CRAB Meeting Minutes: Thursday, June 2nd, 2016 at 16:00 EST

**Members Present:** Leslie Leslie Gould (CR HQ), Patricia Owens (CR HQ), Joann Reyes (HQ), Dawn Smith (HQ), Leslie Hogan (CR HQ), Don Inman (CNRSE), Kim Hansen (CNRSW), Lee Bell (NDW), Russ Gale (CNRNW), Elisabeth Weaver (CNRMA), Steven Marksberry (CNRJ), James Duff (GU) and Brandon Workman (CNRH)

**Approval of the Minutes from Tuesday, April 19th, 2016**

* **CNIC** –Presented Minutes from Tuesday, April 19, 2016 for vote and acceptance.
* **CRAB** – Voted to unanimously approve. No opposed

1. **Discussion on Park and Pavilion Standardized SOP**
   1. Review Enclosure 1 rewrite completed on April 19, 2016
   2. Review CNIC SOP MWR Community Recreation Parks, Picnics, and Pavilion Usage

SOP / Enclosure /Park and Pavilion:

* + **CRAB:** remove the term “usage” from the title.
  + **CRAB:** majority vote to allow first come, first serve option for spaces that do not have a reservation booking.
  + **CRAB:** majority vote to complete item f. “Reservations may be made 90 days in advance for Command Functions that are reserved at no cost. Reservations that are paid in advance can be reserved and paid up to one year in advance.”
  + **CRAB:** Majority to add “Base access” to 5.b.iv.
  + **CRAB:** Majority vote to change the Command reservations to as follows:

“Command Functions include command picnics and parties. Command picnics are open to the entire command.”

“Homecomings, retirement ceremonies, fundraisers and change of command events are subject to a fee.”

* + **CRAB:** Majority vote to do Inspections within 24-hours of vacating the space
  + **CR PM:** will consult with fiscal oversight on what timeframe for deposits to be returned and inspections to be completed?
  + **CRAB:** Majority vote for Command Rental reservations “can be made up to 90 days in advance of the event but no later than 10 days before the event.”
  + **CR PM:** To Add verbiage on visiting ships and squadrons.
  + **CRAB:** Majority vote to keep section 6 for the rules/prohibited activities
  + Finalized version to be forwarded to James for signature after Fiscal Oversight provides updates on deposit returns.

1. **Community Recreation Training:**
   1. Retractable WAFA course Naples, May 23-27
   2. Tickets and Travel/JSTP Training, June 6-10 - Dawn S. coordinating.
   3. WAFA course Jim Creek, June 19-25 – still 6 seats open. Leslie H. is coordinator.
   4. NOLS course, Naples, Sept. 19-23 – Patty will be sending out information
   5. NOLS course, Yokosuka, Nov 14-17 – 22 attendees max – send list to Steven.
2. **Community Recreation Marketing:**
   1. Retrac Recreation Realignment within the installation MWR Websites – Done
   2. Community Recreation Commercial - Done
   3. Retractable Banner - Done
   4. Community Recreation Green Space Signage – Working on IDIQ
   * **Requested CRAB:** Need the counts for how many signs that the bases will need as well as the “rules” signage requirements (from the Park/Pavilion SOPs).
   * **CR HQ:** Will send out the sign samples and approved signage choices to the CRAB again for reminder.
3. **Discussion on Job PDs for Rec Assistant in regard to driving:** 15 passenger van; Guam has to have a commercial Physical through the Naval hospital; all people who drive 15-pax vans have to have a commercial vehicle physical but with a standard license. Is there any other region requiring this? SW has similar issue with the state of California. Follow-up call to be hosted with HR Millington and GU/SW with HQ PM.
4. **Discussion on use of Name: Outdoor Recreation Center, Outdoor Adventure Center, Outdoor Adventure Zone, Outdoor Recreation Program or Outdoor Recreation:**
   * **CNIC:** Proposed for Community Recreation, Outdoor Recreation; some proposed to keep Community Recreation only. Some discussion on using Rental Gear, only.
   * **CRAB**: Final majority vote for Outdoor Recreation in conjunction with the logo for a stand along Outdoor Recreation. If it is not stand alone, then it will just be Navy Community Recreation.
5. **Entertainment SOP**
   * CR PM Comments: Entertainment SOP is being worked; minimum amount for verification of booking is now $15,000 as per the N92 RAB (hosted the last week in April). SOP Draft to come out soon to CRAB.
6. **TT BP Enclosure -** still in DRAFT form as per DeS.
7. **Review Rental Space and Storage Agreement SOP -** in process and still need updates from CRAB from Japan, Guam, Hawaii, Southeast and Southwest.
8. **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 June 16th, 2016.
9. **Other Discussion Topics:**
   * Dog Obedience Training – CRAB reach out to their bases to see if there are any current classes or SOPs out there for dog obedience classes.
   * Kelley/CNRSW and James/GU – need follow-up call for driving a 15-pax van (occupational health) – need to do follow-on call with HR.
   * Hunting and Fishing MOA is finalized. Will be emailed out to the group and will be uploaded to Taskers by NAVFAC.
   * Send out list of SOPs that are approved, pending, still being worked, etc.

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

**Next CRAB Call is scheduled for JUL 19, 4pm EST**