

## *Urbana Recreation Council*

### Monthly Meeting Minutes

May 8, 2025

In attendance: Clint Touart (acting URC president), Joe Parisi (basketball commissioner), Elizabeth Petrolle (URC secretary), Julia Wu (cheer commissioner), Nicole Dietrichson (lacrosse commissioner), Manda Mackintosh (POMS co-commissioner), Liz Simons (POMS co-commissioner), Nick Georgilas (acting URC vice president), Jay Cross (football commissioner), Julie Ahdoot (URC treasurer)

guests: Tommy Fautrel via Zoom (being considered for the at large position)

Motion to begin: 8:12pm (Clint/Elizabeth)

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

Acting President


- i. Bylaw revisions - need to vote
  1. [URBANA RECREATION COUNCIL Bylaw Revision 2025s](#) - all in attendance approved, will send to FCPR
- ii. Appeals policy - updated with changes voted on and approved by all in attendance
  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? none
- v. updating the surveys

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-

- i. End of year reconciliation - coming up June 30th, please turn it in to Julie by then
- ii. Amazon - will set up a tax exempt account with 10 users to be compliant with the IRS

- iii. Facility fees - mail missing for 2 months due to a variety of issues, several invoices for FCPS facilities have not been paid. FCPS stopped mailing paper invoices, but did not tell anyone, sending via email, but don't have all the correct emails.
  - iv. Bank - our account and the people working there are very confusing, make sure you know your account number when you go to the bank
  - v. Julie proposed that we get rid of the bookkeeper position and instead utilize the funds to pay someone to do our taxes once per year and have another board member be added to the account. She will discuss with our current bookkeeper what this will cost.
- d. Secretary-
  - i. URC scholarship - 6 applications received - applicants were voted on and award notifications will go out in the next 30 days.
  - ii. Updated images for URC logo - no images were approved, Manda will take feedback and work on updating them for approval
  - iii. [URClogo1.pngURClogo2.pngURClogo3.pngURClogo4.pngURClogo5.pngURClogo6.png](#)
    - 1. [designPreview.pngURC Conce.jpgURC Conce\(1\).jpgURC Conce\(2\).jpgURC Conce\(3\).jpgURC Conce\(4\).jpg](#)
    - 2.  Urbana recreation council (2).png
  - iv. Corporate sponsors - did not work out, will not pursue these avenues
    - 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 - Tommy Fautrel is interested, will attend May meeting via zoom)
  - i. Tommy shared his background, his work and family life and why he wants to help contribute to the URC
  - ii. A motion was made to add Tommy Fautrel to the URC executive board in the at large position by Elizabeth, seconded by Clint, all were in favor.
- 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: Thursday, May 15th
  - ii. Speakers are installed, they are amazing!!!
  - iii. Scoreboard check was sent today, 5 week production after check is received

- iv. Hired a new landscape company for next year
  - v. Meet the coaches for incoming 9th grade - June 3rd @ 6pm at UHS auditorium (please add to website)
    - 1. UHS feeds the coaches dinner prior (5pm)
  - vi. Boosters has new membership tiers
  - vii. 111 coaches on staff, total
  - viii. Nicole is being interviewed with Wake Up Frederick to discuss the Got Electric partnership
  - ix. Youth night went very well for LAX, which was great from an admin perspective
  - x. Presenting to Rotary club in June - hope for a donation to the concession stand
    - 1. working on some plumbing stuff in the concession stand
- h. Website Administrator/Team Snap -
  - i. Better controls and enterprise email accounts - mobile functionality and storage capacity
  - ii. Use of Google workspace - will work on getting the non-profit Google workspace for the URCECB and program commissioners
  - iii. **TeamSnap updates:**
    - 1. Resolved prior deposit account issue for Wrestling and Football. Need Travel Softball and Field Hockey to be 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 -
  - i. Juan has been responding and posting
- 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 (tabled to June)
- 2. Program commissioners-
  - a. Baseball & Softball- no updates
    - i. Travel Baseball:
  - b. Basketball-
  - c. Cheer –
    - i. Registration closing shortly, we have over 170 registrants.
    - ii. Fitting scheduled 5/20 and 5/22

- iii. Coaches for all squads filled
- d. Field Hockey- not present
- e. Football-
- f. Lacrosse-
  - i. End of season tournaments 5/17 & 18
  - ii. 5/19 end of season cookout at District Park
- g. POMS-
- h. Wrestling-
- i. Boy Scouts - not present

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

1. Option 2 is preferred by all, Julia will work on getting this set up for the URCECB and program commissioners
- 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 nonprofits business accounts, 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.
1. Option 2 is preferred by all, will set this up for the programs to utilize to be compliant with IRS requirements

Motion to Adjourn: 9:43pm (Elizabeth/Clint)