CRAB Meeting Minutes: Thursday, May 4th, 2017 at 16:00 EST

**Members Present:** Nicole Wright (Southwest), Chris Kasperek (EURAFSWA), Chad Hadden (Japan), Brandon Lavin (Hawaii), Amy Cimino-Shockley (Southeast), Russ Gale and Ed Dunning (Northwest), Jen Marchant (NDW), Steven Marksberry (Japan), Erica Realmunto (NDW), Dawn Smith (CNIC), Gerry Morris (CNIC), Leslie Hogan (CNIC), Lisa Weaver (Mid-Atlantic), Patricia Owens (CNIC), James Duff (JRM), Alicia Opeirce (Singapore)

**Approval of the Minutes from Monday, March 27th, 2017 .**

* **CNIC** –Presented Minutes from Monday, March 27th, 2017 for vote and acceptance.
* **CRAB** – Voted to unanimously approve. No opposed
1. **CRAB Previous Action Items**
* Provide feedback with best practices for Volunteer Management
	+ CNIC has moved the training to May 4th. If you are interested you may attend tonight’s training at 6pm EST.
* Provide feedback for NA PD: Please make sure to use a different font, tract changes, highlight, and etc. with the changes or comments you have.
	+ CNIC: Edits from the CRAB are due May 15th
	+ CRAB: Are the NA PDs going to vary in levels? CRAB would like a range of NAs instead of just one level.
* Send in Opening and Closing Procedures
	+ CNIC will send draft by May 19th to the CRAB
	+ CNIC: Edits from the CRAB are due June 1st
	+ CNIC and CRAB will join the Adobe Room on June 6th to review as a group
* Send Create-a-Trip samples (DIY)
	+ CNIC will send draft May 10th
	+ CNIC: Final edits from the CRAB are due by May 22nd.
* Send Trip Brief Samples
	+ CNIC will send draft by May 11th
	+ CNIC: Final edits from the CRAB are due by May 23rd
1. **Events 101 Interactive Courseware Update**
* **CNIC:** We will be sending you the avatar via. email
* **CNIC:** Module 4 will reflect the “Detailed Activity Plan”. However, it is up to the virtual learner to create their own “Detailed Activity Plan” for event planning. Event planning is a critical thinking component and everyone’s creativity works differently. Some programmers might like to have 500 notes all over their desk, color coated folders on their desktop, or an event planning website.
* **CRAB:** I agree 100% with that idea and do not want to restrict our programmers on how they should or should not plan their event.
* **CNIC:** The interactive courseware is going to have a comic book appearance and we should be using module one artwork soon.
1. **CR Budget Guidance for FY18**
* **CNIC:** We have hosted 5 CR Connections Training to our CR folks along with the N94s to explain the new CR budget guidance
* **CNIC:** Regions/Installations should budget for FY18 Community Recreation revenue, salaries and expenses using projections in the standard Community Recreation standard hierarchy reporting node.
* **CNIC:** Installation SAP Cost Center Hierarchy will be re-aligned and revised by CNIC HQ in FY18 to properly reflect new Community Recreation Hierarchy.
1. **CR Great Navy Campout Commercial**
* **CNIC:** we will provide Dropbox link and YouTube links.
	+ Dropbox Link: <https://www.dropbox.com/sh/t0tynnzpep4kxpj/AADfPVxaDc1XKGhaW2wXbJQLa?dl=0>
	+ YouTube Link: Great Navy Campout 15: <https://youtu.be/VYZSeKdPlec>
	+ Great Navy Campout 30: <https://youtu.be/lpoPw1pCsgQ>
* **CNIC:** 30 second commercials will be publicized in all movie theaters.
* **CNIC:** Currently the Great Navy Campout commercial is playing on the following websites and mobile applications; Mid-Lant, PNW, Hawaii, and Key West. So far the webpages have generated 23,128 impressions (a single view of an ad by one individual) and 216 clicks. The apps are higher at 35,732 impressions and 325 clicks.
* **CNIC:** Please let us know if you are still waiting on approval for any Great Navy Campout Grants.
1. **Update: Release of Liberty Standards and Liberty Desk Guide**
* **CNIC:** Liberty Standards was released to the MWR Directors in April 3-6, 2017
* **CNIC:** Installations will not be scoring themselves until 2018
* **CNIC:** Edits from the CRAB are due by July 15th, 2017 – Standards sent out to the CRAB on May 5th, 2017.
1. **PDs and SOPs still pending from HQ**
* CNIC: We are still pending the Rental Space SOPS to accompany the Rental agreement
* CNIC: We are still pending the Entertainment SOP and attachments
1. **Comm Rec Attendance for August 1-3 Training in Millington, TN**
* Training will be limited to 20 individuals
* Region CRAB members, please communicate to your Region/MWR Directors to determine who needs to attend the CR Standards Training this summer. It needs to be new hires that have been selected and come onboard since 2015. if current employees attended in 2015; they do no need to attend this.
1. **Community Recreation and Liberty Training**

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| **Title** | **Dates** | **Location** |
| **CR In-Person Workshop:** | Aug 1-3, 2017 | Millington, TN |
| **CR Connections Training:**1. Define a Special Event
2. FAM – DIY Trip Itinerary
3. Partnership for Off-Base
4. How to Handle Food Handlers Training for your Staff
5. CR Marketing
6. Command Equipment Rec Trac Tracking Module
 | May 18 (9am, 3pm, 6pm)June 1 (9am, 3pm, 6pm)July 20 (9am, 3pm, 6pm)TBDNEW: June 15(9am, 3pm, 6pm)TBD | Adobe and Phone  |

***--------------- Adjournment ---------------***

* 1. **Opening and Closing Procedures Review: June 6th at 4pm EST**
	2. **Next CRAB Call: June 8th at 4pm EST**