

## *Urbana Recreation Council*

### Monthly Meeting Agenda

April 10, 2025

In attendance:


guests:

Motion to begin XXpm (XX/XX)

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

Acting President

- i. Bylaw revisions and updates - vote on proposed changes
    1. Updates and proposed revisions sent to the ECB and program commissioners to review via email.
      - a. [URBANA RECREATION COUNCIL Bylaw Revision 2025s](#)
      - b. [URC-By-Laws.pdf](#) (current)
    2. [Appeals policy.pdf](#)
      - a. modify Purpose to state: In an effort to provide an opportunity for appeals for program level commissioners, coaches, volunteers, program participants, parents and guardians of program participants, and URC members active within the last 12 months, URC has developed the following appeals process. This process is including but not limited to the above mentioned individuals.
  - ii. Revisions of URC Constitution, Complaint escalation policy and review of items to standardize
    1. [URC-Constitution.pdf](#)
    2. [Complaint Escalation Policy](#)
    3. [Items to Standardize](#)
  - iii. Incident reports - reports from commissioners of any injuries in March?
    - 1.
- b. Acting Vice President
- i. Standardized codes of conduct - please review working document

1.  Proposed code of conduct 25 - not sure who created this, but can use as a starting point
- c. Treasurer / Treasurer's Report-
- d. Secretary-
- i. URC scholarship - no applications received so far
  - ii. Updated images for URC logo - vote on images
    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. Doug Leone - Glory Days
    2. Tony Hugheley - Urbana HVAC
    3. Conversation with Luciana
  - iv. Juan Jovel - invited to attend, what do we want the responsibilities of the social media chair to entail?
    1. monitoring the corporate sponsorship requirements, making sure sponsors get their social media and email blasts as required based on the level of sponsorship
    2. update social media and send email blasts to advertise program registration and/or events within URC and UHS programs, share things on the URC page that the individual programs post
    3. [URC Social Media Policy.pdf](#)
  - v. working with Jessica Aiello to determine next steps for accessibility meeting
    1. all accessibility information has been submitted to her for review, once she is able to determine next steps, we will communicate with the board & program commissioners.
    2. [URC Accessibility Policy Working Document](#)
    3. 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
    - i. discussed using funds from corporate sponsorships to help offset any accessibility costs, Jess will work to get volunteers first, but agreed we need the ability to pay if necessary
- e. At-Large - (position currently open)
- f. Parks and Rec-
  - i. address for Campus Drive Athletic Fields address goes to a locked yellow gate, a new pin needs to be dropped/updated
  - ii. Phil has been replaced, Curt Kronson will be our new FCPR liaison
- g. Youth liaison for Boosters -
  - i. UHS is having a spring mulch sale - PTSA is working to pair up with the Boosters, may invite URC to participate if need additional volunteers
  - ii. Spring sports started March 1st, games begin mid-March
  - iii. The gymnasium bleachers have been fully repaired and both sides are in working order.
  - iv. The stadium speaker appeal has been officially accepted per UHS admin and we are in the first steps of moving forward to get this project in motion.
  - v. The stadium scoreboard request was approved! Likely installed this summer, will have a multi sport scoreboard by fall 2025!
- 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
  - iii. Use of Google workspace
  - iv. **TeamSnap updates:**
    - 1. Resolved prior deposit account issue for Wrestling and Football. Need Travel Softball and Field Hockey resolved.
    - 2. TeamSnap Ads
      - a. Submitted feature request for ad-exclusion per organization.
      - b. Submitted request to apply exclusion for all active seasons.
- i. Social Media -
- j. Accessibility -

## 2. Program commissioners-

### a. Baseball & Softball-

#### i. Travel Baseball:

### b. Basketball-

### c. Cheer –

i. Registration opened for returning families on 4/6 and will be opening to new families on the 13th.

ii. Vendor selection for 2025 season in progress. Migrating to new uniform vendor and exploring new photographers. Intend to keep all other vendors.

iii. Feeder program working through turnover, hoping to communicate camp registration information soon. Currently HS counterparts are working to resolve historical contact info before posting registration.

### d. Field Hockey-

### e. Football-

### f. Lacrosse-

### g. POMS-

### h. Wrestling-

### i. Boy Scouts

## 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](https://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
- 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)