CRAB Meeting Minutes: Tuesday, April 19, 2016 at 16:00 EST

**Members Present:** Leslie Gould (CR HQ), Patricia Owens (CR HQ), Dawn Smith (HQ), Leslie Hogan (CR HQ), Melodie Harris (CNRSE) , Joann Reyes (HQ), Kelley Sitar (CNRSW), Lee Bell (NDW), Russ Gale and Ed Dunning (CNRNW), Elisabeth Weaver (CNRMA), Steven Marksberry (CNRJ), James Duff (Guam), and Donna Matsushita (CNRH)

1. **Approval of the Minutes from Wednesday, March 9, 2016**
* **CNIC** –Presented Minutes from Wednesday, March 9, 2016 for vote and acceptance.
* **CRAB** – Voted to unanimously approve. No opposed
1. **Discussion on Park and Pavilion Standardized SOP**
	1. **CNIC** – Review CNIC SOP MWR Community Recreation Parks, Picnics, and Pavilion Usage SOP / Enclosure /Park and Pavilion:
	* CNIC added the privacy statement, hold harmless statements, and incorporated all changes.
	* Updated SOP to include the fact that for Commands, there is
	No Charge – M-F.
	* Question posed to the CRAB: Do we do Inspections within 24-hours of vacating the space?
	* What timeframe for deposits to be returned and inspections to be completed?
	* Final edits due back by May 13th to Leslie and Patty.
2. **Summer Reading Program Discussion:**
	* Bases without a librarian; CR is partnering with other programs such as CYP. Prizes and Resource Guide have been shipped. Vendor has been paid. Prizes are typically split between Youth and CR. Purpose with moving the program to align with CR is to market the program to all eligible children on the base. Historically, the summer reading program has been managed by CYP when there was no Library on the installation. What was realized is that we may be missing those children who want to participate in summer reader that are not enrolled in the CYP program.
3. **Marketing:**
	1. Retractable Banner order and being shipped
	* CONUS & Hawaiian locations, 29-April
	* OCONUS locations, 06-May
	* Patty will forward quantities
	1. Recreation Realignment within the installation MWR Websites
	* Angela Baker will be reaching out to each installation to discuss the realignment of their MWR URL webpage within the next couple of months.
	1. Discussion on use of name for Community Recreation Sub Program: Outdoor Recreation Center, Outdoor Adventure Center, Outdoor Adventure Zone, Outdoor Recreation Program or Outdoor Recreation:
	* Proposed for Community Recreation, Outdoor Recreation; some proposed to keep Community Recreation only. Some discussion on using Rental Gear only. Some discussion of using Community Recreation “Outdoor & Rental”.
	* CRAB members to circulate this topic to their regions and installations and provide their consensus back to the CRAB by May 13th.
4. **Training:**
	1. MWR Community Recreation Branding Guide was provided to circulate to the joint bases or joint regions: JRM, JBPHH and JBAB.
	* WAFA course Naples, May 23-27
	* Tickets and Travel Training Bangor WA, June 6-10
	* WAFA course Jim Creek, June 19-25
	* NOLS course, Jim Creek, Sept. 19-23
	**CRAB Question:** In Wounded Warrior Training there is a requirement for a small project to be completed. Will attendees for NOLS and WAFA be required to complete a project or other related results for follow-up? Many comments from the field are that in some previous years, the attendees for NOLS/WAFA did not actual use the course knowledge in their jobs or deploy any of the learning metrics once they got back to their day-to-day jobs. Will a special project be part of the measured outcome for this year’s attendees to ensure that they have to actual use this course work/knowledge once they return back to their everyday jobs?

**CNIC Response:** Yes, AAR will be required. AAR will be conducted by Leslie Hogan and Patty Owens at each respective course conclusion.

1. **Entertainment SOP**
	* **CNIC CR PM Comments:** Entertainment SOP is still in DRAFT and being circulated amongst the CRAB, Karen Fritz and the regions. We did receive comments back from NW, HI, and MA. Additional drafts are still requested to come forward. Revisions to this SOP and recommended changes are due to Leslie Gould and Patty Owens by May 13th.
	* **CNIC Note**: Please let the installations know and the regions know that when SOPs are being circulated that they are still in DRAFT until signed out through HQ and final approval by the CRAB and Regional N92s.
2. **POS Board Discussion**
	* CNIC PM Notated: Missing nominations from HI, NDW, EURAFSWA and Japan nominations.
	* CNIC Notes: Community Rec standardization for POS requires a nominee for the POS that does multiple functions, NOT just tickets.
	* Two nominees per board needed. Two boards: Recreation POS Board and the Ticket and Travel Board.
3. **NEW!! Review TT BP Enclosure**
	* Review and send edits by May 13th
4. **NEW!! Review Rental Space and Storage Agreement SOP**
	* Review and send edits by May 13th
5. **CRAB In-Person Biennially Meeting: proposed for OCT 24-28, 2016**
	* Circulate the Date on CRAB Meeting. Date proposed of October 24-28, 2016. Please reply to Leslie G. by May 13th.
6. **Other Discussion Topics:**
	* Junior Sailor Camp for youth – Inquired as to whether there was a form for parents to sign for Liability waivers for Youth Sailing; Japan and NDW will forward theirs to Mid-Lant. James will reach out to CYP to see if there is one for Youth Camp.
	* Kelley/CNRSW – Question from feedback of the CR Teleconference regarding SOP for Grants; as the SOP was requested to be circulated. Michele Bean to send email. Grant SOP still needed.
	* Marina Working Group – Standards to be circulated after N92s approve the standards for release to the entire field for circulation for the one year draft period before it is loaded to PDC.
	* Hunting and Fishing MOA is finalized. Will be loaded in Taskers by either MWR HQ or NAVFAC.

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

 **Next CRAB Call is scheduled for May 26, 2016 at 16:00 EST.**