

Urbana Recreation Council

Monthly Meeting Agenda

March 13, 2025




In attendance: Clint Touart (URC president), Elizabeth Petrolle (URC Secretary), Kelli Fox (URC POMS co-commissioner), Julie Ahdoot (URC treasurer), Jay Cross (URC football commissioner), Kumi Kobayashi (Boosters liason), Julia Wu (URC Cheer commissioner), Joe Parisi (URC Basketball commissioner), Juan Jovel (URC social media chair)

guests: AJ Stewart

Motion to begin 7:46pm (Elizabeth/Nicole)


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
 - a. Article 2, section 2: modify: all executive board members will serve a 1 year term limit with the president and treasurer serving 2 years, with their final year being in the past president and past treasurer role
 - b. abolish the term limits
 - c. Article 2, section 4, modify: After due consideration of the evidence at hand the Program Director/Commissioner shall, within a reasonable time, arrive at a decision and notify all persons concerned, including URC President, in writing of the Program Director/ Commissioner's decision...to After due consideration of the evidence at hand the Program Director/Commissioner shall, within a reasonable time, arrive at a decision and notify all persons concerned, including **URC Executive Board**, in writing **via email** of the Program Director/ Commissioner's decision
 - d. add a section 5: all disputes should occur in the following manner: dispute is sent in writing via email to the URC Executive Board, the URCECB will distribute to the appropriate program commissioner for follow up, the program commissioner will then notify the URCECB in


writing via email within 14 days of receipt. The secretary will document all incidents in a document.

- e. add section 3 to Article 4: Only active members in good standing of the URC organization shall be eligible to serve in any elected or appointed position unless they have been banned from service in any youth organization volunteer or elected role; such as coach, commissioner or elected board member, in which case they can not serve in any elected or appointed position or in any other volunteer position, including any volunteer responsibilities required by their student athletes participation in UHS Athletics.
- f. add section 4 to Article 3: If a special meeting takes place between regularly scheduled meetings then minutes of the special meeting will be submitted at the next regular scheduled monthly meeting unless deemed a closed emergency meeting. Minutes of a closed emergency meeting shall be read and approved by the board via email and electronic approval from all active board members then filed in a folder by the active Secretary.


 URC-Constitution.pdf - tabled to April

5.  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.

6.  Complaint Escalation Policy - tabled to April

7.  Items to Standardize - tabled to April

8.  URC Fundraiser Calendar

- a. updated, commissioners reminded to update and confirm that conflicts do not exist prior to starting a new fundraiser

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

1. no reports














b. Acting Vice President



- i. By-laws revision and updates - complete, email will be sent to program commissioners and URCECB members to review, vote will occur in April
- ii. Standardized codes of conduct - in process

c. Treasurer / Treasurer's Report-

- i. Nick needs card for Rec Baseball/softball
 1. Currently Nick has travel softball card
 2. Currently Wendy only has a card for travel baseball, debit for rec baseball/softball
- ii. Football - Clarify paypal payments
- iii. Winter Poms banquet at Dutch's Daughter charged to football credit card
- iv. BSN sports is very difficult to work with - sending purchases to high school. Remove as vendor
- v. Will resolve TeamSnap account routing issues for Wrestling, Travel Softball and Football. Need to validate identity with driver's license

d. Secretary-

- i. URC scholarship - sent to UHS on February 4th for inclusion in their newsletter and advertise on the website & social media, applications close 4/30, will vote on applicants at May monthly meeting
 1. Nicole will help by creating a flyer, will modify the application to allow for use of google documents for both the application and collection of recommendations
- ii. Updated images for URC logo - vote on images provided via email (vote in April)
 1.  URClogo1.png  URClogo2.png  URClogo3.png  URClogo4.png  URClogo5.png  URClogo6.png
 2.  designPreview.png  URC Conce.jpg  URC Conce(1).jpg  URC Conce(2).jpg  URC Conce(3).jpg  URC Conce(4).jpg
- iii. Corporate sponsors - vote on new levels provided via email
 1.  URC Corporate Sponsorship Levels - proposed changes
 2. Glory Days/Doug Leone would like to partner with us to provide food at sporting events, he will give 100% of the proceeds back to the URC, but would like to reserve a percentage to put his logo on jerseys. How many logos he purchases depends on how much is raised.
 - a. Proposing a 25/35/40 split: 25% goes to the URC for accessibility and safety initiatives, 35% goes toward the logos, 40% goes toward the program that allows him to host
 - b. every time we reach \$2000 toward the logos, we will work with Doug/Glory Days to discuss the next upcoming order for pennies/jerseys/etc. and allow him to determine what he wants to use his allotment towards
 - c. does he have a COI or a special events permit with FCPR per event?
 - i. Rippers Round robin April 5th (5 teams)

- 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
 - 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
 - 1. High school league - all 10 Frederick county high schools involved, other high school teams, typically from Moco or Carroll Co (this would be our 15th summer) - promotes field hockey for rising, experienced 8th graders and up
 - 2. teams get the opportunity to play together all summer, have an alumni game (past players, college players)
 - 3. starts June 17th, ends July 17th, 10 games
 - 4. wants to bring back field hockey to the URC in the fall - used to be run by Kera Drabick; wants to run it like a clinic (Thursday evenings 5-6:30pm) -

utilize the various fields at UHS, field hockey field, turf, tennis courts, and gymnasium

e. Football-

- i. How to manage the girls flag football program based on last years difficulties
 - 1. working on how to handle within Urbana and also Mountain Valley (still a pilot program for one more year - still working to improve rules, etc.)
 - 2. 30 returning girls, will likely have way more participants than last year
 - 3. Girls Flag will potentially need to have it's own program and commissioner in the future if it continues to grow

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 domain managed account with programs getting a designated mailbox, such as cheer@urbanareccouncil.com OR multiple managed domains, such as president@urbanareccouncil.com and jay@urbanayouthfootball.com, 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 10:03pm (Elizabeth/Julia)