



Virginia Recreation and Park Society  
*Senior Resource Group*  
Minutes of Meeting

**SRG Meeting**

VRPS Central Office • 6372 Mechanicsville Turnpike, Suite 109 • Mechanicsville, VA 23111  
**Friday, February 10, 2012**  
**10:00 a.m. – 12:00 p.m.**

**Attendance:**

1. Daniel Ronquillo; Co-Chair, Parliamentarian & Historian (2011); CJW Medical Center – Richmond, VA
2. Judy Jones; Co-Chair (2011); Chesterfield County Parks & Recreation
3. Rebecca Bradford; Newly Elected SRG Officer (2012-2014); Portsmouth Parks & Recreation
4. June Snead; SRG Member; Hanover County Parks & Recreation
5. Shannon Martin; Treasurer (2011); Clarke County Parks & Recreation
6. Lisa Cooke; Professional Development Coordinator & VRPS Board Liaison (2011); Clarke County Park & Recreation
7. Jim Stutts; VRPS CEO and Executive Director; VRPS Central Office
8. Cindy Roeder; 2012 VRPS President; Herndon Parks & Recreation
9. Catharine Yusuf; Appointed Outreach Coordinator for 2011 & Member-At-Large (2011); Newport News Parks, Recreation & Tourism
10. Craig Williams; Newly Elected SRG Officer (2012-2014); City of Richmond Parks & Recreation

• **Call to Order**

Daniel Ronquillo called the meeting to order at 10:15 a.m.

• **Introductions & Announcements**

All in attendance introduced themselves.

• **Approval of Minutes**

Shannon Martin made a motion to approve the minutes; Lisa Cooke seconded the motion; all were in favor of Minutes to be approved for the SRG Board Meeting, held on Friday, December 2, 2011, at the VRPS Central Office in Mechanicsville, Virginia, 10:20 a.m. to 12:19 p.m.

• **Reports**

Lisa Cooke, VRPS Board Liaison to the SRG: Lisa reported that the VRPS Board approved the revised SRG Budget at the last Board Meeting. The VRPS Board Co-Liaisons to the SRG for 2012 will be Lisa Cooke and Kathy Williams; depending upon the location of the meeting, will determine who of these two Liaisons will be attending the SRG Meetings throughout the year.

Judy Jones: Judy Jones shared with the group about her attendance to the VRPS Leadership Orientation Meeting. Judy discussed attending the meeting on Bylaws, led by Amy Jo Hendrix and Annie Thornton, and informed the group that she would make a copy of information and material that was handed out. Judy

spoke to the entire group in attendance on the accomplishments of the SRG Virginia Senior Center Committee for 2011.

Daniel Ronquillo: Daniel Ronquillo shared with group about his attendance to the VRPS Leadership Orientation Meeting. Daniel discussed attending the meeting on the VRPS Foundation, led by Greg Sager, discussing information and procedures for VRPS Scholarships. Daniel spoke to the entire group in attendance on a brief history of the SRG over the past few years, the accomplishments of the SRG (including the SRG Fall Conference, major bylaw amendments, and joint efforts with other Resource Groups and Service Areas).

- **Treasurer's Report**

Shannon Martin: Shannon Martin passed out a copy of the current/new revised version of the SRG Budget for 2012, which has been approved of by the VRPS Board. She also passed out the final Treasury Report of the SRG for 2011, filed by Marlene Bresee, VRPS Office Manager.

- **SRG Bylaw Revisions**

Cindy Roeder: Discussion of the SRG Bylaw revisions was facilitated by Cindy Roeder, VRPS President. Discussion was started by stating that Amy Jo Hendrix agreed to review the current bylaws. Many of her recommendations included moving certain bylaw articles to what will be the potential new SRG Manual of Procedures. Each area of recommended changes were reviewed and discussed by those in attendance. A sub-committee was formulated to continue working on the revisions, with deadlines set for their work to be completed; the Bylaw Committee Members include Catharine Yusuf, Rebecca Bradford and Bobbi Hutchko. Daniel Ronquillo agreed to be an advisor, if the committee needs further recommendations and input. First deadline to have initial revisions complete will be by the next SRG Meeting, Friday, March 30, 2012.

- **SRG Virginia Senior Center Committee**

Judy Jones: Judy began by discussing the work that the committee had accomplished for 2011 (including creating 5 contact areas within the state, a list of all Senior Centers and facilities that have senior programs, and the first survey conducted by the committee). Peter Thompson and Beth Barbour are to be the contacts for the Department of Aging Board and for NISC; both will be continuing to work with the SRG and the Va. Senior Center Committee. Discussion included the budgeted revenue for the committee, which will include utilizing resources for SurveyMonkey for the SRG and the committee. It was decided to have the committee agenda be included in the regular SRG Meetings rather than having separate meetings.

- **SRG 2012 Elected Officer Positions**

Current SRG Elected Officers chose their positions for 2012. With both Daniel Ronquillo and Shannon Martin potentially resigning within the coming weeks, they both chose to not fill the Co-Chairs positions; in consideration of the two of them resigning both June Snead and Bobbi Hutchko have agreed to be appointed,

therefore completing the remainder of both their terms. The 2012 SRG Officer Positions are as follows: Co-Chair – Judy Jones, Co-Chair – Catharine Yusuf, Recorder – Daniel Ronquillo, Treasurer – Shannon Martin, Professional Development Coordinator – Rebecca Bradford, and Outreach Coordinator – Craig Williams; June Snead has agreed to replace Shannon Martin, in the event she resigns, and will assume the role as Treasurer; Bobbi Hutchko has agreed to replace Daniel Ronquillo, in the event he resigns, and will assume the role as Recorder.

- **2012 SRG Installment Ceremony of SRG Board Members**

Jim Stutts asked Cindy Roeder, as the ranking VRPS Board Member present, to conduct the 2012 SRG Installment Ceremony; Cindy Roeder agreed, therefore installing the six SRG Elected Officers listed above.

- **2012 SRG Goals**

Judy and Daniel will currently maintain accuracy of the SRG section of the VRPS website page, through regular contact with Berni at the VRPS Central Office. There was discussion to have the SRG maintain a presence in both the VRPS Magazine and the VRPS President's Newsletter. Bobbie Hutchko will continue to maintain and distribute the SRG Newsletter. There have been requests to continue utilizing a variety of educational opportunities for the SRG Members, particularly the "Webinar" format. An SRG sub-committee was formulated to continue working on details for continued SRG surveys; the following have been named as committee members – Catharine Yusuf, Judy Jones and June Snead. Judy will continue working on recruiting speakers for the VRPS Annual Conference.

- **2012 SRG Workshops & Fall Conference**

Virginia Senior Games: Jim Stutts encouraged the SRG to continue, as well as increase involvement in the Senior Games. Current contacts are: Aaron Reidmiller (Henrico County), Jennifer Snead (Henrico County), June Snead (Hanover County), and Devin Brown (Hanover County) who is head over the Posters and Brochures for the Senior Games.

Spring/Summer Workshop: A date was discussed for the workshop, which will be Friday, June 1<sup>st</sup>. Location will be in Northern Virginia, specifically in Herndon County. Cindy Roeder will be looking into a possible location, with Herndon Parks & Recreation, which will also determine the exact date of the workshop depending upon the availability of the location. Whichever date is chosen, it will continue to be on a Friday. Possible sessions – one session on NISC; possibly make connections with Jennifer Collins, from Northern Virginia.

Fall Conference: Daniel shared with the group that the location and date has already been secured, and the required paper work & forms have been filed with Ryan Peters, Deep Run Recreation Center Site Manager. Dates Confirmed: Thursday, November 1<sup>st</sup> – reserved from 10:00 a.m. to 4:00 p.m. for conference preparations; Friday, November 2<sup>nd</sup> – Conference Day, reserved 7:30 a.m. to 5:00

p.m. Friday, October 12<sup>th</sup> has also been reserved as the SRG Meeting which traditionally occurs one month prior to the Fall Conference, specifically to finalize any last minute details at the conference site. Daniel will confirm, and will have Jim Stutts finalize the hotel contract within the coming months; hotel location will be the Holiday Inn Express at Gaskins and I-64 (9933 Mayland Drive, Richmond, VA). Judy Jones encouraged members that the SRG Board needs to begin working on speakers now, and Daniel reminded members that the Fall Conference Committee member positions need to be filled.

- **Other SRG Standing Committees**

No further discussion occurred concerning the SRG Standing Committees. In accordance to the current SRG Bylaws, and the newly installed SRG Board members, the following SRG Standing Committees and Sub-Committees for 2012 are as follows:

**Executive Committee** *(In the event that Daniel Ronquillo and Shannon Martin resign: June Snead has agreed to be appointed to complete Shannon's term, therefore shall become Treasurer for 2012; Bobbi Hutchko has agreed to be appointed to complete Daniel's term, therefore shall become Recorder for 2012.)*

Judy Jones (Co-Chair)  
Catharine Yusuf (Co-Chair)  
Daniel Ronquillo (Recorder)  
Shannon Martin (Treasurer)  
Rebecca Bradford (Professional Development Coordinator)  
Craig Williams (Outreach Coordinator)

**Nominations & Elections Committee**

Craig Williams (Chair)  
Other Committee Members - *vacant*

**Bylaws Committee**

Parliamentarian – *vacant*  
Catharine Yusuf (Committee Member)  
Rebecca Bradford (Committee Member)  
Bobbi Hutchko (Committee Member)

**Education & Outreach Committee**

Rebecca Bradford (Chair)  
Craig Williams (Committee Member)  
Other Committee Members - *vacant*

**Fall Conference Committee**

Chair – *vacant*  
Education Coordinator – *vacant*  
Daniel Ronquillo (Printing & CEU Coordinator)  
Room Monitor Coordinator – *vacant*  
Evaluation Coordinator – *vacant*  
Meals & Refreshments Coordinator – *vacant*  
Daniel Ronquillo (Procurement & Logistics Coordinator)  
Gifts & Door Prize Coordinator – *vacant*  
Marketing Coordinator - *vacant*

**Virginia Senior Center Committee**

Catharine Yusuf (Committee Member)  
Judy Jones (Committee Member)  
Beth Barbour (Committee Member)  
Peter Thompson (Committee Member)  
Bobbi Hutchko (Committee Member)

**Newsletter & Records Committee**

Bobbi Hutchko (Chair)  
Other Committee Members - *vacant*

**Survey Sub-Committee**

Catharine Yusuf (Committee Member)  
Judy Jones (Committee Member)  
June Snead (Committee Member)

- **New Business**  
No new business was reported.
- **Unfinished Business**  
Judy passed out a copy of the “VRPS-SRG 2012 Timeline” for review. Information discussed according to SRG timeline: Those serving on the Virginia Senior Games – Aaron Reidmiller, Jennifer Snead, June Snead, and Devin Brown. June 1<sup>st</sup> workshop date will remain unless location is an issue; Cindy Roeder to look into details of location. August meeting will be on Friday, August 3<sup>rd</sup>, and will possibly be with Beth and Peter in Charlottesville; will look into the location. During VRPS Annual Conference at Wintergreen there will be an SRG Meeting. Deep Run Recreation Center locations for 2012 have been confirmed. December SRG Meeting and Holiday Social/Luncheon will be held on December 6<sup>th</sup> at the VRPS Central Office; Jim Stutts checked with Marlene and location has been confirmed for the VRPS office.
- **Next Meeting**  
Next SRG Meeting will be on Friday, March 30<sup>th</sup>, 10:00 a.m. – 12:00 p.m., in Newport News; exact location of meeting and lunch TBA.
- **Adjournment**  
At approximately 12:10 p.m. Lisa Cooke made a motion to adjourn meeting; Rebecca Bradford seconded the motion; all were in favor.

Respectfully Submitted,  
Daniel Ronquillo

*March 2012*