



PARKS AND RECREATION DIVISION • Administrative Offices  
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*Winner of the National Gold Medal Award for Excellence in Park and Recreation Management  
Accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA)*

## MEMORANDUM

**DATE:** July 10, 2018

**TO:** Susan Friend, Director  
Accounting Division

**FROM:** <sup>DAN</sup> Dan West, Director  
Parks and Recreation Division

**SUBJECT:** Request for Approval of 15 Employees to attend the Florida Recreation and Park Association 2018 Annual Conference in Orlando, Florida, from August 27, 2018, through August 30, 2018

I respectfully request approval for 15 travel requests, summary attached, for Parks and Recreation Division (Division) staff to attend the annual Florida Recreation and Park Association (FRPA) Conference. The Conference will be held in Orlando, Florida, from August 27, 2018, through August 30, 2018.

The Division recognizes that the FRPA 2018 Annual Conference provides staff invaluable learning opportunities and is an exceptional forum to support professional development, networking, and to gain knowledge of industry resources. To best equip the future leaders of our Division, 15 participants are receiving support for registration costs only to support their professional development objectives, career enhancement goals and fulfill their CEU requirements to maintain their professional certification. The decision of who to sponsor was based on previous conference attendance and the Division's management succession plans.

The Division benefits from staff who are committed to the ideals of this professional organization and the certification associated with it. Training sessions include creating impactful partnerships within the community, gathering community input, uniting communities through play, planning and designing parks for sustainability and resiliency, STEM (Science, Technology, Engineering and Math) in parks, and other crucial topics. Keeping up with this level of industry professionalism is critical to the Division's accreditation with the Commission for Accreditation of Park and Recreation Agencies.

Susan Friend, Director, Accounting Division  
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County funding for registration in the amount of \$4,325.00 will be paid from the General Fund, Travel – Conference Registration, 10010-48100010-519060. No travel, hotel accommodations or meals will be funded.

The Division requests that this item be included on the August 14, 2018, Regular Meeting Agenda of the Broward County Board of County Commissioners.

Thank you for your consideration of this request. If you have any questions or concerns, please contact me at 954-357-8106 or at [danwest@broward.org](mailto:danwest@broward.org).

DW/ch  
Attachments