

VRPS Western Service Area Meeting

Minutes - February 25, 2016

Augusta County Government Center, ACPR

Call To Order

The regular Western Service Area meeting was called to order by Claire Richardson at 10:34AM.

In attendance were:

Augusta - Kelly Rourke and Andy Wells

Harrisonburg - Erik Dart, Kristin Lam and Matthew Little

Rockingham - Ashley Adams, Nicole Farr and Ashton Rawley

Shenandoah - Jered Hoover, Brandi Rhinehart and Ben Stine

Staunton - Claire Richardson and Steven Taetzsch

Approval Of Minutes

Erik Dart motioned to approve the WSA meeting minutes of November 2015. Jered Hoover seconded the motion.

Chairperson's Report

Chairperson, Claire Richardson, reported the following:

- 1) Group review of WSA 2016 goals and feedback obtained from the November 2015 meeting.
- 2) WSA is still low in attendance at meetings, Jered Hoover offered to contact other WSA department directors to see why they are not actively participating.
 - a) Meetings that include a guest speaker and or training tend to have the highest level of attendance/participation.
 - b) Time of year may possibly inhibit WSA participation.
 - c) Departments prefer WSA meeting dates to be projected well in advance.
 - d) Brainstorming for ideas on how to connect with non-active departments.
- 3) VRPS announced their master strategic plan. VRPS wants to be more transparent.
 - a) Quarterly basis profit and loss reports.
 - b) Build strategic relationships.
 - c) Katey Legg is returning as the WSA 2016 Board Liaison.

Treasurer's Report

Ashley Adams reported that the WSA projects total revenues at an estimated \$354.00. With an estimated expenses of \$300.00 to VRPS for the Annual Conference social and \$50.00 in marketing/mailings expenditures. The WSA projects the total revenues less expenditures to be \$4.00. The remaining balance will be put towards scholarships for WSA members for the 2016 Annual Conference.

- a) Possible Softball Tournament Fundraiser through Shenandoah County Parks and Recreation with assistance from surrounding WSA departments. Ben Stine has volunteered to coordinate the event. With a projected \$665.00 in fundraising totals based on an estimated 10 teams entered. This figure projection has not yet been included into the 2016 budget revenues.

New Business

- A. Review of WSA survey results. 13 WSA members completed the survey.
- B. Findings are as follows. Preferred round table discussion topics are Social Media/Marketing, Special Events and Athletics. Preferred meeting locations are Rockingham County, Augusta County and Shenandoah County. Preferred meeting format is meeting, lunch and a guest speaker.
- C. Speaker Topics: Grant writing and Concussion prevention. Currently looking into having DR. Ben Carr speak on behalf of waivers and liabilities. Ben Stine announced of a possible Turf Management guest speaker from Virginia Tech. WSA is also looking into having a meeting at James Madison University to tour the new UREC facility.

- D. Standard meeting time, Quarterly WSA meetings held on the fourth Wednesday of the month at 10:00am. Possibility of a webinar virtual WSA meeting.
- E. GRAPE VINE: Send all information and events to Ashley Adams.

VRPS Board Liaison Report

Katey Legg, *Absent*

Committee Reports

- A. *Membership* - Notify Steve Taetzsch of any new employees so they can be given a VRPS welcome packet.
- B. *Nominations* - Lynn Hoy volunteered as committee head.
- C. *Education* - Erik Dart volunteered as committee head.
- D. *Social* - Vacant.
- E. *Awards* - Matthew Little volunteered as committee head.

Resource Groups

- A. *Cultural Diversity* - Vacant.
- B. *Aquatics* - Kristin Lam volunteered as committee head.
- C. *Education* - Erik Dart volunteered as committee head.
- D. *Senior Resource* - Lisa Blythe volunteered as committee head.
- E. *Awards* - Matthew Little volunteered as committee head.
- F. *Outdoor Programming* - Jerry West has volunteered as committee head.
- G. *Athletics* - Vacant.
- H. *Therapeutic* - Vacant.

Next Business Meeting

The next business meeting is tentatively June 22 at 10:00AM, location to TBD.

Announcements

Thank you to North August Subway for assisting with WSA meeting lunch.

Meeting Closure

Meeting was adjourned by Chairperson, Claire Richardson, and seconded by Jered Hoover at 11:16AM.