2007	City of Green Bay: Resch Aquatic Center
2008	<i>Not Awarded</i>	2008	Milwaukee County Parks: "Bradford Beach Revitalization"
2009	Oconomowoc Parks and Recreation: "Kayak Expedition"	2009	Milwaukee County Parks: David F. Schulz Family Aquatic Center
2010	Ashwaubenon Parks and Recreation: "Let the Good Times Roll"	2010	West Bend Parks, Recreation & Forestry: Regner Splash Pad

2011	<i>Not Awarded</i>	2011	Milwaukee County Parks & Water Technology: Hoyt Park Pool
2012	City of Hartford: "Can-Can Day"	2012	City of Stoughton Parks & Recreation & Commercial Recreation Specialists: Troll Beach
2013	City of Hartford: "Eggstra Pool Fun"	2013	<i>Not Awarded</i>
2014	Monona Grove School District: "Open Water Training"	2014	<i>Not Awarded</i>
2015	City of Greenfield: "Mermaid Swimming"	2015	<i>Not Awarded</i>
2016	<i>Not Awarded</i>	2016	Merrill
2017	Greenfield "Beyond Level 6" swim lesson program	2017	Ashwaubenon Parks, Recreation & Forestry
2018	Greenfield "Privates Plus" swim program	2018	Appleton Parks and Recreation - Erb Pool
2019	School District of Cudahy	2019	City of Hartford
2020		2020	Woodman Aquatic Center
2021		2021	De Pere
2022		2022	Buchner Park Community Pool & Building
2023		2023	Verona School District

## AQUATIC SEMINAR & TECHNICIAN WORKSHOPS

*Chair:* Morgan Zakrewsk

*Members:* Amanda Bruce, Cory Hintze

**Goals:** Continue to offer Aquatic Technician Workshops (odd years) and Aquatic Seminars (even years) Continue to provide opportunities for AFO recertification via CEU qualifying sessions for Seminar and Conference. Obtain approval for and complete AFO CEU forms for Section Seminar and annual conference sessions. Investigate possibilities for future Workshops/Seminars to obtain AFO CEU's.

*Calendar:*

January: Hold Aquatic Seminar (even years). Decide on topics and location for future seminars and technician workshops.

February/March:

Seek approval from the NRPA National AFO Coordinator for AFO CEU's @ the Aquatic Seminar, Conference, and Technician Workshops.

Seek approval from WPRA Board for CPRP CEU approval and approval of fees of Technician Workshops.

Prepare registration materials and AFO CEU forms for Technician Workshops.

April: Hold Technician Workshops (odd years)

September: Prepare AFO CEU form for the Fall Conference participants to use for record of attending the Conference sessions that have AFO CEU's.

October: Prepare AFO CEU form for Aquatic Seminar participants to use for record of attending the Seminar sessions that have AFO CEU's.

Hold Technician Workshop.

Prepare RFP for the following year technician workshop offerings, when needed.

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.

Pass on file to next year's Committee Chairperson.

*Calendar:*

January: Select a site next year's Aquatic Seminar. Solicit session topics and ideas.

February: Further discuss session outline and session topics for Seminar. Determine speaker assignments. Solicit sponsorship/exhibitor opportunities.

March: Finalize topics, speakers and session outline. Present rough draft of Seminar flyer/registration form for Board review & finalize flyer by the end of the month. Work with Promotion Committee to distribute flyer and promote Seminar. Work with AFO Committee to ensure that CEU's are applied for.

April: Select catering services for Seminar lunch. Select morning snacks. Confirm speaker assignments. Develop a draft of an evaluation form for participants to complete at Seminar.

May: Conduct Seminar. Compile evaluation results after Seminar is held.

- September: Report evaluation results to Board and provide recommendations for next year. Discuss tentative sites for next year.
- October: Announce date and site selection for next year's Seminar.
- 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.  
 Pass on file to next year's Committee Chairperson.

TECHNICIAN WORKSHOPS - con't.

*History:*

2003		
2004		
2005		
2006		
2007		
2008		
2009		
2010		
2011		
2012		
2013		
2014		
2015		
2016		
2017		
2018	Region 2 & 4	
2019	Region 2 & 3	
2020	Online	
2021	Online	
2023	Region 1	
2025		

AQUATIC SEMINAR-con't.

*History:*

2003	Region 1	Baraboo
2004	Region 3	Watertown
2005	Region 4	Milwaukee Co.
2006	Region 2	Howard
2007	Region 1	Eau Claire

2008	Region 3	Sun Prairie
2009	Region 4	Hartford
2010	Region 2	De Pere
2011	Region 1	Tomah
2012	Region 3	Waunakee
2013	Region 4	Jackson
2014	Region 2	Fond du Lac
2015	Region 1	Marshfield
2016	Region 3	Sun Prairie
2017	Region 4	Oconomowoc
2018	Region 2	<i>Ashwaubenon</i>
2019	Region 1	Tabled until 2020
2020	Region 3	Baraboo
2022	Region 4	Hartford
2024	Region 2	Marshfield

**SAFETY AND CERTIFICATIONS TASK FORCE**

*Chair:* Leah Wicander

*Members:* Chelsea Mohr, Jim Thorpe

*Goals:* Work to improve communication of American Red Cross program updates for Lifeguard and Learn to Swim Programs.

Work collaboratively to compile lists and communicate availability of certification courses throughout the state.

Discuss avenues for improved service from the American Red Cross.  
 Coordinate presence of American Red Cross at meetings, workshops, Conference, etc.

Work to develop an in house audit resource for facilities around the state to use to evaluate the safety of their staff and communities.

Provide further education on other certifying agencies that are available to us and up and coming updates that can aid in providing better training and techniques.

*Calendar:*

January: Meet without ARC representative to establish a list of section needs not currently met by the ARC. Establish an action plan to meet these needs by the end of the calendar year.

February/March: Meet with ARC representative and commit to established action plan.

April: Meet and provide updates as needed

September: Meet and provide updates as needed

- October: Meet and provide updates as needed
- 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.  
 Pass on file to next year’s Committee Chairperson.

**SUMMER AQUATIC FACILITY TOUR**

*History:*

2003	Region 2	Appleton, Little Chute, Ashwaubenon, Green Bay
2004	Region 4	Waukesha County, Milwaukee County, Brookfield & Waukesha
2005	Region 1	Onalaska, La Crosse & Holmen
2006	Region 3	Middleton & Madison
2007	Region 2	Oshkosh & Fond du Lac
2008		No Tour
2009	Region 4	Cancelled--Cedarburg, Grafton, Port Washington
2010		No Tour
2011	Region 2	Cancelled—Plymouth, New Holstein, Manitowoc
2012		No Tour
2013		No Tour
2014		No Tour
2015		No Tour
2016		No Tour
2017		No Tour
2018		No Tour
2019		No Tour
2020		No Tour
2021		No Tour
2022		No Tour
2023		No tour

**CONFERENCE**

- Chair:* Tyler Mentzel
- Members:* Elaena Noffsinger, Chelsea Moberg
- Goals:* Review previous year’s Conference sessions, including number of sessions, length and response from participants. Consult with Aquatic Section Board on expectations for this year’s Conference.  
 Develop a list of Conference sessions and assign Aquatic Section Members to find speakers and moderate sessions.  
 Act as liaison between Conference Committee and Aquatic 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 Aquatic 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: Submit the following information to the Conference Educational Session Coordinator: 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.  
Report on progress of the Conference Committee.
- June: Pre-Conference Booklet mailing is finalized and sent out to membership.
- September: Assign moderators to all Aquatic 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 Aquatic 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 the 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. Pass on file to next year's Sub-Committee Chairperson (Past-Chair).

**PROFESSIONAL DEVELOPMENT**

*Chair:* Tyler Mentzel

*Calendar:*

- January: Identify where funds will be used
- April: Distribute information to all region representatives to present at their respective meetings.  
Promote at Tech workshops
- May:
- August: Determine if the section will be distributing a conference favor. Solicit ideas on the type of favor.

- September: Develop a list of basket ideas for the annual conference raffle. Solicit sponsorship of baskets. Try to have at least 5 baskets for the raffle. Bring samples of conference favor for board approval.
- November: Promote! (at Conference)
- 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.  
 Pass on file to next year's Committee Chairperson.

## **WPRA Aquatic 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 Aquatic Section and communicate concerns between WPRA and Aquatic Section Boards. Provide and review Section Financial Report at each scheduled Board Meeting as part of the Aquatic 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 Aquatic 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. Assist the various Section Sub-Committees in meeting assigned deadlines and in troubleshooting conflicts as needed.
7. Determine the dates of Board Meetings, as well as agenda items for consideration at Board meetings.
8. Serve as Chair of-the Budget Sub-Committee within the Aquatic Section Board, along with the Chair-Elect and Past-Chair.
9. Monitor Section activities for compliance with approved Section Rules of Organization and WPRA By-Laws, Policies, and Guidelines. Guide as needed.

## 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 and/or representing the Section at WPRA Board Meetings if Chair is unable to attend).
2. Serve as Chair of the Nominating Sub-Committee within the Aquatics Section. This requires soliciting nominations for openings for the Board for the following year and ensuring that deadlines are met.
3. Serve as a member of the Budget Sub-Committee within the Aquatic Section, along with the Chair and Past-Chair.
4. Review the contents of Aquatic Section Board Manual with the current Board to determine needed changes/updates prior to the term as Chair. Make necessary revisions to Board Manual.
5. Determine all Aquatic Section Board meeting dates for next year prior to term as Chair.
6. 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.

## 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 Aquatics Section. This requires regular contact with the Conference Committee and ensuring that Aquatic Section sessions are coordinated and deadlines are met.
3. Serve as a member of the Budget Sub-Committee within the Aquatic Section, along with the Chair-Elect and Chair.
4. 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.

## SECRETARY/TREASURER

*TERM:* Two years

**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 Aquatic Section members.
3. 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 150 pieces.
4. 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.
5. Call the WPRA office prior to each mailing (or email) to Aquatic Section members. Ask for an update of information on new members; this will keep our files current.
6. Obtain envelopes and letterhead from the WPRA office, if needed.
7. Put your handwritten minutes in a binder along with the typewritten minutes and the agenda. Pass this binder on to next year's Secretary/Treasurer.
8. Contact the WPRA Office at least one day prior to the scheduled Board meeting to get a current budget report.
9. Work with the Budget Sub-Committee within the Aquatic Section to provide suggestions and feedback on related items for Budget formulation for the coming year.
10. Serve as Chair of the Rules of Order Sub-Committee within the Aquatic Section.
11. 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.

**REGIONAL REPRESENTATIVES**

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

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.

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

**PURPOSE:** Represent each Region at Aquatic 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 an Aquatic 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 the Awards Sub-Committee within the Aquatic Section.
5. Attendance at all Section Board Meetings is expected. You must inform the Chair if unable to attend, and provide a report that can be shared at said meeting.

### AT-LARGE REPRESENTATIVES

**TERM:** Two years on a staggered basis, beginning January 1 and ending December 31. Two At-Large Representatives will begin their term on even years and the other two will begin on odd years.

**RESPONSIBILITIES:**

1. Serve on various Sub-Committees within the Aquatic Section, as appointed by the current 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 said meeting.

### BOARD OF DIRECTORS LIAISON—AT LARGE REPRESENTATIVE

**TERM:** Two years on a staggered basis, beginning January 1 and ending December 31. The Board Liaison will begin their two-year term on even years.

**RESPONSIBILITIES:**

1. Serve as a member of the Association’s Board of Directors. Attendance at all Board of Directors meetings is expected. Must inform President and Aquatic Section Chair if unable to attend, and appoint a proxy to attend in your place.
2. Serve on various Sub-Committees within the Aquatic Section, as appointed by the current Section Chair.
3. Assist Region Representatives in providing updates at Regional Meetings as needed.
4. 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.

### COMMERCIAL ADVISORY REPRESENTATIVE

**TERM:** Two years. A commercial member may only serve a two year term. If after the two year term the Section cannot fill this advisory board position, it must remain vacant until a special appointment or election can take place. No consecutive terms by the same commercial member will be allowed.

**STRUCTURE:** One commercial member may serve on a WPRA Section Board in an advisory capacity with no voting rights. This position does not count toward a meeting quorum. Representative must be a current commercial member of WPRA

**PURPOSE:** Represent WPRA commercial 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 commercial members on the Section Board. Keep the Section Board informed of issues and concerns relating to commercial members.
2. Serve on Section committees and or task forces as needed.

*Section Rules of Order:*

Section Advisory Representatives shall be a current WPRA commercial member, and shall be elected by the total membership of the WPRA Section. This is a two year term, and a member may not serve two consecutive terms. This shall be an advisory position with no voting rights, nor will this position count toward the Section Board's quorum for meetings.

# Wisconsin Park & Recreation Association

## Sponsorship Request Assessment

This assessment tool provides a guideline to assist the WPRA Executive Committee in determining if a sponsorship, product endorsement, service endorsement, or naming rights should be accepted on behalf of the State Association. Conference Sponsorships are already coordinated by the WPRA Office and Conference Committee.

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Sponsor Request Organization:

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Contact Name:

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Title:

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Phone:

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Email:

Type of Sponsorship Request: (Check ALL that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Educational Sponsorship | <input type="checkbox"/> Product Endorsement | <input type="checkbox"/> Service Endorsement |
| <input type="checkbox"/> Naming Rights           | <input type="checkbox"/> Partnership         |  |
| <input type="checkbox"/> Other _____             |  |  |

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Brief Description of Sponsorship Request:

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Financial Commitment of Sponsorship: \$

Period of Time:

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Benefits to Sponsor:

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Benefits to WPRA:

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Recommendation by WPRA Executive Committee:  Approve  Approve with the following conditions:

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Do NOT Approve

Reason:

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Executive Committee Member:

Date:

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Wisconsin Park & Recreation Association

Sponsorship Request Assessment

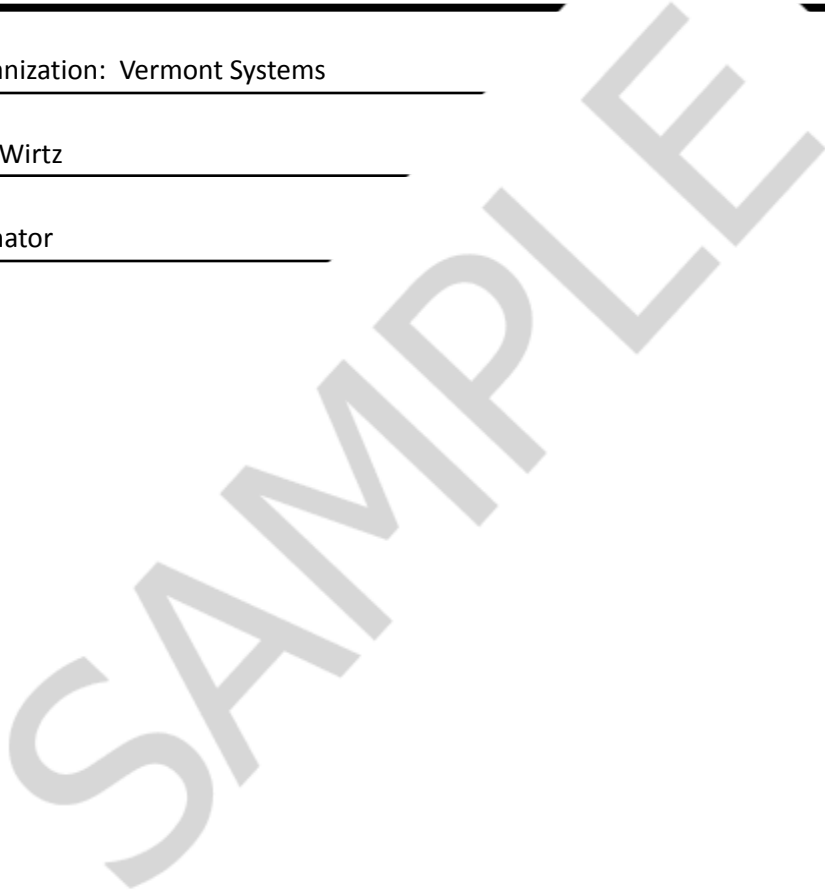
This assessment tool provides a guideline to assist the WPRA Executive Committee in determining if a sponsorship, product endorsement, service endorsement, or naming rights should be accepted on behalf of the State Association. Conference Sponsorships are already coordinated by the WPRA Office and Conference Committee.

Sponsor Request Organization: Vermont Systems

Contact Name: David Wirtz

Title: Systems Coordinator

Phone:



802-879-6993

Email: support@vermontsystems.com

Type of Sponsorship Request: (Check ALL that apply)

- Educational Sponsorship
- Product Endorsement
- Service Endorsement
- Naming Rights
- Partnership
- Other

Brief Description of Sponsorship Request:

The Deputy Director from WPRA solicited this potential partnership/sponsorship with Vermont Systems. In exchange for free advertisements and conference registrations, Vermont Systems would provide WPRA with RecTrac, WebTrac and Lynk Credit Card Validation System.

Financial Commitment of Sponsorship: \$ 40,000

Period of Time: 2005-2010

Benefits to Sponsor:

Vermont Systems wants to establish a market in Wisconsin, and in particular, with Wisconsin's Park and Recreation Association membership agencies. This was an approach from WPRA, so they were most interested in establishing a positive relationship with the Association in exchange for advertisements and recognition.

Benefits to WPRA:

WPRA would receive \$18,665 in software applications, \$17,550 in annual maintenance fees, and \$4,500 for installation and training. These fees would be waived by Vermont Systems.

Recommendation by WPRA Executive Committee:  Approve       Approve with the following conditions:

Do NOT Approve

Reason:

Executive Committee Member: Cyndi Keller

Date: August 24, 2005