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STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION of PARKS and RECREATION

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856
PHONE: (603) 271-3556 FAX: (603) 271-3553 E-MAIL: nhparks@dred.state.nh.us
WEB: www.nhstateparks.org

July 9, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorization is respectfully requested for the Department of Resources and Economic Development, Division of Parks and Recreation to make a **RETROACTIVE** payment to the New Hampshire Campground Owners Association (VC #154892), Epsom, NH in the amount of \$3,664 for an unpaid invoice for membership renewal dated September 1, 2014. 100% Parks Fund

Funds to support this request are anticipated to be available in the following account in FY 2016 upon the availability and continued appropriation of funds in the future operating budget:

	<u>FY 2016</u>
03-35-35-351510-37010000	
Parks Administration	
026-500251 Organizational Dues	\$3,664

EXPLANATION

This Division of Parks and Recreation has been a member of the New Hampshire Campground Owners Association (NeHaCa) for over 20 years. Membership in the NeHaCa maintains our public/private relationship with other campground owners in NH as well as provides better coordination of activities, programs, and promotion. As an active member, all State Park campgrounds and RV parks are listed in the NeHaCa promotional guide, included on their website, and highlighted in social media campaigns.

Due to an oversight recently discovered by the Department, approval from the Governor and Executive Council to continue this membership and to make payment for such was not made. Since the NeHaCa has/is fulfilling its responsibilities under the 2015 membership, your approval of this retroactive request will ensure that the Department can make payment to this vendor. The Department has completed and attached the required questionnaire for organizational dues and membership requests as well as provided a copy of the unpaid invoice. Thank you for your consideration.

Respectfully submitted,

Concurred,


Philip A. Bryce
Director


Jeffrey J. Rose
Commissioner

/ml
attachments



Organizational Dues and Memberships

The Governor and Executive Council is concerned with the number of organizations and cost to the State for Agency participation in professional organizations. A series of questions have been developed which should answer the majority of Governor and Executive Councilors concerns related to the value of each membership. Requests by State Agencies to enter into memberships with National, Regional, Professional or Other type of organizations must address the ten questions below in the Governor and Executive Council request letter.

The following questions, along with an associated response, must be included in the "Explanation" section of your request, along with a brief narrative explanation as provided in the past. (Please include the lead in sentence along with the questions and responses.)

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

The Division has been a member of the New Hampshire Campground Owners Association (NeHaCa) for over 20 years.

2. Is there any other organization which provides the same or similar benefits which your agency belongs to?

No, there is no other statewide campground association.

3. How many other state's belonging to this organization and is your agency the sole New Hampshire state agency that is a member?

We are the only state agency that belongs to this association.

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)

The standard membership fee for a campground is \$445 per membership and \$1.00 per site. The Division and NeHaCa agreed to a reduced fee of \$125 per campground.

5. What benefit does the state receive from participating in this membership?

The organization produces a comprehensive guide of New Hampshire campgrounds. They print 195,000 guides and distribute throughout New England and Canada. As members we are listed but are also able to add a NH State Parks campground insert as part of our marketing. Members are also on their website and highlighted in their social media campaigns.

6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

No.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No.

8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.

No.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.

None.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

NeHaCa distributes more than 195,000 camping guides each year to potential campers throughout New England and Canada. Recognizing the importance of having a membership that includes both private and public campgrounds, NeHaCa has graciously negotiated a special rate for the Division which includes having a NH State Park campground insert in their camping guide. If membership is not renewed, the Division will be limited in their advertising to this important tourism market.

New Hampshire Campground Owners Assoc.

New Hampshire Campground Owners Assoc.
 PO Box 1074 1545 Dover Road
 Epsom, NH 03234-1074

(603)736-5540
 info@ucampnh.com

Invoice

Date	Invoice #
09/01/2014	6985
Terms	Due Date
Net 30	10/01/2014

Bill To
 State of NH DRED-PARKS DIV
 PO Box 1856
 172 Pembroke Rd
 Concord, NH 03302-1856

Amount Due	Enclosed
\$3,664.00	

✂ Please detach top portion and return with your payment. ✂

Activity	Quantity	Rate	Amount
• Membership 2015	19	125.00	2,375.00
• Dues Per Site Assessment 2015	1289	1.00	1,289.00
Total			\$3,664.00