

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION  
ADVISORY BOARD  
October 17, 2011

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**Present:** Melinda Bookwalter, Joyce Moody, Laura Karns, Penny Usilton, Commissioner William Pickrum, and Myra Butler.

**Absent:** Melissa Cannon, Faye Little, Bryan Williams, Ron Jordan, and Brittany Bentley

**I. CALL TO ORDER AND ACTION ON MINUTES**

The meeting was called to order at 7:10 p.m.

A motion was made by Commissioner Pickrum, seconded by Ms. Butler, and passed by a majority of the Board to approve the minutes of the September meeting with amendments.

A motion was made by Mrs. Karns, seconded by Ms. Usilton, and passed by a majority of the Board to approve the minutes of the August meeting.

A motion was made by Commissioner Pickrum, seconded by Ms. Bookwalter, and passed by a majority of the Board to approve minutes of the June meeting.

**II. OLD BUSINESS**

**A. Patron Counts**

- i.** In follow up to the September meeting, and questions raised by Ms. Bookwalter relating to the monthly patron counts, Ms. Butler broke down the differences in patron counts from July 2011, to July 2010. During July 2011 there were two sports tournaments held which drew large crowds to the Community Center. Ms. Butler also explained that there were two private rentals held in August of 2010 and none in August of 2011.

**B. Rails to Trails**

- i.** In follow up to an inquiry made by Ms. Bookwalter as to whether or not the Rails to Trails project would be extended to the Worton Area as was previously discussed, Ms. Butler reported on an article from the June 17, 2011 edition of the Kent County News, informing that the trail would not be extended to the Worton area due to opposition from property owners. Commissioner Pickrum added that the County Commissioners were also opposed to this extension. He continued that the trail will primarily be located in the Radcliffe Creek area.

**C. Board Membership**

- i.** Ms. Butler informed that through e-mail she has advised Board Members absent from the September meeting of the Board's Call to Action and queried whether or not the levels of commitment of these Board members have or will change.
- ii.** Ms. Butler reminded that although the Community Center Authority (CCA) was dissolved into the PRAB, there still are only 11 memberships on the PRAB.
  - a.** Commissioner Pickrum commented that the number of members on the Board can be increased.

**III. NEW BUSINESS**

**A. By-laws**

- i.** In follow up to input and discussion held during the September meeting, Ms. Butler presented a draft of the PRAB by-laws for review. Individual articles were reviewed as follows:

  - a.** Articles I through III were taken directly from Code Home Rule 4-2011 with no changes.
  - b.** Article IV-D included a change in the monthly meeting dates from the third Monday of every month to the third Monday of every other month.
  - c.** Article IV-E changed the monthly meeting time from 7:00 p.m. to 5:30 p.m.

    - Mrs. Moody and Commissioner Pickrum informed that the 5:30 p.m. meeting time would not be suitable for them due to their work schedules. Commissioner Pickrum and Mrs. Moody felt that 6:00 p.m. would be a more suitable meeting time. The Board members were in agreement with the 6:00 p.m. meeting time.
    - Board members agreed that verbiage should be added to the by-laws stating that in the event that any regularly scheduled meeting is cancelled due to unforeseen circumstances, the meeting will be rescheduled for the following month.
  - d.** Article IV-G states that members of the Advisory Board will be required to attend a bi-annual meeting with members of the Kent County Board of Education.

    - Ms. Butler stated that this meeting would provide an opportunity to revisit the Memorandum of Understanding between the BOE and Parks and Recreation as to building usage fees, and could potentially be held bi-annually.
    - Ms. Karns commented that maybe this meeting could be attended by one of the PRAB sub-committees.
  - e.** Article V outlines the duties of the Chair and Vice Chair of the PRAB.

    - As stated in the draft by-laws, the Vice Chair will be tasked with ensuring that the parliamentary authority for all meetings will Robert's Rules of Order. Copies of the pertinent portions of this text will be provided to each board member within their PRAB binders, which will be distributed in December.
  - f.** Article VI requires that all Board members be in attendance for at least 4 out of 6 meetings.

    - The Board recommended that the by-laws read 60% of the meetings rather than 4 out of 6.
    - Ms. Butler plans to review attendance requirements included in the by-laws of other County Boards and committees for possible use in the PRAB by-laws.
  - g.** Article VIII outlines the roles of the PRAB sub-committees, which can also include non PRAB members.

    - The draft by-laws require that all members serve on at least one sub-committee.

      - As statutory members cannot be required to serve on a sub-committee, the verbiage in the by-laws will be changed to reflect that only

community members of the PRAB will be required to serve on a subcommittee.

- Ms. Butler will be working with the Kent County Department of Planning and Zoning to establish a Land Preservation and Parks Recreation Plan. An ad-hoc committee may be developed to assist in the development of this plan as well.
  - An ad-hoc committee may also be developed to assist with the proposed annual Parks and Recreation Employee/Volunteer appreciation event.
- ii. A revised draft of the by-laws will be prepared, taking all of today's suggestions into consideration, and e-mailed to PRAB members within two weeks. Board members were requested to review the revised draft and submit any suggestions or changes prior to the November meeting, at which time a final draft will be prepared for the Board's approval.
- B. New Programming/Partnerships**
- i. Ms. Butler highlighted New Programming/ Partnerships at Parks and Recreation, including Art In Nature, Waterfowl Watch, Fall Color Paddle, Night Hikes, AM Zumba, and Fall Fun Night.
- C. Website Updates**
- i. Recent updates to the Parks and Recreation website include staff pictures and *A Word from the Director* section. In the coming weeks a Partners page will be added with links to the many agencies and organizations that assist Parks and Recreation on its operations.
- D. Evening Programs at Public School Sites**
- i. Ms. Butler informed that evening programs begin during the first week of November, including Youth Basketball, which is being held at Kent County Middle School, Galena Elementary School, and Rock Hall Elementary School. Additional programs include Adult Drop-In programs and Hoop Jam.
- E. Annual Meeting with Youth Sport Leagues**
- i. The Annual Meeting with the Youth Sport Leagues will be held on November 15, 2011. During the meeting, league policies and schedules will be discussed. Additionally, the development of a Kent County Youth Sports Alliance will be discussed. The purpose of the proposed Youth Sports Alliance will be to come together to address issues that individual leagues face and support that leagues can offer each other in areas of common interest.
- F. Holiday Galleria Event**
- i. The Holiday Galleria event is being sponsored by Kent Youth Inc. and Shared Opportunity Services. The event will include over 34 vendors and will be the first rental of this size and scale at the Community Center.
- G. New Legislation Affecting Kent County Parks and Recreation**
- i. Concussion Awareness and Management legislation, effective July 1, is legislation drafted by the Maryland State Department of Education, which requires that student athletes, parents, and coaches be educated on the risks of concussions while participating in sports.
    - a. Youth Sports Leagues and the school system will be required to provide Parks and Recreation with a letter of intent to comply with the requirements of this legislation prior to using the KCPR facilities for practices.
    - b. Commissioner Pickrum suggested that organizations be provided with a list of health care professionals skilled in concussion

awareness, which may be possibly be obtained from the Kent County Health Department.

- ii. Environmental Literacy Education Requirements for Schools
  - a. Beginning with the current school year, school systems are required to provide a certain number of meaningful outdoor experiences to students as a condition of graduation.
  - b. Each individual school system is able to develop its own specific program. Kent County already has plans to work with Wayne Gilchrest and the Sassafras Environmental Education Center for a certain number of classes.
  - c. Although Parks and Recreation does not offer any outdoor programs during the school day, the Department will support any enhancement to the schools programs by offering the use of our parks.

#### IV. REPORTS

Turner's Creek:	<i>Nothing to Report.</i>
Worton Park:	<i>No Report.</i>
Bayside/Ingleside:	<i>Ms. Usilton questioned whether or not the Bayside Pool is drained during the off season. Ms. Butler responded that the pool is required to be drained to 12 inches below the side drain during off season. .</i>
Betterton Beach:	<i>No Report.</i>
Millington Pool:	<i>No Report.</i>
Edesville Park:	<i>Nothing to Report.</i>
Toal Park:	<i>Mrs. Karns informed a large tree is down at the park and is blocking the Blue Trail. Additionally, the post for the schedule sign is gone and only the 4 x 4's remain.</i>
High School:	<i>No Report.</i>
County Commissioner:	<i>Commissioner Pickrum reported on the successful dedication ceremony for the Mary Roe Walkup Picnic Pavilion.</i>
Board of Education:	<i>No Report.</i>

#### V. ADJOURNMENT

At 8:30 p.m., a motion was made by Ms. Usilton, seconded by Ms. Cannon, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha C. Brown, Office Manager