



**Wyoming Recreation & Park Association
Quarterly Board Meeting
Wednesday, Jan 15, 2025 - 12:00pm
ZOOM**

MEETING MINUTES

A. Call Meeting to Order

President Sonja Fornstrom called the meeting to order at 12:02pm

Board Members in Attendance: Sonja Fornstrom (President), Amber Anderson (President Elect), Alicia Melchior, Katie Blood, Mike Fink, Heather Egli

Others in attendance: Lois Hicks (Kemmerer), McKoy Feland (Sheridan), Wendy Clubb (Laramie), Steve Horn (State Parks), Chrissy Batt (Casper), Brooks

B. Introduction of Guests

C. Motion to Approve Agenda

Motion: Set the January 25, 2025 meeting agenda.

Moved: Katie Blood Second: Amber Anderson

Vote was passed unanimously.

D. Motion to Approve meeting minutes of: [October 14, 2024](#)

Motion: Approve the October 14, 2024 meeting minutes.

Moved: Alicia Melchior Second: Mike Fink

Vote was passed unanimously.

E. Motion to accept the Financial Report

[Balance Sheet](#) | [Profit & Loss](#)

McKoy was in attendance as a stand in for Treasure Zach Stewart. Profit/Loss and Balance sheet was presented. Also, per request from Sonja, a check balance was also shared with board members so all can be aware exactly where money is allocated.

Motion: Approval the financial statements as presented.

Moved: Katie Blood Second: Alicia Melchior

The vote was passed unanimously.

F. New Business

a. Secretary Vacancy

With current Secretary Amber Anderson moving into the President Elect

position, a new secretary needs to be selected; term through 2025. Current board member Heather Eggli (Pine Bluffs) expressed interest in taking on this role.

Motion: Appoint Heather Eggli as WRPA Secretary.

Moved: Mike Fink Second: Amber Anderson

The vote was passed unanimously.

b. Board Member At Large Vacancy

With Heather Eggli moving to secretary, her member at large position is available to be filled, term through 2025. Per by-laws any vacancies mid-term is filled by appointment from the board of directors. Three people expressed interest including Wendy Clubb (Laramie), McKoy Feland (Sheridan), Chrissy Batt (Casper). Sonja will request for all interested individuals to send a brief letter of interest, due by Jan 30. These letters will be shared with the board to vote; the position will be sworn in at the April meeting.

c. New Section Chairs

i. Aquatics: Wendy Clubb (Laramie)

ii. Parks & Outdoor Rec: Steve Horn (State Parks)

Steve introduced himself to the board. He is the district manager with the WY State Parks.

Sonja reviewed expectations of Section Chairs. She also invited all to contact her for zoom log-in access if they would like to schedule remote section meetings.

d. WRPA Board Member Assignments:

With the recently approved updates to the Policy & Procedures, the following roles were moved from being committees to a board member. The following assignments were made:

- Recruitment & Outreach: Alicia Melchior
- Legislative Liaison: Darla Cotton
- Membership: new board member
- Professional Certification/CEUs: Katie Blood
- Public Relations: Mike Fink
- Alumni Adviser: Marilee Jackson

Expectations of each position are outlined in the updated Policy & Procedure manual.

G. Old Business

a. [WRPA Procedures and By-Laws Manual](#)

Thank you Katie for combining in ONE document! The document will be placed on the website ASAP.

b. Conference Rotation - 2025 Sheridan, 2026 Casper

H. 2025 Spring Workshop - Kemmerer

The board discussed the fee structure of the spring workshop, considering member and nonmember rates. The board believed the rate needs to stay affordable and that by not requiring membership dues to attend, we are able to recruit more attendees. Amber will get the online registration set-up.

Motion: \$25 registration fee for everyone or a \$60 registration for those interested in becoming members plus the workshop.

Moved: Alicia Melchior Second: Katie Blood

The vote was passed unanimously.

Kemmerer is excited to host and is working on finalizing presenters and getting their session CEU approved. A group rate of \$110 was set up at the Best Western for the night of April 8; ask for WRPA rate. The workshop will be held at the South Lincoln Training and Event Center. Sonja requested a poster with all the final information.

I. State Parks Conference

Brooks shared information about their upcoming State Parks Conference, scheduled March 18-20 in Lander. He will ensure the registration form is shared with all.

J. 2025 WRPA Conference - Sheridan

McKoy gave an update on the 2025 Conference planning. The conference will be held at the Best Western and Sheridan Inn. The main host hotel is the Best Western at \$109/night. Two keynote speakers have been booked; they will also both be leading breakout sessions. Donations have been received for large silent auction items and pre-conference tours will include the arboretum and the trailhead historic site.

K. Calendar

2025 State Parks Conference (Lander) - March 18-20, 2025
2025 Spring Workshop (Kemmerer) - April 9, 2025
2025 NRPA Conference (Florida) – September 16-18, 2025
- Sonja will be our WRPA representative this year
2025 WRPA Conference (Sheridan) – September 22-24, 2025
2026 Spring Workshop
2026 NRPA Conference (Philadelphia, PA)
2026 WRPA Conference - Casper

L. Section Reports

- a. Administration (Darla Cotton)
- b. Aquatics (Wendy Clubb): updating contact list, ARC updated their LG training

material in February 2024. Potential to do an LGI course pre or post workshops or conference if there is interest or need.

- c. Fitness (Kelly Bower): Kelly would like to send out an invite to anyone who would like to be included in the Fitness Sectional meetings. Amber will get info on the website and share with contacts.
- d. Parks & Outdoor Recreation (Steve Horn)
- e. Sports/Programming (Ryan Brown)

M. Board Member Assignment Reports: nothing today, these positions have been assigned at today's meeting.

N. Standing Committees

- a. Scholarships/Awards/Nominations/Hall of Fame (Kat Vilapando)
- b. By-Laws and Manual of Procedures
- c. Conference (Amber Anderson)
 - Amber has several 'in process' documents meant to be used as tools to help plan the annual conference. She'll share the current in progress materials to Sheridan and Casper to continue to build.
- d. Workshop
 - Recommend creating guidelines and sharable content to pass along to each yearly host. Chrissy Batt shared what Casper passed on to Kemmerer.
- e. Wyoming State Parks Liaison (Brooks Jordan)

O. Other

Social Media - Amber will get Mike Fink up to speed with social media and website access.

Next Meeting Date - 9am-10:30am, Wednesday, April 9, 2025 - Kemmerer Spring Workshop

P. Swear in Secretary

With the recent appointment of Heather Eggli to Secretary, President Sonja Fornstrom swore her into the position.

Q. Adjournment

The meeting was moved to adjourn at 1:11pm.

Moved: Mike Fink Second: Katie Blood

Respectfully submitted, Amber Anderson - WRPA President Elect and Past Secretary 10-14-2024