

1 Introduction

This report was developed in order to facilitate the production of a 2019 - 2020 strategic plan for the Recreation Leadership Council through a compilation and analysis of the various activities and projects that the Council has conducted in its previous year. The By-Laws which officially established the board as a Recreation Department entity, recognized by the Department Director, were published Fall 2016 and have been updated as of June 2018. The report presents a comprehensive list of projects performed by the council with details of the actions and suggestions for improvement.

2 By Laws

Recreation Leadership Council (RLC) University of California, San Diego By-Laws

Article I: Mission & Purpose

The Recreation Leadership Council (RLC) provides guidance within the Recreation department to enhance the experience of the broader campus and promote lifelong well-being, growth and success. The RLC fosters unity among all the Recreation program areas, which include: Aquatics, Business Office, FitLife, Intramurals, Operations (Sales and Weight Rooms), Outback, Rec Classes, and Sports Clubs. The RLC is to serve as a voice to ensure each division can advocate ideas and concerns pertaining to their division as well as the broader department of Recreation.

Article II: Membership

Non-Voting Members:

- One (1) Director: Recreation
- One (1) Senior Associate Director
- One (1) Professional Staff Advisor
- Three (3) Professional Staff
- One (1) Alumni

Terms of Appointment:

The current RLC voting members will take requests from professional staff who desire to be the council's advisor and vote on the advisor position during the last week of Spring quarter. The position is decided by a majority vote and will serve a 1 year term. The professional staff advisor is the main point of contact for the board and attends cabinet meetings upon request. Non-voting professional staff will assist the Advisor as additional points of contact for the board. Non-voting members will serve a term for one academic year. Non-voting members can serve multiple terms upon appointment and approval of the RLC voting members.

Voting Members:

- One (1) Chair
- One (1) Vice Chair
- One (1) Assistant Chair
- One (1) Delegate, Aquatics
- One (1) Delegate, Business Office
- One (1) Delegate, FitLife
- One (1) Delegate, Intramurals
- One (1) Delegate, Sales Desk
- One (1) Delegate, Weight Rooms
- One (1) Delegate, Event Operations
- One (1) Delegate, Facilities Supervisor
- One (1) Delegate, Facilities
- One (1) Delegate, Outback Adventures
- One (1) Delegate, Rec Classes
- One (1) Delegate, Sports Clubs
- One (1) Delegate, At Large

Terms of Appointment

Voting members will serve in duration for one academic year and may renew their position by voicing to the Executive Board an intent to continue. To be a voting member on RLC, students must be in good academic standing and have served for their division for at least one academic quarter.

Delegates interested in assuming Chair, Vice Chair, and Assistant Chair positions for the following academic year will fill out an "Chair Application Form" and send it to rlc@ucsd.edu by 5pm on Friday of week 8 of winter quarter. Voting will occur week 9. Application responses will be read aloud to the board. Additionally, the students in question will also have a chance to speak to the board before a vote is reached. In the case of a tie, the Professional Staff advisor will be the tiebreaker.

For executive positions without running mates, a simple majority vote will ensure their appointment. For positions with multiple applicants, non-running voting members will cast a ballot with their top choice. If more than 3 applicants exist, the lowest voted applicant will be removed and another vote will be cast for the remaining two applicants. A majority

vote results in appointment and the Professional staff advisor will be the tiebreaker in the case of a tie.

Employees interested in applying for delegate positions must fill out the Rec Leadership Council Delegate Application and submit it to rlc@ucsd.edu by 5pm on Friday of week 6 of spring quarter. Voting will occur week 7. The same voting process to that described above will be utilized. For Delegates, letters of recommendation from the respective program director or other correspondent are recommended.

Article III: Roles & Responsibilities

Attendance:

Frequency of meetings is to be established prior to the beginning of each quarter. Unexcused absences are limited to one per quarter, proxy must be sent for voting purposes. All members are encouraged to attend one other meeting outside of RLC, to observe what other groups are planning and infer how it would affect our department.

Executive Cabinet:

Chair, Vice Chair, and Assistant Chair are elected by the board of delegates. They will be responsible for drafting agendas and minutes, delegating responsibilities to board members, and representing the board at events/meetings. Cabinet meetings outside of weekly meetings must be held at least twice (2) per academic quarter.

Assistant Chair:

The student in this role records minutes during meetings and keeps the google drive updated with minutes. He/She acts as a timekeeper for meetings and assumes role of treasurer when money is involved.

Vice Chair:

The student appointed to this position will be in charge of preparing, updating, and organizing agendas. The student will receive and communicate changes on the agenda to the group. He/She will assume the roles of the Executive and or Secretary if they are unable to perform their duties.

Chair:

The student appointed to this position decides meeting time and frequency, facilitates meetings, oversees scheduling and manages subcommittees. The President is required to meet once (1) per quarter with the Director or Recreation to maintain communication about goals and revisions. In the case of a tie, the executive will make the final decision.

Delegate:

The expectations of a voting delegate are to attend meeting, bring updates from their entire program area and participate in a subcommittee from the options below:

Social Media:

Runs the Facebook page and keeps media up to date.

Event Subcommittees:

Responsibilities may include but are not restricted to the following: RSVPs, location, materials, donations/sponsors, delegating responsibilities to board members, make calendar for deadlines necessary for success, event schedule, “thank you” letters, facilitating event recap with the board.

Current event subcommittees: Fit for Food, Recapalooza, Career Workshop

Voting:

Rec Rules of Order shall be the official authority on procedure. A quorum shall consist of a majority of all the voting members. Any member may participate in discussion of any item. However, only voting members will be permitted to exercise voting privileges on any issue. All voting actions must pass with a simple majority vote of the RLC members in attendance, including proxies. The Chair will not have a vote and will act as tiebreaker when necessary. Members must have knowledge and have formed an opinion on the articles under vote before a final vote is reached.

Amendments:

These bylaws may be amended at a general business meeting. The amendments must have been circulated at least one week prior to the meeting.

Specific **M**easurable **A**greed upon in writing **R**ealistic **T**ime bound & tracked

3 Summary of Changes

A. Overall

- a. Recreation Leadership Council Facebook Page created
- b. Recreation Leadership Council link added on recreation.ucsd.edu website
- c. Name of Fit for Food changed to Rec Gives Back - Yoga Rave
- d. Development of Customer Service Task Force and Recommendation from Council submitted
- e. Budget developed for remainder of year and 2019-2020 academic year
- f. Meeting held 3 pm Monday in Main Gym conference room as of Winter 2019
- g. Mission Bay Aquatic Center Bonding Activity

B. Facebook Page

- a. The page is titled "Recreation Leadership Council" with the handle @ucsdrhc.
- b. The goal is to post about RLC events and spread news about other Recreation events. Creative freedom is left up to the social media manager.
- c. Mckenzie set up the FB page as a public page that everyone on the council is admin of.

C. Rec Website Page

- a. The webpage is not currently active and should be pursued by the social media manager or one of the leadership crew.
- b. The webpage can include photos, bios of delegates, by-laws, agendas and meetings if desired.
- c. Mckenzie worked closely with Marketing to set this up.

D. Rec Gives Back

- a. The name was changed to Rec Gives Back to open up the possibilities of new community service events and give a better explanation of the event to the public audience.
- b. This year, a yoga rave was held as incentive and food donations were collected for the Triton Food Pantry

E. Customer Service Task Force

- a. There was initial discussion about expectations of front desk employees in Recreation facilities in terms of electronics use, interaction with customers, attire and other behaviors.
- b. This initial discussion was continued by the Customer Service Task Force, which was comprised of interested RLC members and external recreation employees. A list of recommendations was drafted by the Task Force and submitted to the director of Recreation for the consideration.
- c. The goal was that these expectations would be implemented across all Recreation facilities and front desk/customer service groups by the Recreation Leadership.

F. Budget

- a. A budget was requested by the director of Recreation by the end of February 2019.
- b. This budget was drafted primarily by the Chair and Vice Chair and included requested funds for the remainder of the 2019 academic year and the official budget requested for the 2019-2020 academic year.
- c. The Budget was voted on by the Council before the final submission to the director of Recreation.
- d. The Budget was approved.

- e. The next budget will be due by the end of February 2020 for the 2020-2021 academic year.

G. Meeting Time and Location

- a. Meeting held Tuesday at 8 am in RIMAC 4th floor conference room in Fall 2018 and moved to Main Gym conference room Monday at 3 pm to explore more Rec facilities.

H. MBAC Bonding Activity

- a. With the help of Scott Grant at MBAC, the RLC scheduled a paddleboarding lesson with guides at MBAC.
- b. The purpose of the bonding event is to generate trust between members, create a fun and friendly environment amongst the group and reward delegates and professional staff for their time and energy given to the council.

4 Community Service

A. Rec Gives Back (Fall)

- a. Summary of Event

A food drive to raise donations for Triton Food Pantry while also providing the benefit of a yoga class to those who donated. The event took place at RIMAC auxiliary gym on Saturday, November 17 from 6-8 PM. Suggested donation of 8 cans. Donation bins were also put out at different Rec facilities prior to event date. Three 30 min sessions were taught by 3 instructors. Most lights out, glow sticks and glow ball decorations.
- b. Recommendations
 - i. Rename the event to "Glow-in-the-dark Yoga" if repeated next year. The name was not perceived as intended.
 - ii. The auxiliary gym is unable to be completely darkened, but it is good enough for the event.
 - iii. Increase marketing effort.
- c. Goals for next year
 - i. High involvement by all Recreation program areas and public.
 - ii. Increase quantity and quality of donations

5 Budget

Winter - Spring 2019

Bonding	\$ 200.00
Recapalooza	\$ 5,000.00
Apparel	\$ 700.00
Total	\$ 5,900.00

2019-2020 Academic Year

Bonding	\$ 200.00
Recapalooza	\$ 5,000.00
Rec Gives Back	\$ 400.00
Career Workshop	\$ 700.00
Apparel	\$ 700.00
Total	\$ 7,000.00

6 Internal Outreach

A. Career Workshop (Winter)

a. Summary of Event

The event happened Friday (Jan 11) of Week 1 Winter Quarter in the afternoon. It is a career skill-building workshop for all recreation student employees and sports clubs players. It began with a presentation from Sam Knight, continued with mock interviews by professional staff who volunteered for the event, a presentation on LinkedIn by Kris from the Career Services Center, a networking activity and ended with a panel of alumni to answer questions and engage in 1 on 1 discussion afterward. Food from Mendocino farms was catered and served at the end of the event and allowed for open conversation.

b. Recommendations

- iii. Resumes were brought but unused. Clarify whether they will be critiqued in an activity or if it is on the student to ask for assistance or spread their resume.
- iv. Reconsider timing of event if desired. Maybe a different day or time would work better.
- v. Ask students to arrive early as presentation will begin promptly at start time.
- vi. More time to talk to pro staff
- vii. Include internship info if possible

- d. Goals for next year
 - i. Include a variety of activities and professionals from different careers to give a well-rounded experience to students.
 - ii. Keep Kris, network activity, round table setup and alumni panel.

B. Recapalooza (Spring)

a. Summary of Event

The event happens the Sunday before Week 8. It is a end-of-the-year staff appreciation event for both student employees and professional staff. The purpose is to provide food, fun activities, raffle, awards and time to socialize and destress. This year we had an bubble soccer and aerial silks on Muir field, tacos outside the natatorium, lawn games, a raffle, gave out senior sashes and employee of the year winners. The employee of the year awards were nominated by both students and professional staff and voted on by the Recreation Leadership Council. A new award “Emily Kunselman Leadership Award” was created to commemorate the RLC Chair, “Recognizing a student whose impact on Recreation leaves a legacy that inspires others to make a difference”.

C. Presentation at All Staff Meeting

The Chair or other member of the RLC will be asked to present at the All Staff Meetings or at least be in attendance. This year, the Chair presented goals, open delegate positions and upcoming events from the RLC at the All Staff Meeting. Emily was very well received by all the pro staff and highly recommends that the Chair attends these frequently and presents shortly to get pro staff up to date on RLC and familiarity with the Chair.

7 External Outreach

A. RFAB

The RLC was awarded a voting position on the Recreation Facilities Advisory Board. This position should be filled each year by RLC appointing a specific delegate to sit on RFAB. This will strengthen communication between the groups, but in the case that no one is able to sit at the RFAB meetings, the chairs of both groups should remain in contact and check in quarterly.