

## *Urbana Recreation Council*

### Monthly Meeting Agenda

March 13, 2025

In attendance:

guests:

Motion to begin XXpm (XX/XX)

#### Reports of officers, boards, and standing committees-

Acting President

- i. Bylaw/policy revision/code of conduct revisions - in process
  - 1. Updates and potential revisions sent to the ECB and program commissioners to review and provide feedback.
  - 2. [Bylaw Amendment suggestions](#)
  - 3. [URBANA RECREATION COUNCIL Bylaw Revision 2025s](#)
  - 4. [URC-By-Laws.pdf](#)
- [URC-Constitution.pdf](#)
  - 5. [Appeals policy.pdf](#)
  - 6. [Complaint Escalation Policy](#)
  - 7. [Items to Standardize](#)
  - 8. [URC Fundraiser Calendar](#)

- ii. Incident reports - reports from commissioners of any injuries in February?

b. Acting Vice President

- i. By-laws revision and updates -
- ii. Standardized codes of conduct -

c. Treasurer / Treasurer's Report-

d. Secretary-

- i. URC scholarship
- ii. Updated images for URC logo - vote on images provided via email

1. [URClogo1.pngURClogo2.pngURClogo3.pngURClogo4.pngURClogo5.pngURClogo6.png](#)
  2. [designPreview.pngURC Conce.jpgURC Conce\(1\).jpgURC Conce\(2\).jpgURC Conce\(3\).jpgURC Conce\(4\).jpg](#)
- iii. Corporate sponsors -
  1. [URC Corporate Sponsorship Levels - proposed changes](#)
- iv. Juan Jovel - invited to attend, what do we want the responsibilities of the social media chair to entail?
  1. [URC Social Media Policy.pdf](#)
- v. working with Jessica Aiello to determine next steps for accessibility meeting
  1. [URC Accessibility Policy Working Document](#)
  2. Call with Jess to discuss the working document, she was unaware her gmail had been created and did not have access; provided Jess access, she will respond to requests through this email.
    - a. Jess would like the accessibility email added to all communication
    - b. Jess has created a tracking form for all requests, she will share this with the ECB and program commissioners, who should double check that requests have been accommodated
- e. At-Large - (position currently open)
- f. Parks and Rec-
- g. Youth liaison for Boosters -
- h. Website Administrator/Team Snap -
  - i. Corporate Amazon non-profit account (compliant with the IRS from a tax exempt perspective)
  - ii. Better controls and enterprise email accounts - mobile functionality and storage capacity
    1. use of Google workspace
  - iii. **TeamSnap updates:** open item for Julie to resolve deposit account issues for Wrestling, Travel softball and football.
    1. Wrestling has \$1,675 pending/on hold
    2. Travel Softball has \$1,446.75 pending/on hold
2. Program commissioners-
  - a. Baseball & Softball-

- i. Travel Baseball:
- b. Basketball-
  - i. Corey Speikes and Mark Spotts are working on Spring basketball
- c. Cheer –
  - i. We are in need of 2 coaches for MPD2, and 1 for MPD1. If these spots cannot be filled, we will consider merging groups and limiting registration.
  - ii. Registration is opening April 6 for returning and April 13 for new families.
  - iii. Need update from URC president on shelter requests for May fittings and July kick off party
- d. Field Hockey-
  - i. AJ Stewart - update regarding ability to use URC for clinics
- e. Football-
- f. Lacrosse-
  - i. Youth night for girls April 10/boys May 1st
  - ii. Powderpuff/8th grade recognition tbd
- g. POMS-
  - i. Winter banquet was held.
  - ii. Kelli will be stepping down as co-commissioner
- h. Wrestling-
  - i. Banquet was this past week, still having some additional tournaments
- i. Boy Scouts
  - i. How can the Cub Scout pack best partner together to support the URC?

#### Special Committee reports-

- 4. Special orders (Important business previously designated for consideration at this meeting)-
  - a.
- 5. Unfinished business and general orders
  - a.
- 3. New business-
  - a. Emergency Action Plans

- b. Gym space challenges
- c. Administrative access controls for email that a single administrator can set up and revoke access much like in corporate environments. This would require anyone doing business on behalf of the URC to use a managed mailbox and no one is to use their personal email accounts. All users assigned a mailbox must agree to standard acceptable use policy when acting on behalf of the organization.
  - i. Option 1: Zoho Mail Lite/Premium: [urbanareccouncil.com](http://urbanareccouncil.com) domain managed account with programs getting a designated mailbox, such as [cheer@urbanareccouncil.com](mailto:cheer@urbanareccouncil.com) OR multiple managed domains, such as [president@urbanareccouncil.com](mailto:president@urbanareccouncil.com) and [jay@urbanayouthfootball.com](mailto:jay@urbanayouthfootball.com), [juli@urbanacheer.com](mailto:juli@urbanacheer.com) all under one account. Depending on the needs of the program, there is an ability to mix and match subscription levels for storage capacity, attachment limits, etc. Otherwise, we can all choose the same licensing structure. This will have native mobile app access. Mail Premium has up to 50GB of storage in mail and 50GB of retention storage per USER. Cost is \$4/user/month at regular price with 1 year commitment. Will need to contact sales for non-profit pricing. If additional storage is required, then we would need to explore the enterprise option, which does have the ability to migrate Google mailboxes and integrate with Workspace.
  - ii. Option 2: Google Workspace for non profits - Football currently has this set up and pending non-profit verification with Google
- d. Amazon tax exempt purchasing for IRS tax compliance: Currently program administrators are using personal Prime accounts to make purchases, using their URC credit card and paying taxes on those purchases. In order to be IRS compliant, purchases made should be tax exempt.
  - i. Option 1: Set up a single account with Amazon's tax exempt program or add Business Prime Duo using URC's tax exempt ID. This will allow a single account to make tax-exempt purchases. The cons to this option is that it doesn't include Prime membership benefits and a single account owner will need to manage all purchases. I highly recommend we do not even consider sharing access to this account for a multitude of reasons.
  - ii. Option 2: Set up Amazon Prime for non-profits business account, and enroll in the tax exempt program (ATEP). Will require Business Prime membership but at a discount. For Essentials plan, up to 3 users for \$129/year. For the Small plan, pricing is \$349/year for up to 10 users. Can manage user access and create policies that prevent purchases from merchants that do not participate in the ATEP.

Motion to Adjourn XXpm (XX/XX)