**Wednesday, December 28, 2016**

**16:00 EST**

**Conference Call: 1- 866-790-6856**

**Participant Pass Code: 7992503**

## Minutes

1. Call to Order
2. Roll Call: Leslie Gould (CNIC), Patty Owens (CNIC), Lisa Weaver (MA), Russ Gale (NW), Ed Dunning (NW), Chad Hadden (Japan), Brandon Lavin (Hawaii), Alicia Opeirce (Singapore), Allison Bowers (SW)
3. Approval of the Minutes from the CRAB Call: November 28th, 2016

CRAB approved the minutes with no changes.

CRAB Assignments – Due January 16th, 2017

* + 1. Need # of iPads for surveys (for next cycle);
			1. over 56K surveys collected. Links will be continuously throughout the year.
		2. Need of CR swag to get surveys
		3. Need # of Participating bases for Summer Reading 2018
		4. Advise bases to call CNIC Helpdesk for MTP issues: 1-844-697-4357
		5. Send link to the bases for the Facebook links (see below)
			1. Great participation from the CRAB for the Comm Rec Facebook page. Could use additional participants from Liberty.
		6. Discuss Region policy on grants with the installation and the regions
		7. Setup regional quarterly calls with your installation CR POCs
			1. Mid-Lant did one for the first quarter with great participation and planning one for second quarter as well.
			2. Region Japan did their first call the beginning of Dec. Doing one every other month. Good information share. Singapore and Korea joined.
		8. Send in copies of your NA positions that work in CR
			1. We received from two regions and are hoping to receive additional PDs.
		9. Decision on third party software – Eventbrite, crowdtouch, sign-up.com
			1. Currently the most commonly or popular research items in Recreation is currently Third Party software (NRPA webinar)
		10. Check out Khaaot
1. Programmers should join Facebook Groups:

Liberty Link: <https://www.facebook.com/groups/LibertyProgram/>

CR Link: <https://www.facebook.com/groups/NavyCommunityRecreation/>

1. Presentation of the Final **Trips and Tours SOP**

Request enclosures if you have misplaced them

Will be finalized on the 12th of Jan

1. Presentation of the Final **Entertainment SOP**

Request enclosures if you have misplaced them

Will be finalized on the 24th of Jan

1. Community Rec, Marina and Liberty Training:

IMBC – All attendees have been notified of who the 12 attendees are for the IMBC conference. There will be no HQ attendees at this conference. Billy Adkins, from KW, is going to be the POC during the conference event.

Event Management School, NRPA school in Oglebay – will plan a meet up the first night of the school to network before the school starts. If installations want to send attendees they can fund, by the installation.

Directors School, NRPA is also ruled as a school and can be funded locally or through the Region depending upon the chain of command decision. Great training opportunity for Rec Directors or Comm Rec Directors who are wanting to advance in the organization.

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| **Title** | **Dates** | **Location** |
| Intermediate Marina Manager (IMM) | February 19-23, 2017  | Seattle, Washington |
| Event Management School | January 16-20, 2017 | Wheeling, WV |
| International Marina & Boatyard Conference | January 25-27, 2017 | Fort Lauderdale, FL |
| Liberty/SAQ Training (two sessions) | February 13 – 17, 2017March 27 – 31, 2017 | Pensacola, FLSan Diego, CA |
| CR Connections Training:1.3.13 and 1.3.14 How to handle CARE Training and Food Handlers Training for your CR Staff3.1.1 Special Events Annual Calendar3.1.8 Partnerships for Off-baseCommand Equipment Rec Trac tracking Module \*Volunteer Training\*Recap of 2016 CR Site Visits\*Need to add FAM – DIY trip itinerary Grant Training CR CYA\*Top 15 standards that most are not meeting/hacks  | TBD | Adobe and Phone  |

1. 2017 Great Navy Campout – Discussion

Sponsorship package is in works; planned to do a family of 4 giveaway that is up to a $1,000 value (in-kind); package will be send out to the field by JAN 15th; all regions did follow-up on the data collection for base participation for the Great Navy Campout.

In-Kind sponsorship details and how the distribution will work.

Date is June 24th.

1. Other Items:

AMM – great feedback for attendees who attended in Dec.; comments on the storage for working on vehicles; Maritime reviewed the storage agreement; good training.

1. Adjournment

***Trip and Tour SOP Final Review: January 12th at 4pm EST***

***Entertainment SOP Final Review: January 24th at 4pm EST***

***CRAB Facility Use Final Review: February 6th at 4pm EST***

***Next CRAB Call – TBD at 4pm EST***