

**BOARD OF DIRECTORS MEETING ~ PRESENTED VIRTUALLY VIA ZOOM
TUESDAY, JULY 5TH, 2022**

Our Mission: Enriching the lives and communities of our residents through charitable gifts in support of recreation and park programs of the Cordova Recreation & Park District.

Call To Order * indicates handout or materials

1) Roll Call/Establish Quorum/Welcome Guests-Established Quorum at 5:07pm

- **Board Members Present:** Kim Oliver, Angela Griffin & Dawn Hall (Kristina Richardson resigned)
- **Board Members Absent:** None
- **Those Also in Attendance:** Patrick Larkin, Jill Nunes, Shelby Golden and Matt Goodell

2) *Review/Approval of the Agenda

- **Action Item:** Dawn Hall motioned to approve the agenda as presented. Angela Griffin seconded. Motion passes by all board members present.

3) *Review/Approval of the June Meeting Minutes

- **Action Item:** Angela Griffin motioned to approve the June Meeting Minutes as presented. Kim Oliver seconded. Motion passes by all board members present.

4) CRPD Report

- *Review Financial Statement for May (Matt)
 - Matt Goodell went over the May financial report. Matt explained that the reason June is not completed, is due to not receiving the bank statement until after our board meeting. He also mentioned that American River Bank has merged with Bank of Marin. He is looking into getting online access and then will be able to have access to the bank statement by the 1st of the month.
 - Jill Nunes let the board know that in our bank account there is \$1,278.00 that the Marlins raised to fund the swimming pool and the Cordettes do not have any funds that we are holding on their behalf. Kim Oliver ask that the Marlins submit a letter to the Foundation confirming the dollars they gave the Foundation. Kim would like to at that time write them a check and keep only Foundation dollars in the account.
- CRPF Facebook Photo Contest Campaign Update (Shelby)
 - Shelby Golden presented to the board that the Photo contest for the cover of the CRPD's catalog, has a winner. The Park District received 15 entries and the contest boosted our social media traffic tremendously.
 - Kim Oliver asked Shelby Golden if we could put the "Booze Wagon" flyer on social media and direct interested buyers for tickets to the board members. She said she would be able to do that.
- CRPD Request for Fee Assistance Donation for Fiscal Year 2022/23 (Jill)
 - Jill Nunes is requesting an increased donations for 2022/2023 for reimbursement of fees to \$5,000. They have seen an increase in applications and would also like to have the funds disbursed evenly for each trimester and not paid at the end of the fiscal year. A copy of the letter was distributed via email and is attached in this month's meeting packet. **Action Item:** Kim Oliver motioned to approve the \$5,000 donation for 2022/2023 reimbursement fees and would like to approve additional funds if needed. She does not want to put a cap of only \$5,000 for this fiscal year. Angela Griffin seconded. Motion passes by all board members present.
- Donation reimbursement request for 2021-2022 for resident Fee Assistance Program (\$3K)
 - Jill Nunes presented a letter to the foundation requesting a donation for reimbursement of fees for the fiscal year 2021/2022 in the amount of \$3,000. There were 29 youth who participated, and the funds amounted to 50 recreation activities. A copy of the letter was distributed via email and is attached in this month's

meeting packet. **Action Item:** Kim Oliver motioned to move \$3,000 from the money market account to the checking account and write a check for the donation requested. Angela Griffin seconded. Motion is passed by all board members present.

- Angela Griffin asked how many times can a person request funds. Jill Nunes directed everyone to the website showing that is not the quantity of requests for each person it is a maximum \$ amount that each individual can use in a calendar year.

5) Old Business

- Booze Wagon Fundraiser Ticket Sales Update (All)
 - Kim Oliver asked everyone to keep selling tickets for the Booze Wagon. We will also be selling tickets at the event on July 15th. The winning ticket will be pulled at approximately 7:30pm. Kim Oliver and Dawn Hall will be there to set up booth at 5:00pm. Angela Griffin will be on vacation and not be able to attend.
- Board Member Applications Needed (Kim)
- *Proposed new Board Members (Kim & Dawn)
 - Kim Oliver went over 2 applications that she received, and Dawn Hall went over 1 application that she received. **Action Item:** Kim Oliver motioned to appoint the 3 applicants as board members effective immediately. Angela Griffin seconded. Motions passes by all board members present.
 - Kim Oliver asked Angela Griffin if she would like to take on any officer role moving forward. Angela asked what positions are available. Kim stated, Vice President and Treasurer. Angela Griffin said that she would like to hold the Vice President position. **Action Item:** Kim Oliver motioned for Angela Griffin to be our new Vice President of the board. Dawn Hall seconded. Motion passes by all board members present.
 - Kim Oliver let everyone know that Kristina Richardson had to step down from the board and left it open to possibly coming back in the future. This leaves the treasurer position available. Kim Oliver asked Dawn Hall to take on the role of treasurer as interim until we had board members willing to step into that position. Dawn Hall stated that what ever the board needs she would be willing to do. **Action Item:** Kim Oliver motioned for Dawn Hall to take on the role of interim treasurer. Angela Griffin seconded. Motion passes by all board members present.
 - Angela Griffin asked why our by-laws had the board members total of 9 maximum. It seemed high to her. There was much discussion and the number of 7 seemed to be a better fit for the Foundation. **Action Item:** Kim Oliver motioned to reduce the maximum number of board member from 9 to 7. Dawn Hall seconded. Motion passes by all board members present.

6) New Business

- Proposed Board By-Laws updates (Kim & Dawn)
 - Dawn Hall and Kim Oliver have been working on updated the Foundations current by-laws. Dawn Hall and Kim Oliver presented all the suggested changes through Section 2. **Action Item:** Kim Oliver motioned to accept the new changes to the by-laws through section 2. Angela Griffin seconded. Motion passes by all board member present.
 - Angela Griffin ask that the updated changes and the remainder of the proposed changes be emailed to everyone so that they can review before the next meeting. Kim Oliver proposed having a special meeting on August 1st from 5-5:30pm to go over the remaining proposed changes so that the new board members will have the newest version. Jill Nunes will send out a zoom invite to do this.
- Proposed name change from Cordova Recreation and Park Foundation to Cordova Recreation and Parks Foundation (Kim) **Action Item:** Kim Oliver motioned to change the name of the Foundation from Cordova Recreation and Park Foundation to “**Cordova Recreation and Parks Foundation**”. Angela Griffin seconded. Motion passes by all board member present.

7) Future Meetings

- August:
 - CRPF Booth Branding Update (Kim) – nothing to report
 - Aquatic Teams – Dawn & Jill (pushed from June) – nothing to report

8) Updates/Comments from CRPD Staff and Directors

- Patrick Larkin (CRPD, GM)
- Jill Nunes, (CPRP, Director)
- Angela Griffin (Board Member)
- Dawn Hall (Secretary)
- Kim Oliver (President)

9) Upcoming Dates/Events/Activities to Remember

- July 15th: Party in the Park (our fundraiser drawing)
- October 29th: Halloween at Hagen (CRPF Table)

10) Adjournment

- Next board meeting is Tuesday, August 2nd via Zoom

Meeting was adjourned at 6:30pm.

Minutes respectfully submitted by Dawn Hall, Secretary