

Urbana Recreation Council

Monthly Meeting Agenda

April 10, 2025


In attendance: programs contributed updates via email


guests: none

Motion to begin: n/a

Reports of officers, boards, and standing committees-

Acting President

- i. Bylaw revisions and updates - vote on proposed changes, votes sent in via email
 1. Updates and proposed revisions sent to the ECB and program commissioners to review via email.
 - a. [URBANA RECREATION COUNCIL Bylaw Revision 2025s](#) - this is the update to the By- laws and what you need to vote on
 - b. [URC-By-Laws.pdf](#) (current)
 2.  Urbana Recreation Council (URC) Appeal Policy and Procedure - updat...
 - 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. none reported
- 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 - no applications received so far, have received 1 coach recommendation, but no application to go with it
 - ii. Updated images for URC logo - vote on images in May
 - 1. [URClogo1.pngURClogo2.pngURClogo3.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. FCPR meeting minutes  March 2025 Unofficial.pdf
- e. At-Large - (position currently open)
- f. Parks and Rec- no updates
- g. Youth liaison for Boosters -
 - i. Speakers should be installed by mid May (paid in full)
 - ii. Scoreboard payment one will be by mid April, install done early June
 - iii. Camps - all dates are out I believe, thanks Juli for making the graphic
 - iv. Coaches
 - 1. New football coach Zach Shoemaker
 - 2. Open position for Cheer coach currently
 - v. No boosters meeting in April
 - vi. 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 to all communication
 - ii. [URC Accessibility Policy Working Document](#)
 - 1. tracking form for all requests
- 2. Program commissioners-
 - a. Baseball & Softball- no updates
 - i. Travel Baseball: seasons are beginning
 - b. Basketball-
 - c. Cheer –
 - i. Still need a 2nd grade coach for the MPD2 squad. All other positions filled.
 - ii. Registration opened for returning families on 4/6 and will be opening to new families on the 13th.
 - iii. Vendor selection for 2025 season in progress. Migrating to new uniform vendor and exploring new photographers. Intend to keep all other vendors.
 - iv. 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- no updates
 - e. Football-
 - i. 189 registered participants so far - still looking to add 5-10 per level
 - ii. Struggling with fall participation at the 2nd/3rd grade levels
 - iii. CES has very low if not non-existent participation
 - iv. Considering a parent meeting and/or elementary school events to draw kids to the program
 - f. Lacrosse-
 - i. New governing body is doing well listening to program concerns and keeping things running smoothly.
 - ii. Youth Night tonight (4/10) for girls and 5/1 for boys
 - iii. Powderpuff and 8th grade recognition 4/25 @ UHS
 - 1. raffling a basket off, having concessions

- iv. 5/6 Fundraiser event at Tropical Smoothie
- v. 5/19 end of season cookout at District Park
- g. POMS-
 - i. Registration is opening
 - 1. received great feedback from parents about the tiered registration process.
 - ii. All Coaches except one are returning for the season (due to her child aging out of the youth program.)
 - 1. We are waiting for our kindergarten first grade team to enroll and then begin an interview process to Bring on a K1 level :-)
 - iii. Will host a youth summer camp and will release the information and registration as soon as season registration is over to avoid confusion for parents.
- h. Wrestling-
- i. Boy Scouts - no updates

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
- 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: n/a