

**NORTH CARROLL RECREATION COUNCIL
PROGRAM MEETING ABBREVIATED MINUTES
NORTH CARROLL SENIOR CENTER
November 12, 2025 - 8:00PM**

I. Meeting Attendance:

Executive Board Members: A. Kiler, C. Bell, T. Leatherwood, M. Muller, M. Schott, H. Sprinkle, R. Wagner, P. Zito

Members: M. Hernandez, J. Heslen, K. Hollman, A. Hurd, P. Lewis, D. Ludlow, A. Louey, J. Otto, E. Piper, A. Shilling, C. Sirbaugh, K. Theilman, M. Tieperman, K. Turner, C. Yowell

Community Coordinator: M. Artista

CCRP: L. Carroll

II. November 2025 Program Meeting: Meeting is Called to Order by President Kiler at 8:00 p.m.

III. October 2025 Program Meeting Minutes: Motion to Approve – Tabled – Not Yet Available

- September 2025 Minutes were posted and are ready to be approved

IV. October 2025 Treasurer's Report: Motion to Approve – EP & HS

07/01/2025 –

10/31/2025:	Receipts:	\$	511,645.00
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	Disbursements:	\$	445,389.00
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	Net:	\$	66,256.00
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10/31/2025	Assets:	\$	484,089.00
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- Spot-a-pots are being removed on or after 11/15, except for Cape Horn. They will be there through the end of November.
- RW was in awe of the sheer number of volunteers and the total hours they gave
 - 6,000 plus volunteers = 580,000 volunteer hours
 - RW was humbled by his much-deserved recognition and as always was grateful.

IV. November 2025 Community Coordinator's Report:

- Spring Availability has not yet been released for Cape Horn
- L. Carroll ask that soccer and baseball should send requests so usage can be worked out.
- All UOFs (except for Cape Horn) have been finalized through Spring.
- REMINDER: New Season Deadlines for School Space (indoor or outdoor):
 - Fall: June 15 (October 11 – November 30)
 - Winter: November 1 (November 1 – March 31)
 - Spring: January 1 (March 15 – June 30)
 - Summer: May 1 (June 30 – October 10)
 - If your event falls into one of the above ranges, note your deadline
- Reminder to please send information for the electronic newsletter

Regarding the Electronic Newsletter sent out monthly:

- Look for Maria's e.mail notices when information is due
- Please format it in the following style (This is just an example - just replace information for your group):

NCRC - Manchester Baseball: SPRING 2025 registration is NOW OPEN for all ages 3 - 18. Manchester Baseball's home field is at Christmas Tree Park. Cost: \$xx.00 per person. Register online at www.?????.org by May 31, 2025. Questions email baseball@example.org.

V. November 2025 Parks and Rec Report:

- Self Help Spring due February 1st – Changed from a paper form to an online jotform
- KNOW the Snow Emergency Plan rules – See NCRC or CCRP website if you need clarity
- Fields are closed December 1, 2025 – March 14, 2026
- Hall of Fame – Please look through your programs and all volunteers for those who have served for 20 plus years. We can submit three per year and those submissions can be done at anytime.
- Audit Report by Lisa Carroll
 - Because there is so much content, items are attached.
 - Most content relates to the NCRC By-Laws
 - All changes requested must be completed by December 31, 2025.
 - There are program level changes which need to be made. If unsure, please reach out to President Kiler.

VI. November 2025 Presidents Report:

Old Business:

- Pantherplex Update – Nothing to add – Very busy season
- Social Media: Facebook/Instagram Updates:
 - Keep sending info for social media to Meghan.
- County Training - Reminder that all program coordinators must do training every three years through CCRP. An online training was held on November 19.
- VOY/HOF – Congratulations, Rich Wagner!

New Business:

- Welcome (BACK) Alexis Hurd and Courtney Sirbaugh who will be restarting the Track & Field Program – A vote was taken and the new Program Coordinators were approved
- Audit Presentation – See above and attached
- Next Meeting: Wednesday, January 14th – No December Meeting

VII. Committee Reports:

- Grievance: No report
- Membership: 2,409 in November, up from 2,400 in October

VIII. November Individual Program Coordinator's Report:

NCRC Sponsored	
<ol style="list-style-type: none">1. Manchester Baseball2. Manchester Wrestling3. NC Hotshots Softball4. NCSC Soccer5. NCRC Field Hockey6. NCRC Lacrosse (Boys)7. NCRC Lacrosse (Girls)8. GONZO Lacrosse9. NCRC Basketball10. Team Unity Basketball	<ol style="list-style-type: none">11. Colts Football and Cheer12. Striking Cobra (Martial Arts)13. NCRC Tennis14. NCRC Track & Field15. NCRC Golf16. NCRC Adult Volleyball17. NCRC Youth Volleyball18. NCRC Adult Fitness19. NCRC Pickleball20. Zumba

IX. Open Discussion:

- None

X. Adjournment – President Kiler adjourned the meeting at 8:53 p.m. TL & MS

NORTH CARROLL RECREATION COUNCIL

BYLAWS

COUNCIL NAME & PURPOSE

The Recreation Council shall be known by the name of North Carroll Recreation Council (NCRC) being part of the Department of Recreation and Parks of Carroll County. These bylaws shall establish the operating guidelines, policies and procedures for implementing the intent of the NCRC's constitution and the plans of Department of Recreation and Parks of Carroll County. The North Carroll Recreation Council is a non-commercial, nonsectarian, nonpartisan, and nonprofit organization. The NCRC is an organization with the purpose of building a public recreation program using public school buildings, grounds, parks and facilities, volunteers and local organizations, both public and private to stimulate interest in promoting and furthering the cause of recreation. No one person or group of persons, other than the Executive Board, may represent the North Carroll Recreation Council.

Recreation council meetings shall be run in a manner that is generally consistent with Roberts Rules of Order in that there should be an agenda, minutes shall be kept, and decisions shall be made after a motion and a second followed by a vote. No version of Roberts Rules of Order shall overrule a recreation council's by-laws. Furthermore, the overall goal of the Department of Recreation and Parks and this Council is to promote and facilitate community involvement in the decision-making process so that the Council accurately represents its constituents.

ARTICLE I - MEMBERSHIP

1. Eligibility for Membership in the Council shall be in accordance with the following:
 - (a) Parents or Guardians of all children participating in activities supported by the council.
 - (b) All individuals in the community who participate or contribute to the success and purpose of the council.
 - (c) Sponsored membership is open to any civic, service, religious, educational or community organization that is willing to participate in Council activities and/or projects and to show community interest. A Sponsored (or Member Sponsored) program must appoint a member of their organization to act as a representative at Council meetings.
2. Membership shall be evidenced by a North Carroll Membership number issued upon completed online application or response to a manual application. Members are responsible for printing membership cards except, in instances, where members do not have online access. In this instance, the Membership Coordinator will print and mail the membership card to the member.
3. A membership fee may be assessed, as determined by the Executive Board.
4. A representative from each Sponsored (or Member Sponsored) Organization must attend a minimum of 6 meetings during the NCRC fiscal year in order to maintain their program's position with the North Carroll Recreation Council.

NORTH CARROLL RECREATION COUNCIL

BYLAWS

5. All members, programs and participants must remain in compliance with all North Carroll Membership bylaws, rules, regulations, and policies.
6. NCRC Program Sponsorship Definitions

2 options NCRC program or

NCRC Program Sponsorship Definitions

NCRC Sponsored Programs:

- ✓ Attends and is active at NCRC Program Meetings, in accordance with NCRC Bylaws.
- ✓ Bank Account co-managed by NCRC Treasurer
- ✓ Reports Budget/Inventory in accordance with NCRC Bylaws.
- ✓ Reports Participation in accordance with NCRC Bylaws.
- ✓ Receives 1st & 2nd Priority for Field Permits/Facility Usage
- ✓ Reports Financial information Post Event Completion and in accordance with NCRC Bylaws.
- ✓ Reports Participation information Post Event Completion and in accordance with NCRC Bylaws.
- ✓ Receives 3rd Priority for Field Permits/Facility Usage
- ✓ Provides/publishes NCRC Bylaws and Program Bylaws for participants. In the event of a conflict, the NCRC Bylaws will supersede the program bylaws.
- ✓ Provides/publishes NCRC Addendum policies for participants on either the program's website, the program's registration or directly to participants.
- ✓ Participates in 'Health Checks' as requested by the NCRC.

Sponsored program

NCRC Member Sponsored Programs:

- ✓ Attends and is active at NCRC Program Meetings, in accordance with NCRC Bylaws.
- ✓ Bank Account not co-managed by NCRC Treasurer
- ✓ Reports Financial information Post Event Completion and in accordance with NCRC Bylaws and addendum policies.
- ✓ Reports Participation information Post Event Completion and in accordance with NCRC Bylaws.
- ✓ Receives 3rd Priority for Field Permits/Facility Usage
- ✓ Provides/publishes NCRC Bylaws and Program Bylaws for participants. In the event of a conflict, the NCRC Bylaws will supersede the program bylaws.
- ✓ Provides/publishes NCRC Addendum policies for participants on either the program's website, the program's registration or directly to participants (unless specifically excepted to the same by the NCRC Executive Board).
- ✓ Participates in 'Health Checks' as requested by the NCRC.

***Sponsored Organizations must follow all requirements and guidelines of Article-1 to maintain NCRC Membership. Organizations that fail to comply will have membership terminated with publicly notice of the program's termination from NCRC.

NORTH CARROLL RECREATION COUNCIL
BYLAWS

10. Items to be purchased by council programs that were not included in its program budget must be approved by the Executive Board before that money is allocated.
11. All purchases or disbursements must be documented and provided to the Treasurer.
12. Each activity shall have established rules/policies/procedures which will provide for a safe, fair, healthy, and quality operation.
13. The Program Coordinator may contract an independent instructor or obtain an instructor through another organization subject to written notification to the Executive Board. *Note: Any paid instructor must have a Background check as is required via Department of Recreation and Parks of Carroll County, *+ a contract for services.*
14. Each Program shall establish its own fees and registrations, schedule necessary facilities via the Community Coordinator, handle publicity through North Carroll Recreation Council.
15. Each Program shall use the NCRC designated registration process as established and approved by the NCRC Executive Board.
16. Any program or activity sponsored by the Council is considered to be conducted by the Council and shall be publicized accordingly. All property and assets of any program are the property of the North Carroll Recreation Council and the Department of Recreation and Parks of Carroll County.
 - (a) In the event a program wishes to leave the NCRC or dissolve, the Program Coordinator must notify the Executive Board within 90 days of anticipated move or dissolution in writing. All intellectual (i.e. web sites) and physical property and assets of the program are the property of the NCRC and the Department of Recreation and Parks of Carroll County.
 - (b) In the event a program dissolves, the program property and assets remain in place for a period not to exceed 5 years, at which time, if the program remains inactive, the assets are disbursed into the NCRC General Account. Executive Board will vote on disbursement of property.
17. The NCRC will hold the domain rights for all program web sites.
18. It is illegal for an NCRC Program to allow a non-sanctioned or unofficial NCRC Program to leverage gym or field time without written prior approval of the NCRC Executive Board. If a Program Coordinator violates this rule, they will be personally responsible for any fraud, property damage, or injuries that occur due to the violation.
19. All programs are required to establish a governing board consisting of at least three (3) members in addition to the Program Coordinator (UNLESS specifically excepted by the NCRC Executive Board). Program boards must always have an odd number of members. If a vacancy ever occurs on the board, the remaining board members have the right to approve someone to fill that program board vacancy (with the exception of the Program Coordinator, who must be approved by the NCRC). Program board members shall each have one (1) vote. In the event of a tie, the Program Coordinator shall cast the final vote.
20. The North Carroll Recreational Council shall conduct a monthly meeting from the month prior to registration for the program opening and until at least one month after the program season concludes unless otherwise specifically determined and approved by the NCRC. The Program Coordinator or next highest-ranking officer/member shall preside. All

Remove - may not sub let space

need
by-laws = signed
it is not
required
by corp.

Should
this
be program
meeting?

NORTH CARROLL RECREATION COUNCIL

BYLAWS

ARTICLE XI - SUSPENSION OR REMOVAL FROM OFFICE

1. Any individual (whether a volunteer, an elected officer, a paid individual or an appointee) can be suspended or removed from his/her position for actions not in the best interest of the Council.
2. Such actions as (but not limited to) unsportsmanlike conduct, stealing, fighting, foul language, violation of these bylaws or other Council rules, policies or regulations or failure to perform the responsibilities of the position should be considered reason for suspension and/or removal.
3. Suspension
 - (a) The Executive Board with the concurrence of one other elected officer may suspend an individual from his/her position until the next regularly scheduled Executive Board meeting.
 - (b) The position left open by a suspension may be temporarily filled, if necessary, by appointment by the Executive Board.
 - (c) The individual suspended will be considered by the Executive Board at the next meeting and the length of suspension determined or removal action taken in accordance with section (4) of this article.
4. Removal
 - (a) Any individual in the Council may be removed from office by a two-thirds affirmative vote of the Executive Board present at a regularly scheduled meeting.
 - (b) Any Executive Board member may submit any individual for removal from his/her position at a regular scheduled meeting.
 - (c) Any individual removed from office under this article shall not be eligible for any other position in the Council and the existing position shall be declared vacant.

define
quorum
executive
board.

ARTICLE XII - ANNUAL MEETING

1. An annual meeting shall be held for the entire membership of the Council.
2. The time and place of this meeting shall be determined by the Executive Board, but it must be held during the month of June.
3. ~~A reasonable effort shall be made to~~ notify the membership by written or electronic media, mail or flyer circulation at least thirty (30) days prior to the meeting.
4. An agenda shall be prepared by the officers of the Council and the meeting agenda will, at a minimum, every (2) years, include the nomination and election of officers and Executive Board at large members for the next two (2) years.
5. The President or next highest-ranking officer shall preside at the meeting.
6. A Quorum will consist of ten members.
7. The meeting shall be conducted in an orderly fashion, following an agenda prepared by the Executive Board.

NORTH CARROLL RECREATION COUNCIL

BYLAWS

ARTICLE XIII - DISSOLUTION

1. The Council may be dissolved by unanimous vote of the Executive Board Members. The vote must in writing from all members. If a member is not present at the meeting, the vote must be obtained in writing within 30 days of the proposed motion.
2. The Assets (Cash, Equipment, Program Activities, Real Estate, ETC.), after meeting all outstanding obligations, must be distributed, to one or more of the following, in a manner determined by the Executive Board majority vote to: Department of Recreation and Parks of Carroll County, *or another county Recreation Council.*
3. Under no circumstances will any Council Assets be distributed to an individual for personal gain.
4. If the Council is dissolved in any other manner, all assets will be distributed to The Department of ~~Enterprise and~~ *Recreation of Carroll County.*
& Parks

ARTICLE XIV - AMENDMENTS

1. These Bylaws may be amended by an affirmative, majority vote of the Executive Board on the date of the meeting the amendment is proposed.
2. The majority vote must be of all active Executive Board members whether present at the meeting or in writing. A member's vote can be obtained in writing within fourteen days from the meeting which the amendment was proposed.
3. Any proposed amendment that does not receive a majority vote within fourteen days from the Executive Board meeting it was proposed shall be deemed not approved.
4. Any approved amendment shall become effective immediately.

ARTICLE XV - POLICY ADDENDUMS

- For current policies and addendums please view: <http://northcarrollrec.org/downloads>

North Carroll Recreation Council

2025 Audit

REC COUNCIL WEBSITE

Downloads

Remove the self help application (old – moved to a JotForm)

Accident form (fillable document available at

https://www.carrollcountymd.gov/media/obthzfpv/accident_injury_form_2023_intelrecine.pdf)

Volunteer Registration link – not working.

<https://www.carrollcountymd.gov/media/3nnjfdm/recreation-and-parks-volunteer-registration-form.pdf>

Remove Summer Camp Registration Information

Remove what is a sponsored program – document needs to be updated.

You can add approved volunteers. ...

<https://www.carrollcountymd.gov/government/director/recreation-parks/volunteer-recreation-councils/>

Which programs have bylaws that need approve?

BASEBALL

Manchester Baseball (Bylaws listed as INC)

Relationship statement required on home page

FB page – official page – Manchester Baseball, a program under North Carroll Recreation Council...

501(c)3 Organizations

Manvels Listed website as:

Team Manvels of Manchester Baseball, is a Section 501(c)(3) non-profit organization

FB page – a program under the North Carroll Recreation Council

BASKETBALL

Update county logo – remove the 50 Years.

1. About NCRC Basketball (Typo)

NCRC Basketball is an organization of volunteers who work with the North Carroll Recreation Council and the Carroll County Department of Recreation and Parks to provide recreation opportunities in Hampstead, Manchester, and the surrounding areas. Our goal is to provide opportunities for youth to experience basketball through clinic, in-house, travel, high school or corollary. Youth kindergarten through 12th grade are welcome to register with our program.

- Facebook page – includes is a program under the North Carroll Recreation Council

HOTSHOTS Softball

Relationship Statement need to be added– Hotshots Softball is an organization of volunteers who work with the North Carroll Recreation Council and the Carroll County Department of Recreation and Parks to provide recreation opportunities in Hampstead, Manchester, and the surrounding areas.

- Snow Policy – change 6 pm to 8 pm. (Webpage)

FB page – add a program under the North Carroll Recreation Council

KARATE

Any program info that can be added?

SOCCER

ADA Statement missing

County Logo and NCRC Logo missing

FB page – add a program under North Carroll Recreation Council

NCSC, a program under North Carroll Recreation Council (Webpage)

New Website (Travel Soccer)– Relationship Statement is missing

PICKLEBALL – OK

FIELD HOCKEY

Webpage – add relationship statement – a program under the North Carroll Recreation Council.

Missing ADA Statement on webpage

Missing CCRP and NCRC logos on the webpage