CRAB Meeting Minutes: November 28th, 2016 at 16:00 EST

**Members Present:** Chad Hadden (Japan); Shaun Ally (Guam); Roberta Wiles (NDW); Kim Hansen (SW); Ed Dunning (NW); Melodie Hernandez (SE); Brandon Lavin (HI); Lisa Weaver (MA); Leslie Hogan (CNIC); Leslie Gould (CNIC); Patty Owens (CNIC); Steven Marksberry (Japan); Erica Realmulto (NDW)

**Approval of the Minutes from in-person CRAB Meeting, Oct 24-28, 2016.**

* **CNIC** –Presented Minutes from October 24- 28, 2016 for vote and acceptance.
* **CRAB** – Voted to unanimously approve. No opposed; no additions.

 Approval of the Minutes from the CRAB Biennial Meeting: October 25 – 27, 2016

1. CRAB Assignments – Due January 16th, 2017
	1. Need # of iPads for surveys (for next cycle). No response.
	2. Need of CR swag to get surveys. MA shared with Region that HQ has swag to encourage surveys. Let HQ know if installations need items.
	3. Need # of Participating bases for Summer Reading 2018.
		1. HQ Heard back from 2 regions already.
		2. Please reach out to the bases to get more responses. Need those responses by January 16th.
	4. Need Accreditation Surveys completed
	5. Advise bases to call CNIC Helpdesk for MTP issues: 1-844-697-4357
	6. Send link to the bases for the Facebook links (see below)
	7. Discuss Region policy on grants with the installation and the regions.
		1. Installations and regions need to know what their respective Region deadlines are.
	8. Create an updated contact list of their Comm Rec POCs at each base (see spreadsheet, it will go out November 29th and update it) – send it back to Patty by December 15th, 2016.
	9. Setup regional quarterly calls with your installation CR POCs
		1. MA has had the first quarter call (18 participants); agreed on quarterly calls for update information.
		2. SW did a call with Karen Widman presentation for the standards. Will do a call monthly.
		3. NW has setup for this FY, quarterly.
		4. Japan will send out the quarterly call information to Singapore and Korea. Patty will send POCs info to Steven and Chad for those other regions.
		5. All regions include your Regional N92 on your call.
	10. Send in copies of your NA positions that work in CR.
		1. Received from NW.
		2. Need updated NAs Job PDs from Hawaii.
	11. Decision on third party software – Eventbrite, crowdtouch, sign-up.com
	12. Check out Khaaot
	13. Create a hashtag that CR will use for 2017 Great Navy Campout. Use the following: #Campout2017 and #MWRCommunityRecreation
2. Accreditation Customer Survey: Survey closes December 8th, 2016.
	1. Link: See attached spreadsheet for your installations’ CR links
	2. Push to get additional CR Surveys into the surveymonkey.
	3. Survey data is cumulative.
	4. We will close and pull the data up to December 8th; when the next year surveys are collected the data is cumulative.
3. Programmers should join Facebook Groups:

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

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

1. FY17 Grants: Grant instruction attached and travel/training after action template.
	1. Provided the guidance and template, Grant News.
	2. CNIC turnaround time is 2 weeks for response.
	3. CNIC will cc the POC on the grant form (from the installation level).
	4. If no response within two weeks, installations should follow-up with their Region POCs. Grant forms should also have either “approved or disapproved” indicated.
	5. Free admission is a requirement – can’t charge admission to make a net profit when a grant is involved; revenue should only be brought in for break-even (as annotated on the grant form).
2. Pending SOPs: **Rental Space and Storage Agreement** – Pending final chop, final edits, and signature at HQ. **Park and Pavilion Reservation** – Pending final edits from Recreation Program Manager, James Baker signature at HQ.
3. Standardized Hold Harmless: Any hold harmless agreements you may have please send to the CRAB no later than December 8th, 2016.
	1. Please review the HH agreement; it will be all inclusive for activities.
	2. Let Leslie G. know what the activities are that are not on the cumulative list from the 42+ that are on the NavyMWR.org site. For example, Stand Up Paddle-boarding and any others.
4. MWR Community Recreation Standards: worked update attached. Some of the responses were changed on PORTAL for FY16 response! The changes we made in the CRAB are for FY17 but some are included. Please verify responses to questions are accurate.
5. MWR Community Recreation PDC: PDC opens November 21st and closes December 12th
6. Presentation of the Final **Trips and Tours SOP**
	1. Enclosures to follow
7. Presentation of the Final **Entertainment SOP**
	1. See Steps to Book Navy Entertainment
	2. See CNIC N9 Grant Request Form
	3. See Request for Quotation
	4. See Event Planning Request Form
	5. See Event Hosting Agreement – SAMPLE
	6. See CNIC/USO MOU
	7. See Navy Entertainment Request Email

Attachments for each of these SOPs need to be reviewed and commented on with feedback from their installations by Tuesday, Jan. 10th; Patty will resend the documents to the CRAB (outside of the Zip files). Next CRAB call is December 28th.

Trip and Tour SOP Call: January 12th

Entertainment SOP Call: January 24th

Facility Reservation SOP Call: February 6th

1. Community Rec, Marina and Liberty Training:

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| **Title** | **Dates** | **Location** |
| Intermediate Marina Manager (IMM) | February 19-23, 2017  | Seattle, Washington |
| Advanced Marina Manager | December 11-16, 2016 | Jacksonville |
| Event Management School | January 16-20, 2017 | Wheeling, WV |
| International Marina & Boatyard Conference | January 25-27, 2017 | Fort Lauderdale, FL |
| Liberty/SAQ Training (first two sessions build out the Liberty Manager Desk Guide; April will be the Train-the-Trainer) | February\*March\*April\* | TBD TBDTBD |
| 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 Recap of 2016 CR Site Visits Volunteer Training (hour calculation, volunteer management and military credit) | TBD | Adobe and Phone  |

1. Green Space Signage - Attached see MWR Comm Rec logos. New MWR Community Recreation Logo for usage.
2. 2017 Great Navy Campout – Discussion 58 participating from responses back from Regions. Sponsorship package will go out December 16th. Please get grants for equipment in as soon as possible for grant requests for equipment.

Rec Programming Grants: June event deadline would be April 1st.

Equipment programming grants to Leslie and Patty by February 28th.

1. Other: Community Rec Area Reservations – Facility usage form. Feedback was consolidated and compiled by Ed from NW Region. Feedback from installations by January 10th; Call to discuss February 6th.
2. Other: Region CR call – asked for feedback. Volunteers. Volunteers are handled differently from location to location. Cited an Army program that allows for Military members to log hours volunteering. Ongoing log of MWR special events; requested software for that.
3. Other: NRPA Grants – Wildlife Explorers – turnkey program (run over 6 weeks or one day, one session every week or 6 weeks). Allows kids to explore different wildlife and nature. Perfect for Community Rec in the summertime. Sponsored by Disney and the National Wildlife Federation. NRPA offering a grant for a certain number of grants for crafts or supplies or badges. NRPA asked region legal office if they could apply for it; region said they couldn’t apply for the grant through NRPA. Question to see if other regions can apply? Perfect opportunity for CR to work with NRPA on. DNR on each base should be working with each installation for each base.

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

**Next CRAB Call: Wednesday, December 28th, 2016, 16:00 EST**