

**NORTH CARROLL RECREATION COUNCIL  
PROGRAM MEETING ABBREVIATED MINUTES  
NORTH CARROLL SENIOR CENTER  
May 14, 2025 - 8:00PM**

I. Meeting Attendance:

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

**Members:** A. Artista, D. Butterworth, J. Etzel, M. Hernandez, J. Hesen, K. Hollman, A. Louey, D. Ludlow, T. Mendoza, J. Otto, A. Shilling, K. Theilman, M. Tieperman

**Community Coordinator:** M. Artista

**CCRP:** M. Edwards

II. May 2025 Program Meeting: Meeting is Called to Order by President Kiler at 8:02 p.m.

III. April 2025 Program Meeting Minutes: Motion to Approve – MS & PZ

IV. April 2025 Treasurer's Report: Motion to Approve – MS & TL

07/01/2024 –

|             |                |                |
|-------------|----------------|----------------|
| 04/30/2025: | Receipts:      | \$1,022,652.00 |
|             | Disbursements: | \$935,900.00   |
|             | Net:           | \$ 86,752.00   |
| 04/30/2025  | Assets:        | \$432,169.00   |

- ASAP is cleaning spot a pots at Cape Horn and Christmas Tree Park on Mondays and Fridays.
- We "voided" some stale checks - so your Program might see some prior expenses get reversed.
- Our Point Breeze (PBCU) CD matured at end of April. We let it renew at PBCU for 6 months at 3.95% at Point Breeze.
- Deposits - please provide details

V. May 2025 Community Coordinator's Report:

- MA is collecting requests for the entire year. Fall field space is due in June
- Let MA know if you need any Certificates of Insurance
- A reminder to send paid coaches information
- REMINDER: New Season Deadlines for School Space (indoor or outdoor):
  - Fall: June 15 (August 11 – November 30)
  - Winter: October 1 (November 1 – March 31)
  - Spring: January 1 (March 15 – June 30)
  - Summer: April 1 (June 30 – August 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](http://www.?????.org) by April 31, 2025. Questions email [baseball@example.org](mailto:baseball@example.org).

#### VI. May 2025 Parks and Rec Report:

1. To close out the fiscal year, we will be suspending background checks through NCSI from June 15-30, the link will be reactivated on July 1.
2. July is Recreation and Parks Month – The department will have a park pursuit challenge throughout the month and are giving away several Hersheypark tickets. As well as hosting the Carroll County Car Fest on July 12<sup>th</sup> at the Carroll County Farm Museum 11:00AM-3:00PM. There will be a 250+ car show, 2 live bands, food trucks, artisan vendors, and local breweries and wineries. Proceeds go towards the park legacy fund.
3. CCRP is also co-hosting the Kidz Fest at the Farm Museum on August 23 11:00am-3:00pm. We are looking for rec council programs to set up information tables or give demonstrations.
4. July 1 CCRP will start collecting data for the annual report and send out the annual accreditation information. Please be ready to provide your information.

Question from Mike Hernandez (Softball) – Will the County assist with field damage. ME will follow-up and reach back out to MH.

#### VII. May 2025 Presidents Report:

##### Old Business:

- Pantherplex Update: None
- e/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. ME will forward dates as they are planned.
- Mowing Contractor Update and Program Mowing
  - Our request for a day change was denied.
  - At renewal time, President Kiler will advocate that multiple contractors be hired so each area can have timely mowing.
- NCRC Scholarship Update: See Attached Meeting Summary – Names will be added to the NCRC Website once award letters are confirmed delivered.

New Business:

- Elections:
  - The Vice President position will be filled by Matt Muller, as Jim Miller steps away. (Officer positions must be filled from the current board members.)
  - There is one General Board Member position open. Please consider nominating one of your best volunteers. Other nominations are accepted as well.
  - We vote at the June Meeting.
- Severe Weather policy – Click [HERE](#)
- Sponsorships: There was a question regarding what types of businesses can be asked to sponsor teams. Any business which serves our community can be a team sponsor.
- Friends of Carroll Meeting Update:
  - There is a push in the county to understand Historical Usage of space.
  - Several rec councils share indoor and outdoor space and coordination of space usage continues to be a challenge.
  - We are grateful for Maria!
  - Coordinators, keep doing what you are doing!
- New Adult Volleyball Coordinator: Kristine Holman. Theresa, thank you for your leadership.
- Next Meeting: June 11<sup>th</sup> – Reminder there is NO July Meeting

VIII. Committee Reports:

- Grievance: No report
- Membership: 2,339 in May up from 2,336 in April
- Scholarship: (See above)

IX. May Individual Program Coordinator's Report:

| NCRC Sponsored   |   |
|--|---|
| <b>1. Manchester Baseball</b><br>2. Manchester Wrestling<br><b>3. NC Hotshots Softball</b><br><b>4. NCSC Soccer</b><br><b>5. NCRC Field Hockey</b><br><b>6. NCRC Lacrosse (Boys)</b><br><b>7. NCRC Lacrosse (Girls)</b><br>8. <b>GONZO Lacrosse</b><br>9. NCRC Basketball<br>10. Team Unity Basketball | <b>11. Colts Football and Cheer</b><br><b>12. Striking Cobra (Martial Arts)</b><br>13. NCRC Tennis<br>14. NCRC Golf<br><b>15. NCRC Adult Volleyball</b><br><b>16. NCRC Youth Volleyball</b><br>17. Accelerators Track and Field (NC)<br><b>18. NCRC Adult Fitness</b><br><b>19. NCRC Pickleball</b><br><b>20. Zumba</b> |

X. Open Discussion:

XI. Adjournment - 8:38 p.m. HLS & TL

**North Carroll Recreation Council**  
**Scholarship Committee Meeting Minutes**  
**Thursday, May 1, 2025**

Meeting Called to Order: 7:00 pm

Attendance: Patrick Zito – Chair  
Lisa Woodley – Member  
Charlene Zito – Member  
Becky Walsh – Member  
Leslie Harford – Member  
Leah Harford – Member  
Jeanette McGregor – Member

Location: Meeting was held in the conference room at the office of the NCRC Treasurer, Richard Wagner, CPA, PA, in Hampstead, Maryland.

Meeting: Upon being called to order, it was noted that Katie Miller and Andrea Pfoutz were unable to participate this year. After a couple of miscellaneous items were covered, the main purpose of this meeting was to review all of the scholarship applications received and then determine which applicants would be selected to receive a monetary scholarship award.

The main item covered in tonight's meeting was the selection of the 2025 NCRC Scholarship award winners.

The process used by the committee was based on the following guidelines:

1. All applications received were in sealed unopened envelopes. All envelopes were checked to see if they complied with the required postmarked cut-off date of April 15, 2025. A total of eighteen envelopes were received at the NCRC Post Office Box or the office of the NCRC Treasurer. Eighteen envelopes were then reviewed. Two applications were disqualified for having a postmark date of April 16, 2025 and were not opened.
2. All eighteen envelopes were assigned an applicant number by the Chair.
3. The remaining sixteen envelopes were then opened and checked to ensure that the applicant had included all of the necessary items as required for a complete submission. This check was conducted by the entire committee at the beginning of the meeting. The results of why each envelope was accepted or rejected is contained in the list as follows:

Envelope # 1 – Disqualified – Postmark Date of April 16, 2025.

Envelope # 2 – Disqualified – Postmark Date of April 16, 2025.

Envelope # 3 – Application Accepted

Envelope # 4 – Application Accepted

Envelope # 5 – Disqualified – Both Letters of Recommendation from High School Staff.

Envelope # 6 – Application Accepted

Envelope # 7 – Application Accepted

Envelope # 8 – Application Accepted

Envelope # 9 – Application Accepted

Envelope # 10 – Application Accepted

Envelope # 11 – Application Accepted

Envelope # 12 – Application Accepted

Envelope # 13 – Application Accepted

Envelope # 14 – Application Accepted

Envelope # 15 – Application Accepted

Envelope # 16 – Disqualified – Both Letters of Recommendation from High School Staff.

Envelope # 17 – Application Accepted

Envelope # 18 – Application Accepted

Upon review, four applications were disqualified for the reasons as listed above. The entire committee then reviewed and verified the reason for the disqualification. The remaining fourteen applications were found to be complete with all of the required components.

4. Each member of the committee then individually reviewed and evaluated each application using the current NCRC Scholarship Evaluation form assigning a point value for each application. Then the point values were totaled and divided by seven (the number of committee members) to obtain a working average. Example: Total Score: 630, 630 divided by 7 = 90.00.

5. Interaction among the committee members then took place during the review process.

6. Each application was then reviewed a second time by the entire committee and any score on the evaluation forms that had a large variance was then discussed. On all discussed variances, the committee was able to come to a consensus and if necessary a member adjusted

their score on that particular item. There was no division of the committee that would have required a vote.

7. All final scores were then ranked from the highest to the lowest.

8. Due to the placement and ranking of the scores, the committee then determined that the scholarship money awarded would be as indicated below to the eight highest scoring applicants:

| <u>Ranking &amp; Placement</u> | <u>Award</u> | <u>Winning Applicant</u> |
|--------------------------------|--------------|--------------------------|
| First Place:                   | \$ 1,500.00  | Applicant # 08           |
| Second Place:                  | \$ 1,500.00  | Applicant # 13           |
| Third Place:                   | \$ 1,500.00  | Applicant # 04           |
| Fourth Place:                  | \$ 1,500.00  | Applicant # 14           |
| Fifth Place:                   | \$ 1,000.00  | Applicant # 10           |
| Sixth Place:                   | \$ 1,000.00  | Applicant # 09           |
| Seventh Place:                 | \$ 1,000.00  | Applicant # 15           |
| Eight Place:                   | \$ 1,000.00  | Applicant # 17           |
| Total Funds Disbursed          | \$ 10,000.00 |                          |

This year, the total amount of funds to be awarded was set at \$ 10,000.00. Due to how all of the applications were ranked, four were ranked as superior and were awarded \$ 1,500.00 each. Four applications were ranked as excellent and were awarded \$ 1,000.00 each.

9. The component scores of each applicant were then charted in the attached spreadsheet showing how each place winner was calculated. (To be sent under separate cover.)

10. At the conclusion of the meeting, the Chair collected all of the applicant materials and will prepare the formal minutes, the list of scholarship winners, and the preservation of any required records.

11. During a previous meeting, a motion was made by the committee chair to name the two highest monetary scholarships awarded after Mr. Matthew Grastorf. Mr. Grastorf was a long-time coach, supporter, fund raiser, and coordinator for both the in-house and travel leagues of the North Carroll Soccer Club. Mr. Grastorf had suddenly recently passed and the committee felt that he should be honored for the many years he has dedicated to the sport of recreation and travel league soccer. This idea was brought up by the committee chair at the April 2024 NCRC Executive Board meeting and received their blessing should the committee approve the motion by the committee chair. Motion was approved unanimously by all members present.

12. During a subsequent meeting of the NCRC Executive Board with the concurrence of the scholarship committee, it was decided to name the entire scholarship program as the Matthew Grastorf Memorial Scholarship Program.

13. The meeting was adjourned at 10:00 pm.

Respectfully Submitted,

Patrick Zito  
Chair, Scholarship Committee  
North Carroll Recreation Council