

2024



WPRRA

WISCONSIN PARK AND RECREATION ASSOCIATION

SO EVERYONE CAN PLAY

Recreation Section Manual

Table of Contents

Recreation Section Board Members.....	3
2024 Meeting Schedule.....	4
2023 Accomplishments.....	5
2024 Objectives.....	6
Recreation Section Board Sub-Committees.....	7
Budget	8
Nominating (Vacant Board Positions)	9
Rules of Order (Vacant Board Positions)	10
Section Awards	11
Spring Workshop	13
Annual Conference	15
Playground Workshops	17
Community-Based Education & Leisure Service	18
Recreation Section Board Member Responsibilities.....	19
Chair	19
Chair-Elect	20
Past-Chair	21
Secretary/Treasurer	22
Regional Representatives	23
Community-Based Education & Leisure Services	24
Recreation Section Sub-Committee Monthly To-Do List.....	25
January	25
February	25
March	26
April	26
May	26
June	27
July	27
August	27
September	27
October	28
November	28
December	29

Recreation Section Board Members

Past-Chair - 2024

Katie Roth
Recreation Manager
City of New Berlin
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New Berlin, WI 53151
262-797-2443
Email: kroth@newberlin.org

Chair - 2024

Kassandra Humke, CPRP
Recreation Supervisor
City of Altoona
1419 Front Porch Place
Altoona, WI 54720
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Chair-Elect - 2024

Emma Magadanz
Recreation Supervisor
Village of Allouez
1900 Libal St.
Green Bay, WI 54301
920-448-2804
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Secretary/Treasurer – 2023-24

Open

WPRA Board Liaison

Sandy Schueller
Account Executive
Wisconsin Park & Recreation Assoc.
6737 W. Washington St. Ste #4210
Milwaukee, WI 53214
414-423-1210
E-mail: sandy@wpraweb.org

Region I Representative – 2024-25

Sami Meyer
Outdoor Recreation Coordinator
City of La Crosse
400 La Crosse St.
La Crosse, WI 54601
608-789-7560
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Region II Representative – 2023-24

Adrienne Lacy, CPRP
Recreation Superintendent
City of Marinette
1905 Hall Ave.
Marinette, WI 54143
715-732-2006
E-mail: alacy@marinette.wi.us

Region III Representative – 2024-25

Holly Pohl
Recreation Supervisor
City of Sun Prairie
2598 W. Main St.
Sun Prairie, WI 53590
608-837-3449
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Region IV Representative – 2023-24

Erica Wasserman
Recreation Manager of Community Centers
Milwaukee Public Schools – Milwaukee
Recreation
5225 W. Vliet St. Room 56
Milwaukee, WI 53208
414-475-8775
Email: wasserel@milwaukee.k12.wi.us

Community Based Education & Leisure Service Representative – 2023-24

Brooke Pfund
Recreation Supervisor
Lake Mills Area School District-Recreation
Department
322 N. Main Street
Lake Mills, WI 53551
920-648-2335 ext. 371
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2023 Accomplishments

- Worked with Parks to plan Fall 2023 workshop.
- Continued to work within the 2023 budget and did not exceed allocated funds for each event offered throughout the year.
- Filled the positions of Chair-Elect & retained valuable team members through the elections process!
- Established meeting funds for future Community Based Education & Leisure Services meetings.

2024 Objectives

- Continue to offer quality educational opportunities at the Annual Conference and Fall Workshop.
- Continue to build attendance at the Fall Workshop.
- Strive to continue to promote Silver Star Awards throughout the State. In addition, make adjustments to the Rec Section Awards Ceremony to make the award a prestigious honor to receive.
- Continue to have competitive numbers in nominations for each Recreation Section award (Silver Star).
- Reach out to City Administrators Association for Professional of the Year Award nominations.
- Promote the benefits of WPRA and Recreation Section membership to students and non-members to help build the membership base.
- Playground workshop

Recreation Section Board Sub-Committees

Budget	Member:	Katie Roth
Nominating <i>(Vacant Positions)</i>	Member:	
Rules of Order <i>(Vacant Positions)</i>	Member:	
Section Awards	Members:	
Fall Workshop	Members:	Kassandra Humke
Annual Conference/Pre-conference	Members:	
Playground Workshops	Member:	
Community Based Education & Leisure Service	Member:	Brooke Pfund
Professional Development	Member:	

Budget

Goals:

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

Calendar:

- February: Present the fiscal year's budget to the general membership at the annual Recreation Section meeting.
- March: 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.
- April: Review the budget of the current fiscal year with new Sub-Committee members and begin discussing ideas for the next fiscal year.
- July: Review potential budget changes for the next fiscal year and present proposed budget to Board for approval.
- October: Submit final Recreation Section Budget to the WPRA office by the end of the month.

Notes/Comments:

1. All expenses must have sales tax included

Nominating (Vacant Board Positions)

Goals:

1. Prepare a slate of candidates containing two nominations for each open office.
2. Promote and encourage professionals in the Section to accept a nomination.

Calendar:

- February: Announce new officers and Region Representatives at the Annual Recreation Section business meeting.
- March: 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.
- April: Review vacant offices for next year: Chair-Elect, and Region Reps. (Region 1 and Region 3)
- May: Make a list of potential candidates and make phone/email contacts.
- September: Ask each Region Representative to assist in finding nominees for the vacant board positions. Send a "call for nominations" to section members.
- October: Nomination deadline to appear on ballots is October 1st. Present final ballot to the Recreation Section Board for approval. Email ballots that contain each candidates resume by October 15th to WPRA office.
- November: Ballot distributed to WPRA Membership for voting on November 1st and are due no later than November 15th.
- December: Ballots are due no later than December 1st. Tabulate and report results to the Recreation Section Board. Inform WPRA immediately after winners are selected. All winners and other nominees must be notified of the results. Send letters of congratulations and invite winning candidates to Annual Meeting and December Section Meeting.

Notes/Comments:

1. In the event that only one individual has been nominated and/or agreed to run for a position only an online vote from the Recreation Section Board is required. More than one nominee requires the names to be on a ballot to go out to the entire WPRA membership.

Rules of Order

Goals:

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

Calendar:

- February: Facilitate vote on proposed by-law changes at the annual business meeting.
- March: 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.
- April: Distribute and review Executive Committee Assignments and 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.
- November: Present and propose by-law changes to Recreation Section for approval. Send proposed changes to general membership and remind them to vote at the annual business meeting.

Notes/Comments:

1. A reimbursement form is located on the WPRA's website under the "About Us" tab and "Association Documents". This should be used to reimburse individuals for approved Rec Section expenditures.

Section Awards

Goals:

1. Present the Professional of the Year at the Annual Awards Banquet. Make sure the information is included in the Conference handouts.
2. Receive at least 4 nominations in each Silver Star Award category.

Calendar:

- February:** Announce Silver Star award winners and present awards at the Recreation Section Awards session at the Conference. Professional and Young Professional awards will be given at the Awards Banquet.
- March:** 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. Update award winners on WPRA website.
- May:** Discuss award categories and names. Discuss potential entry/registration and judging formats/forms. Introduce plans for distributing the entry forms for professional/young professional awards.
- June:** Finalize plans for award categories, entry, and judging/evaluation formats. Finalize plans for distributing entry forms for various awards.
- July:** Submit forms to the Recreation Section Board for approval. Facilitate the distribution of nomination forms.
- Prepare a format for judges to use in evaluating professional/young professional nominees and Silver Star Award finalists.
- September:** Solicit at least 4 nominees for each award/category. All award submissions due by October 1st.
- Send silver star entries with evaluation criteria to Board members for review. Discuss entrees, collect and tabulate results at board meeting. Notify silver star applicants of status.
- Request resumes and background information on all professional nominations. Have the past 5 Professional of the Year Award recipients present for award judging. Bring samples of awards for Board approval. Notify Conference Committee of award winners for inclusion in banquet printed materials.

October: Notify all award recipients by email or mail. Recipients' letter should indicate what to prepare for conference events, when award ceremonies are scheduled, and if displays and/or presentations need to be made. Send a letter to all other entrants and nominees. Send news releases on winners. Submit an article for inclusion in Impact Magazine.

Notes/Comments:

1. Healy Awards in Menomonee Falls has been used for award plaques in the past
2. Clarify categories and notify members if their application was placed in a different category than what they submitted
3. A list of past award winners is located on the WPRA website in the Membership Tab-Awards & Recognition-Past Award Recipients

Fall Workshop

Goals:

1. In cooperation with the Park Section, finalize speakers and topics for this year's workshop and select a site location for the next year's workshop.
2. Market and promote the annual Workshop to the WPRA membership and students.
3. Produce a quality educational workshop with revenues exceeding expenditures.
4. Evaluate Workshop and provide recommendations for next year's Workshop.

Calendar:

- February: Solicit session topics, speakers and ideas through a "Call for Sessions". Reach out to Park Section to set up a meeting to discuss Fall Workshop for that year.
- March: Further discuss session outline and session topics for Workshop. Determine speaker assignments. Solicit sponsorship/exhibitor opportunities (obtain approval from WPRA Office – under \$1,000 or WPRA BOD – over \$1,000). Prior approval is necessary to ensure that we are not over soliciting vendors and exhibitors.
- April: Finalize topics, speakers and session outline. Present rough draft of Seminar flyer/registration form for Board review at April meeting.
- May: Finalize flyer by the 10th of the month to be included in the June IMPACT magazine.
- June: Confirm final details for workshop.
- July: Develop a draft of an evaluation form for participants to complete at the Workshop.
- August: Promote Workshop to WPRA Membership.
- October: Conduct Workshop. Compile evaluation results. Report evaluation results to Board and provide recommendations for next year. Discuss tentative sites for next year.
- November: Announce date and site selection for next year's Workshop.
- December: Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year's manual. Pass on file to next year's Committee Chairperson.

History:

*Spring Workshop

2011-2013 (Chula Vista Resort - Wisconsin Dells)

2014 (Heidel House - Green Lake)

2015 (Stoney Creek Inn - Onalaska) 60
2016 (Best Western Premiere Conference Center - Oshkosh)
2017 (Eau Claire Metropolitan Hotel and Conference Center)
2018 (Wausau/Rothschild Expo Center)
2019 (Red Lion Hotel - Appleton)
2020 (Cancelled)

***Fall Workshop**

2021 (Wausau)
2022 (Waukesha)
2023 (Hyatt Regency – Green Bay)

Notes/Comments:

1. Any fee changes to Fall Workshop must be approved in a vote by all sections involved and the results voted to the WPRA office to forward the vote on to the WPRA board as well.

Annual Conference

Goals:

1. 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.
2. Develop a list of Conference sessions and assign Recreation Section Members to find speakers and moderate sessions.
3. Represent the Recreation Section on the WPRA Conference Committee and attend conference planning meetings regularly. Act as liaison between Conference Committee and Recreation Section.

Calendar:

- January: Confirm moderators for Recreation Section sponsored sessions. Report on progress of the Conference Committee.
- February: Supervise Conference sessions, assist moderators. Give a brief report at the Section Annual Meeting regarding the Conference sessions. Ensure that thank you letters are sent to Conference speakers following Conference.
- March: Present Conference Budget summary. Evaluate developments over the past year and make any necessary revisions to the Sub-Committee listing in the board manual.
- April: Develop a list of educational topics. Send out a "Call for Sessions" to all members. Assign 1-2 conference topics to each Board member, each will find speakers related to their topic; send electronic speaker interest form to potential speakers (to be returned to the WPRA Office). Determine amount of money available for Recreation Section through Conference Committee.
- May: 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.
- June: By June 30th, submit the following information to the Conference Educational Session Coordinator (excel chart format): Session Titles, Speaker Name, Phone Number, email, and agreed upon reimbursement amount. All speaker contracts will be handled and collected electronically via the WPRA office. Report on progress of Conference Committee.
- July: Follow up with WPRA office to see if assistance is needed in collecting any missing speaker contracts. Report on progress of the Conference Committee.

- August: Confirm with WPRA office that all speaker contracts are received by August 1st. Report on progress of the Conference Committee.
- September: Pre-Conference Booklet mailing is finalized and sent out to membership.
- December: Assign moderators to all Recreation Section sponsored sessions. Get any last-minute session information/changes to WPRA Office as final Conference Booklet is sent to printer this month. Report on progress of the Conference Committee.

Notes/Comments:

1. Speaker interest form located in Google Docs-"Speaker Interest Form. – WPRA website (<https://www.wpraweb.org/submit-an-education-session-proposal>)
2. Speakers who are WPRA board members cannot receive any reimbursement.
3. Negotiations should occur for speakers. Agree on an all-inclusive stipend, which would include speaking time, travel, and meals, or arrive at all individually. If reimbursing mileage it would be at standard rate.

Playground Workshops

Goals:

1. Develop, organize, promote, and facilitate the Annual Playground Workshops.

Calendar:

- January: Collaborate with WPRA's workshop coordinators and determine details of workshops for current year.
- February: Report on status of Playground Workshops.
- April: Details for Playground Workshops are finalized including proposed budget, session instructors, locations, dates, times and registration.
- May: Promote Playground Workshops through WPRA website and region meetings.
- June: Facilitate Playground Workshops in conjunction with coordinators. Conduct an evaluation of the program.
- August: Report status of Playground Workshops including registration, revenues, and expenses. Draft and report on proposed changes for following year.
- December: Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year's manual.

Past History:

- 2013-2014: Mike Kinziger - "The King Frog"
2018: Region III – Jefferson
2019: Region III – Sun Prairie & Lake Mills
2023: New Berlin & West Allis – West Milwaukee

Community-Based Education & Leisure Service

Goals:

1. Develop, organize and promote professional development opportunities and support statewide that is targeted toward subsection membership.

Calendar:

- January: Promote annual conference and sessions to membership.
- February: Assess professional development and support needs from subsection and report out to regional subsections.
- March: Collaborate with WPRA's workshop coordinators and determine details of workshops and professional development opportunities.
- April: Assess professional development and support needs for subsection and report out to regional subsections.
- October: Report on subsection professional development opportunities, events, support.
- November: Assess value of subsection to membership and association.
- December: Provide a summary of subsection progress and work and make recommendations for following year, including but not limited to; necessary revisions to the Sub-Committee to be listed in the board manual.

Notes/Comments:

Recreation Section Board Member Responsibilities

Chair

TERM: One year (January 1 - December 31)

This position is the middle of a three-year term as an officer on the Board, with the first year service as Chair-Elect and the third year service as Past-Chair.

RESPONSIBILITIES:

1. Preside at Section Board Meetings and the Annual Meeting at the Conference. "Robert's Rules of Order" will be followed. The Chair may cast a vote at these meetings only if his/her vote can make a difference in the results.
2. Ensure that a proposed Budget is submitted for the ensuing year by October 31st (this task is usually delegated to the Chair-Elect).
3. In conjunction with the Budget preparation, submit Recreation Section Board accomplishments for the current year. At the same time, submit recommendations/ goals for the ensuing year (next year's goals are usually delegated to Chair-Elect).
4. Keep Section expenses within Budget. Only authorize budgeted expenses. Bring any Section Budget change requests to the WPRA Board for approval.
5. Assist the various Section Sub-Committees in meeting assigned deadlines and in trouble-shooting conflicts as needed.
6. Determine the dates of Board Meetings, as well as agenda items for consideration at Board meetings.
7. Serve as Chair of the Budget Sub-Committee within the Recreation Section Board, along with the Chair-Elect and Secretary/Treasurer.
8. Monitor Section activities for compliance with approved Section Rules of Organization and WPRA By-Laws, Policies, and Guidelines. Guide as needed.

Chair-Elect

TERM: One year (January 1 - December 31)

This position begins a three-year term as an officer on the Board, with the following two years of service as Chair and Past-Chair.

RESPONSIBILITIES:

1. Serve as the Chair in his/her official absence (includes presiding over Section Board meetings).
2. Serve as Chair of the Rules of Order Sub-Committee within the Recreation Section.
3. Serve on the Conference Sub-Committee within the Recreation Section. This requires regular contact with the Conference Committee and ensuring that the Recreation Section sessions are coordinated and deadlines met.
4. Serve as a member of the Budget Sub-Committee within the Recreation Section, along with the Chair and Secretary/Treasurer.
5. Review the contents of Recreation Section Board Manual with the current Board to determine needed changes/updates prior to the term as Chair. Make necessary revisions to Board Manual.
6. Determine all Recreation Section Board meeting dates for next year prior to term as Chair.
7. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend and provide a report that can be shared at said meeting.

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 Nominating Sub-Committee within the Recreation Section, along with the Chair.
3. Represent the Recreation Section as a member on the Professional Development Committee.
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. Represent the Recreation Section on the WPRA Board. Communicate concerns between both. Provide and review Section Financial Report at each scheduled Board Meeting as part of the Recreation Section Report. Bring Section Workshop outlines and projected Budgets to the Board for final approval.
2. Continually copy the WPRA Office on minutes, agendas, and other vital Section information to ensure that the website remains up-to-date.
3. Develop an email directory for all Recreation Section members.
4. Notify the WPRA office prior to each email sent to Recreation 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 your handwritten minutes in a binder along with the typed minutes and the agenda. Pass this binder on to next year's Secretary/Treasurer.
7. Contact the WPRA Office at least one day prior to the scheduled Board meeting to get a current budget report.
8. Work with the Budget Sub-Committee within the Recreation Section to provide suggestions and feedback on related items for Budget formulation for the coming year.
9. Work with Chair and Chair-Elect on Conference Sub-Committee within the Recreation Section.
10. 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 31 (Regions II & IV = Odd Years; Regions I & III = Even Years)

PURPOSE: Represent each Region at Recreation Section Board meetings as well as recruit and retain members on a regional basis.

RESPONSIBILITIES:

1. Serve as liaison between organized regional groups (PARPRO, NEWPRO, PARR-3, & SEPRC) and the Section Board. Keep both factions informed of issues and concerns expressed by the other.
2. Ensure that a Recreation Section Update is added to the Regional Meeting Agenda and give regular reports on behalf of the Section. Regular attendance at Regional meetings is expected. If you are unable to attend, be sure that a report is submitted on the Section's behalf.
3. Consider Regional implications when voting on issues at Section Board meetings.
4. Serve on at least two Sub-Committees within the Recreation Section.
5. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend and provide a report that can be shared at said meeting.

Community-Based Education & Leisure Services

TERM: Two years. The goal is to have one subsection representative from each region.

PURPOSE: Support agencies that provide recreation and community education opportunities through Fund 80 with professional development opportunities and legislative support that is geared toward our work.

RESPONSIBILITIES:

1. Serve as a liaison between non-formal groups in southeast Wisconsin and “Icepac” regions as well as organized regional groups (PARPRO, NEWPRO, PARR-3, and SEPRC) and the Section Board. Keep all factions informed of opportunities, support, issues, concerns expressed by the other along with any pertinent information to/from the public policy committee.
2. Ensure that an update from WPRA and the CBELS sub-section is included on meeting agendas of the informal groups.
3. Regular attendance at meetings is expected and if you are unable to attend, please be sure to submit a report on behalf of the sub-section.
4. Adhere to the sub-section goals and calendar to the best of your ability.

Recreation Section Sub-Committee Monthly To-Do List

January

Annual Conference

Confirm moderators for Recreation Section sponsored sessions. Report on progress of the Conference Committee.

Playground Workshops

Collaborate with WPRA's workshop coordinators and determine details of workshops for current year.

Community-Based Education & Leisure Service

Promote annual conference and sessions to membership.

February

Budget

Present the fiscal year's budget to the general membership at the annual Recreation Section meeting.

Nominating (Vacant Board Positions)

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

Rules of Order (Vacant Board Positions)

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

Section Awards

Announce Silver Star award winners and present awards at the Recreation Section Awards session at the Conference. Professional and Young Professional awards will be given at the Awards Banquet.

Fall Workshop

Solicit session topics, speakers and ideas through a "Call for Sessions".

Annual Conference

Supervise Conference sessions, assist moderators. Give a brief report at the Section Annual meeting regarding the Conference sessions. Ensure that thank you letters are sent to Conference speakers following Conference.

Playground Workshops

Report on status of Playground Workshops.

Community-Based Education & Leisure Service

Assess professional development and support needs from subsection and report out to regional subsections.

March

Budget

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.

Nominating (Vacant Board Positions)

Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year's manual.

Rules of Order (Vacant Board Positions)

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.

Section Awards

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. Update award winners on WPRA website.

Fall Workshop

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

Annual Conference

Present Conference Budget summary. Evaluate developments over the past year and make any necessary revisions to the Sub-Committee listing in the board manual.

Community-Based Education & Leisure Service

Collaborate with WPRA's workshop coordinators and determine details of workshops and professional development opportunities.

April

Budget

Review the budget of current fiscal year with new Sub-Committee members and begin discussing ideas for the next fiscal year.

Nominating (Vacant Board Positions)

Review vacant offices for next year: Chair-Elect and Region Reps. (Region 1 and Region 3)

Rules of Order (Vacant Board Positions)

Distribute and review Executive Committee Assignments and 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.

Fall Workshop

Finalize topics, speakers and session outline. Present rough draft of Seminar flyer/registration form for Board review at April meeting.

Annual Conference

Develop a list of educational topics. Send out a "Call for Sessions" to all members. Assign 1-2 conference topics to each Board member, each will find speakers related to their topic; send electronic speaker interest form to potential speakers (to be returned to the WPRA Office). Determine amount of money available for Recreation Section through Conference Committee.

Playground Workshops

Details for Playground Workshops are finalized including proposed budget, session instructors, locations, dates, times and registration.

Community-Based Education & Leisure Service

Assess professional development and support needs for subsection and report out to regional subsections.

May

Nominating (Vacant Board Positions)

Make a list of potential candidates and make phone/email contacts.

Section Awards

Discuss award categories and names. Discuss potential entry/registration and judging formats/forms. Introduce plans for distributing the entry forms for professional/young professional awards.

Fall Workshop

Finalize flyer by the 10th of the month to be included in the June IMPACT magazine.

Annual Conference

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.

Playground Workshops

Promote Playground Workshops through WPRA website and region meetings.

June

Section Awards

Finalize plans for award categories, entry, and judging/evaluation formats. Finalize plans for distributing entry forms for various awards.

Fall Workshop

Confirm final details for workshop.

Annual Conference

By June 30th, submit the following information to the Conference Educational Session Coordinator (excel chart format): session title, 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.

Playground Workshops

Facilitate Playground Workshops in conjunction with coordinators. Conduct an evaluation of the program.

July

Budget

Review potential budget changes for the next fiscal year and present proposed budget to Board for approval.

Section Awards

Submit forms to the Recreation Section Board for approval. Facilitate the distribution of nomination forms.

Prepare a format for judges to use in evaluating professional/young professional nominees and Silver Star Award finalists.

Fall Workshop

Develop a draft of an evaluation form for participants to complete at the Workshop.

Annual Conference

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

August

Fall Workshop

Promote Workshop to WPRA Membership.

Annual Conference

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

Playground Workshop

Report status of Playground Workshops including registration, revenues, and expenses. Draft and report on proposed changes for the following year.

September

Nominating (Vacant Board Positions)

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

Section Awards

Solicit at least 4 nominees for each award/category. All award submissions due by October 1st.

Send Silver Star entries with evaluation criteria to Board members for review. Discuss entrees, collect and tabulate results at board meeting. Notify Silver Star applicants of status.

Request resumes and background information on all professional nominations. Have the past 5 Professional of the Year recipients present for award judging. Bring samples of awards for Board approval. Notify Conference Committee of award winners for inclusion in banquet printed materials.

Annual Conference

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

October

Budget

Submit final Recreation Section Budget to the WPRA office by the end of the month.

Nominating (Vacant Board Positions)

Nomination deadline to appear on ballots is October 1st. Present final ballot to the Recreation Section Board for approval. Email ballots that contain each candidates resume by October 15th to WPRA office.

Section Awards

Notify all award recipients by email or mail. Recipients’ letter should indicate what to prepare for conference events, when award ceremonies are scheduled, and if displays and/or presentations need to be made. Send a letter to all other entrants and nominees. Send news releases on winners. Submit an article for inclusion in Impact Magazine.

Fall Workshop

Conduct Workshop. Compile evaluation results. Report evaluation results to Board and provide recommendations for next year. Discuss tentative sites for next year.

Community Based Education & Leisure Service

Report on subsection professional development opportunities, events, and support.

November

Nominating (Vacant Board Positions)

Ballot distributed to WPRA Membership for voting on November 1st and are due no later than November 15th.

Rules of Order (Vacant Board Positions)

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

Fall Workshop

Announce date and site selectin for next year's Workshop.

Community Based Education & Leisure Service

Assess value of subsection to membership and association.

December

Nominating (Vacant Board Positions)

Ballots are due no later than December 1st. Tabulate and report results to the Recreation Section Board. Inform WPRA immediately after winners are selected. All winners and other nominees must be notified of the results. Send letters of congratulations and invite winning candidates to the Annual Meeting and January Section Meeting.

Fall Workshop

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.

Annual Conference

Assign moderators to all Recreation Section sponsored sessions. Get any last-minute session information/changes to WRPA office as final Conference Booklet is sent to print this month. Report on progress of the Conference Committee.

Playground Workshops

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.

Community Based Education & Leisure Service

Provide a summary of subsection progress and work and make recommendations for following year, including but not limited to; necessary revisions to the Sub-Committee to be listed in the board manual.