

## *Urbana Recreation Council*

### Monthly Meeting Agenda

May 8, 2025

In attendance:

guests:

Motion to begin: XXpm (XX/XX)

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

Acting President

- i. Bylaw revisions - need to vote
  1. [URBANA RECREATION COUNCIL Bylaw Revision 2025s](#)
- ii. Appeals policy - updated with changes voted on March 2025
  1. [Urbana Recreation Council \(URC\) Appeal Policy and Procedure - updated 4/2025](#)
- iii. 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](#)
- iv. Incident reports - reports from commissioners of any injuries in April/May?
  - 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- no updates

d. Secretary-

- i. URC scholarship - 6 applications received - need to vote
- ii. Updated images for URC logo - vote on images  
[URClogo1.pngURClogo2.pngURClogo3.pngURClogo4.pngURClogo5.pngURClogo6.png](#)
  1. [designPreview.pngURC Conce.jpgURC Conce\(1\).jpgURC Conce\(2\).jpgURC Conce\(3\).jpgURC Conce\(4\).jpg](#)

- iii. Corporate sponsors
    - 1. Doug Leone - Glory Days
      - a. no response to email with field permit information
    - 2. Tony Hugheley - Urbana HVAC
    - 3. Conversation with Luciana regarding fundraising
- e. At-Large - (position currently open - Thomas Fautrel is interested, will attend May meeting via zoom)
- f. Parks and Rec- no updates
- g. Youth liaison for Boosters -
  - i. May meeting taking nominations for next year- openings Concessions Lead & Co Chair, Treasurer, Secretary, VP, Fundraising
- 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 -
  - i. please add [urcaccessibility@gmail.com](mailto:urcaccessibility@gmail.com) to all communication
  - ii. [URC Accessibility Policy Working Document](#)
    - 1. tracking form for all requests, need to vote on this
- 2. Program commissioners-
  - a. Baseball & Softball- no updates
    - i. Travel Baseball:
  - b. Basketball-

- c. Cheer –
  - i. Shelter request approved by FCPR, so fittings will take place May 20 and 22nd. Season kick-off party will be July 27th. Kona-Ice COI for event submitted to URC president.
- d. Field Hockey-
- e. Football-
- f. Lacrosse-
  - i. 5/19 end of season cookout at District Park
- 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](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
- 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)