

New England Park Ranger Association Board Meeting

Date of Meeting: Wednesday, February 21, 2007

Location of Meeting: Great Brook Farm/School House in Carlisle, MA

Present:

- Dave Townley – President
- Steve Carlin – Vice-President
- Susan Survillo– New Secretary
- Joan Townley – Treasurer
- Alex Hall – Member-at-Large
- Jeff Mangum – Member-at-Large
- Lisa Carlin

Not Present:

- Liann Graf – Member-at-Large

Minutes of Meeting:

Secretary's Report:

- Still in transition
- Reformatted the Welcome and renewal letters
- Continue reviewing mailing on excel format with Lisa
- State House Mailbox due by March
- Computer Review with Jeff:
 - Would like to review computerized ideas with Jeff regarding letters placed on PDF or html format and send to most/if not all members to avoid postage costs
 - Review expired membership mailings
 - Post by-laws on website
 - Create a post card for Natural NE magazine
 - Paypal for membership, conference, supplies (hats, shirts, etc.) and absorb the cost of paypal through memberships

Treasurer's Report:

- Balance: \$2,447.96, plus the \$125 (new and renewal membership)

Website Report:

- Still fighting spam emails!!
- Posted "Invasive" Training
- Posted Jobs for seasonal employment with DCR
- Email by-laws to board members for review

Newsletter:

- Deadline: gone beyond due date of 2/15, not enough information, but will be sent out in March
- Coyote information, DCR universal access program is one of the few pieces information received for newsletter

Conference Review:

- Date/location: November 29, 2007 at Doyle's Center in Leominster (Lisa will check)
- Next meeting discuss theme for conference
- Checklist Review

- Help keep a “to do list”
- Keep on “track”
- We, the board, will continue to update the checklist throughout the year
- Itinerary of the “that” day
- Everyone (board) review and make changes
- Put “evaluation” on-line for this year’s conference
 - Survey “monkey” = fee, search for one that doesn’t charge a fee for an on-line survey.
 - Time framed between conference and survey. Maybe post survey from lap top during the conference, so that when folks get home they have the conference thoughts in mind.
 - Keep with individual seminar hand-out evaluation, as well as one on line and have one for the conference in its entirety.

Membership:

- Target those who are not members that attended the conference
- Renewal membership list needs updating
- Members who did go to the conference
- Review PLEA’s membership fees. Compare and find benefits to “group” or “agency” fee, some agencies, such as DCR are divided into different budgets, so there maybe “group” fee vs. “agency” fee (example: DCR Bureau of Ranger Services, DCR Division of Urban Parks, DCR Division of State Parks, DCR Division of Water Supply Protection, etc.)
- Discuss at next meeting the “agency” fee recommendation and vote.
- Marketing push is needed!

Next Training Seminar:

- Location, Topic?
- Topic possibilities: Aquatic Invasive, ATV use,
- Sponsorship possibilities: Polaris
- Location possibilities: Mass. Audubon

New Business:

- Logo/clothing:
 - Jeff’s contacts can create the shirts and sweatshirt logos, but doesn’t work on hats. Silk screen only. Approximately \$10 -12 dollars for short and long sleeve t-shirts. Need bulk quantity price.
- Brochure:
 - Alex is still working on it. He would like photos submitted (new images)
- How about a “NEPRA Social” Event? Nothing formal, ex. Hike, canoe/kayak, camp night, what about a girl’s night camping?
- NEPRA Events link on website to agency and their events. Email Jeff – DCR Events link, Boston Park Ranger Link, Mass. Audubon Link, etc.

Next Meeting:

Wednesday, April 4, 2007
 7pm Great Brook Farm/School House
 Carlisle, MA

Some topics to discuss: Conference Survey fee and theme, Group/Agency Membership fee, Training Seminar, Marketing push, etc.