

**Member Business Meeting
May 6, 2026 • 11:30 a.m. CT
Hazen Golf Course, Hazen, ND**

AGENDA

Call to Order

Approval of Minutes*

Financial Report* – Broc Lietz

Board, Committee and Staff Reports

- Revenue – Broc Lietz
- Education – Amy Walters
- Engagement – Jill Nelson
- Public Policy – Cole Higlin
- Executive Director – Shannon Schutt

Old Business

- Other

New Business

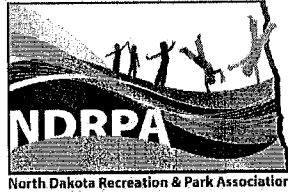
- Liaison Updates
- 2025 Annual Report
- Other

Next Meeting

- Thursday, Sept. 17 at the NDRPA State Conference in Dickinson

Adjourn

**Action required*



**Annual Meeting Minutes
October 2, 2025
Holiday Inn, Fargo**

Board Members Present: Joe Barsh president; Mike Wald, past president; Ashley Martinson, president elect; Dylan Thiem, secretary/treasurer; Cole Higlin, public policy chair; Jill Nelson, engagement chair; Amy Walters, education chair

Members Present: 117

Staff Present: Shannon Schutt, Clearwater Communications

Call to Order

The meeting was called to order at 8:03 a.m.

Minutes

The September 12, 2024, member meeting minutes were approved (George Hellyer, RaNae Jochim, MSC).

Financial Report

Dylan Thiem reviewed the financials; the current balance is \$160,633.93 total in all NDRPA's bank accounts and CDs. He also provided an overview of membership, noting two new commercial members and two new allied organizations joining in 2025. The financials were approved (Tyler Jacobson, Ethan Eberle, MSC).

Board, Committee & Staff Reports

Thiem reported a financial review was conducted last spring and all items were in order. The committee reviewed and approved the rates for the conference. He noted the Revenue Committee will meet in the fall to discuss *FOCUS* and *Professional Directory* ads and membership rates.

Nelson reported the Engagement Committee has conducted calls to smaller park districts to market the conference scholarships and invite nonrenewing agencies to join. She also shared the committee awarded \$3,400 in scholarships this year and has decided to move the timeline to offer the scholarships in the spring. The committee is also tasked with developing a public awareness campaign and has successfully secured a Google Text Ads Grant of \$90,000. The committee will be working with staff to roll out the ad campaign in three key areas: promotion of local park districts, including staffing/careers and seasonal jobs; general promotion of the association, including membership recruitment and conference marketing; and legislative priorities.

Walters reported that the Education Committee continued the virtual cohort meetings throughout 2025. She thanked the leads of the cohorts: Jessica Claiborn, After School & Summer Programs, Ryan Geerdes, Aquatics, George Hellyer and Sonja Dutchuk, Directors, Jeff Lancaster, Finance & HR, Caleb Burgard, Facilities, Sean Lee & Katy Cavanaugh, Forestry &

Horticulture, Kelly Thomas, Foundations and Marketing & Special Events, Dave Frueh, Ice Arenas, Josh Mathern, Parks/Park Maintenance, Randi Litchy, Programming, Joe Barsh, Young Professionals. She also encouraged members interested in participating in the calls to contact her or NDRPA staff to be added to the meetings lists. She also encouraged members to consider hosting a peer mentor workshop in one of the hot topic areas identified: golf operations, turf maintenance, and pool operations/maintenance.

Higlin thanked everyone who had been involved and engaged during the 2025 ND Legislative Session, especially on bills regarding the cap on property tax. He noted other legislative updates from session including expanded cooperative purchasing authority for park districts, public comment periods required at all regular open meetings, and the defeat of the standard time year-round in North Dakota mandate that was introduced, as well as the cap at \$15 million for general obligation bonding bills for park districts. He also noted that the primary residence tax credit payments from the state to political subdivisions still has a June 1 deadline.

Schutt reported great attendance at this year's conference with 200 attendees, 36 exhibit booths and 57 exhibitors, as well as an additional 46 award banquet quests. She also reported \$2,925 was raised from golf tournament games and the Heads or Tails game at the awards banquet for NDRPA's student and professional development scholarships.

Old Business

Schutt reviewed association activity for 2025. She reported the association held and partnered on a number of events: the inaugural Local Government Capitol Connection in partnership with NDLC, NDACo, NDSBA, and NDTOA, CPSI in Bismarck in March, webinars with Florida Recreation and Park Association offered January through May, Skills Webinar Series and CPRP and CPRE exam preparation courses with Illinois Park and Recreation. A new partnership introduced this year with the Pennsylvania Recreation & Park Society is The Maintenance Institute, a community of maintenance professionals and resource hub to support efficient maintenance and operational procedures.

New Business

The current board of directors were recognized for their service in the past year.

The recommended slate of board members: Ashley Martinson, president; Amy Walters, president elect; Joe Barsh, past president; Dylan Thiem, secretary/treasurer; Cole Higlin, public policy chair; Caleb Burgard, education chair; Dylan Thiem, engagement chair, was approved (RaNae Jochin, Ethan Eberle, MSC).

Ann Nesheim, Minot Park District, Tim Nelson, Bismarck Parks and Recreation District, Tim Nilsen, Morton County Parks Department, and Brent Vigness, Grand Forks Park District, were recognized for their years of service with their respective park districts and membership in NDRPA.

Schutt encouraged members to save the date for the 2026 NDRPA State Conference Sept 15-17 in Dickinson. The conference them next year is "Building Bold, Lasting Communities."

Next Meeting

The next meeting is TBD.

Adjourn

The meeting adjourned at 8:26 a.m.

9:19 AM
01/12/26
Cash Basis

North Dakota Rec & Parks Association

Balance Sheet

As of December 31, 2025

Dec 31, 25

ASSETS

Current Assets

Checking/Savings

1020 · Gate City Bank	31,530.67
1025 · Savings - Gate City	41,431.88
1030 · CD 1 - 3391	22,491.60
1035 · CD 2 - 3409	20,997.70
1040 · CD 3 - 3417	20,792.80

Total Checking/Savings 137,244.65

Total Current Assets 137,244.65

TOTAL ASSETS 137,244.65

LIABILITIES & EQUITY

Equity

3000 · Opening Bal Equity	15,618.29
32000 · Opening Balance Equity	115,795.07
3500 · Retained Earnings	1,458.54
Net Income	4,372.75

Total Equity 137,244.65

TOTAL LIABILITIES & EQUITY 137,244.65

North Dakota Rec & Parks Association
Budget Report
 January through December 2025

	<u>Jan - Dec 25</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
4000 · Memberships			
4002 · Agency	35,100.00	34,900.00	100.57%
4005 · Professional	165.00	200.00	82.5%
4008 · Education	200.00	200.00	100.0%
4011 · Allied	2,300.00	1,600.00	143.75%
4014 · Commercial	9,477.35	6,750.00	140.41%
Total 4000 · Memberships	<u>47,242.35</u>	<u>43,650.00</u>	<u>108.23%</u>
4030 · Programs Income			
4032 · Annual Conference	92,208.32	65,000.00	141.86%
4034 · CPSI	26,053.89	23,000.00	113.28%
4036 · Workshops	87.00	100.00	87.0%
4040 · Publications	15.00	0.00	100.0%
4042 · Meetings	0.00	0.00	0.0%
4030 · Programs Income - Other	1,370.00		
Total 4030 · Programs Income	<u>119,734.21</u>	<u>88,100.00</u>	<u>135.91%</u>
4100 · Advertising Fees			
4106 · FOCUS	6,700.56	8,600.00	77.91%
4108 · Directory	0.00	0.00	0.0%
4110 · Job Postings	250.00	250.00	100.0%
Total 4100 · Advertising Fees	<u>6,950.56</u>	<u>8,850.00</u>	<u>78.54%</u>
4205 · Contributions/Grants			
4208 · Scholarships	2,000.00	1,500.00	133.33%
4215 · Special Projects	0.00	0.00	0.0%
Total 4205 · Contributions/Grants	<u>2,000.00</u>	<u>1,500.00</u>	<u>133.33%</u>
4250 · Interest	160.27	5.00	3,205.4%
4410 · Miscellaneous	1,084.50	0.00	100.0%
Total Income	<u>177,171.89</u>	<u>142,105.00</u>	<u>124.68%</u>
Expense			
5005 · Contract Services			
5008 · Executive Director Fees	58,929.96	58,930.00	100.0%
5012 · Accounting Fees	575.00	740.00	77.7%
Total 5005 · Contract Services	<u>59,504.96</u>	<u>59,670.00</u>	<u>99.72%</u>
5105 · Programs			
5110 · Annual Conference	77,453.91	55,000.00	140.83%
5112 · CPSI	25,426.38	20,000.00	127.13%
5114 · Workshops	68.67	0.00	100.0%
5120 · FOCUS	252.00	530.00	47.55%
5122 · Directory	0.00	0.00	0.0%
5124 · Meetings	283.16	0.00	100.0%
5128 · Awards	847.53	1,000.00	84.75%
5130 · Scholarships	3,400.00	1,500.00	226.67%

North Dakota Rec & Parks Association
Budget Report
January through December 2025

	<u>Jan - Dec 25</u>	<u>Budget</u>	<u>% of Budget</u>
5135 · Special Projects	0.00	4,000.00	0.0%
Total 5105 · Programs	107,731.65	82,030.00	131.33%
5205 · Travel			
5208 · National Meetings	0.00	1,000.00	0.0%
5220 · Executive Director	2,295.99	3,000.00	76.53%
Total 5205 · Travel	2,295.99	4,000.00	57.4%
5305 · Office			
5308 · Telephone	13.60	50.00	27.2%
5312 · Postage and Shipping	134.21	275.00	48.8%
5315 · Printing and Copying	215.11	175.00	122.92%
5318 · Office Supplies	306.94	115.00	266.9%
5320 · Rent	1,008.00	1,008.00	100.0%
5322 · Credit Card Fees	0.00	0.00	0.0%
5325 · Website	142.68	124.00	115.07%
Total 5305 · Office	1,820.54	1,747.00	104.21%
5405 · General			
5408 · Insurance	387.00	390.00	99.23%
5418 · Memberships	475.00	475.00	100.0%
5425 · Fees	230.00	100.00	230.0%
5435 · Contributions	0.00	0.00	0.0%
5445 · Taxes	64.00	500.00	12.8%
Total 5405 · General	1,156.00	1,465.00	78.91%
5500 · Miscellaneous Expenses	290.00	0.00	100.0%
Total Expense	172,799.14	148,912.00	116.04%
Net Income	4,372.75	-6,807.00	-64.24%



NDRPA Annual Report 2025

*Advancing parks, recreation and conservation
for an enhanced quality of life in North Dakota*

YEAR IN REVIEW

NDRPA was actively engaged in the 2025 **State Legislative Session**, successfully advancing several priorities for park districts. Key outcomes included passage of a voter-approved opt-out provision with a 3% annual property tax levy cap, expanded cooperative purchasing authority, and an increased public improvement bid threshold to \$250,000. Additional changes included new requirements for public comment policies at all regular board meetings, updated audit procedures reducing retained payments to 5% and new transparency requirements for board member and candidate disclosures. Several unfavorable proposals were defeated or amended, including preserving existing bonding authority and day light saving time.

NDRPA also partnered with the ND League of Cities, ND Association of Counties, ND School Boards Association, and ND Township Officers Association to host the inaugural **Local Government Capitol Connection**, highlighting the impact of local governments across North Dakota.

NDRPA offered **virtual education** in partnership with Florida Recreation and Park Association, which held webinars January through May, and with Illinois Park and Recreation Association, which hosted the Skills Webinar Series and CPRP and CPRE exam preparation courses.

NDRPA continued its **Cohort/Peer Mentor Program** in efforts to better connect park and recreation professionals across the state to share resources and knowledge. The program includes quarterly cohort meetings led by member volunteers to facilitate discussions and, when available, info-share workshops hosted by volunteer park districts sharing staff expertise on a particular topic.

The **Certified Playground Safety Inspector Course** was held for the 23rd year on March 11-13 in Bismarck. The North Dakota Insurance Reserve Fund (NDRIF) and North Dakota Parks and Recreation Department (NDPRD) sponsored course scholarships for the training.

The annual **state conference** with the theme "Camp NDRPA" was hosted by the Fargo Park District in September.

Barb Erbstoesser and Dave Klundt were inducted into the **NDRPA Hall of Fame**, the association's highest honor. The following **NDRPA awards** were also presented: Golden Egg – Fargo Parks Sports Center at the Sanford Sports Complex, Fargo Park District; Citizen Advocacy Award – Jake Lauritsen, West Fargo; Innovative Programming Award – Teen After Hours Program, Dickinson Parks and Recreation; Partnership Awards – NDSU Extension, Barnes County and Vision Zero.

NDRPA continued its online publications, the monthly **NDRPA eUpdate**, quarterly **FOCUS** and biennial **Professional Directory**.

MEMBERSHIP

MEMBERSHIP TYPE	2025
Agencies.....	67
Professionals.....	576
Board Members.....	337
Allied Organizations.....	10
Allied Individuals.....	3
Universities/Colleges.....	1
Students.....	3
Lifetime.....	16
Commercial.....	16
TOTAL.....	1,032

LEADERSHIP 2024-2025

Board of Directors

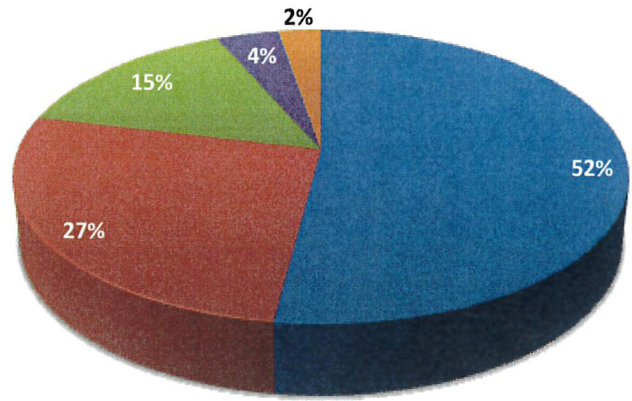
- Joe Barsh*, President
- Mike Wald*, Past President
- Ashley Martinson*, President Elect
- Dylan Thiem*, Secretary/Treasurer
- Cole Higlin*, Public Policy Chair
- Jill Nelson*, Engagement Chair
- Amy Walters*, Education Chair

Councils, Committees and Liaisons

- Hall of Fame Council – *Randy Bina*, Chair
- Conference Chair (Fargo Park District)
– *Stephanie D'Ambrosio*
- North Dakota Community Forestry Council
– *Jeremy Ludlum*
- North Dakota Insurance Reserve Fund
– *Tyler Jacobson*
- North Dakota Missouri River Advisory Council
– *Cole Higlin*
- North Dakota Outdoor Heritage Fund Advisory Board
– *Tyler Jacobson*
- RTP Advisory Committee – *Tony Schmitt*

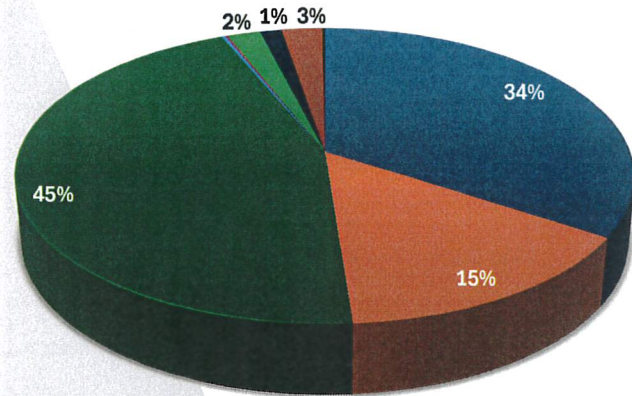


FINANCIALS



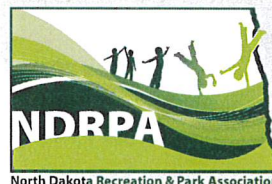
REVENUE \$177,171.89

- State Conference
- Membership
- CPSI Course
- Publication Advertising & Fees
- Workshops & Meetings
- Special Projects & Misc



EXPENSES \$172,799.14

- Executive Director Services
- CPSI Course
- State Conference
- Workshops & Meetings
- Publications
- Office & General
- Travel & Meetings
- Awards & Scholarships
- Misc Expenses



PO Box 1091, Bismarck, ND 58502
 Phone: 701-355-4458
 Website: www.ndrpa.com
 Email: ndrpaoffice@gmail.com