

**GRAND FORKS PARKS AND RECREATION FOUNDATION
PROCEEDINGS OF THE BOARD OF DIRECTORS
OCTOBER 27, 2016**

The Grand Forks Parks and Recreation Foundation met for their scheduled meeting on Thursday, October 27, 2016, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:03 p.m.

ROLL CALL

Present were: Secretary/Treasurer Palmiscno and Directors Barta, Dvorak, Kraft, Kuhn, and Soeby.
Absent were: President Anderson and Directors Ryan, Tweten and Vollrath.

Barta was appointed to Foundation Board to replace Tim Skarperud by the Grand Forks Park District Board on July 5, 2016. Skarperud was Vice President and also on the Finance Committee.

Staff in attendance were Executive Director Hellyer and Public Relations & Marketing Manager Nelson.

Hellyer presided over the meeting in Anderson's absence.

APPROVAL OF AGENDA

A motion was made by Kraft to approve the agenda. Seconded by Palmiscno; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath.

APPROVAL OF MINUTES - APRIL 28, 2016

A motion was made by Kuhn to approve the minutes from the April 28, 2016 Board meeting. Seconded by Barta; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath.

OLD BUSINESS

FINANCIAL UPDATES

Hellyer reviewed the 9/30/16 financial report.

Hellyer reviewed the report on available dollars for endowment distributions. The only distribution made in 2016 was from the Pinky Kraft Memorial Fund that was done in June of 2016. Due to poor performance of the stock market, it was discussed to not have any other distributions from endowments in 2016. It was noted that the goal is to make annual distributions from these endowments. The Finance Committee will decide on these distributions going forward. A motion was made by Soeby to not authorize any other distributions from the endowment funds for 2016. Seconded by Dvorak; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath.

Hellyer reviewed the 2017 Budget with the Board. The Foundation Finance Committee and Barta had previously reviewed and discussed this proposed budget. A motion was made by Barta to approve the 2017 Budget. Seconded by Soeby; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath.

Q2 & Q3 REVIEW / Q4 PLAN

Nelson reviewed the 2nd and 3rd quarter activities and upcoming events. Topics included completing and mailing out the annual report in May; sending out pledge reminders in June; and creating ask in fall/winter rec guide being mailed to all GF homes (27,000+ homes).

Fundraising efforts during this timeframe was the Chad Johnson Golf event, the Rollin on the River event, and the Keep the Ball Rollin Event in 2016. Nelson reviewed the 4th quarter plans of action. Highlights include a thanksgiving postcard mailer, pledge reminders for all three campaigns and the filing of grants. Nelson also reviewed the current status of possible grants for 2016.

ICON SPORTS CENTER – GOLDEN EGG AWARD

Palmiscno updated the Board that ICON Sports Center has received the Golden Egg Award. This is an award that is given by the North Dakota Recreation and Park Association to recognize outstanding and innovative park projects. In addition, ICON Sports Center was featured on the cover page of Rink Magazine.

CAMPAIGN UPDATES

Palmiscno gave an update that Scheels Sports Complex has two completed fields and one additional field that is ready for practice. In addition, the building construction for the concession stand/restroom are making great process. This building is being donated 100% in-kind by ICON Architects and other contractors.

Veterans Memorial Park has installed a ship's anchor on the property, the parking lot is now complete, and fundraising by the committee continues to move forward.

NEW BUSINESS

VOTE / APPROVAL ON ITEMS

Myra Foundation Grant Application – Hellyer updated the Board about applying for a grant for Ryan Lake playground equipment for younger kids. The grant request is \$10,000. A motion was made by Kraft to approve the grant application with the Myra Foundation. Seconded by Dvorak; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath.

Investment Management Services – Hellyer updated the Board that five RFP's were received. The Foundation Finance Committee and Barta met to discuss the RFP's. All organizations provided experienced staff with quality services. Some of the criteria used to help make a decision were location of customer service, major supporters or partners of the Park District or Foundation, and fees charged. Barta and Hellyer recommended Alerus based on these criteria, Kraft abstained from the Finance Committee final recommendation process. A motion was made by Soeby to approve Alerus as the provider for Investment Management Services. Seconded by Kuhn; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath. Abstain: Kraft.

Gift Acceptance Policy – Hellyer reviewed the changes to the Gift Acceptance Policy. The Finance Committee and Barta reviewed these policy changes previously as well. The major change is the elimination of the Gift Acceptance Committee, which has never been established, and instead using the Finance Committee. A motion was made by Barta to approve the revised Gift Acceptance Policy. Seconded by Kraft; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath.

Investment Policy – Hellyer reviewed the changes to the Investment Policy. The Finance Committee and Barta reviewed these policy changes previously as well. The major change is the calculation of the potential distribution. New policy will be using a three-year average balance instead of just using the prior year balance. A motion was made by Soeby to approve revised Investment Policy. Seconded by Palmiscno; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath.

GIVING HEARTS DAY 2017 - MATCHES

Nelson reported that the DMF / Damle Family Fund has been taken over by Tweten family and funds will probably be directed towards biking charities, and no longer towards our Foundation. Board Member Dvorak stated that he has discussed with committee and the Blue Line Club plans to contribute \$4,000 for the 2017 Giving Hearts Day match program. The Blue Line Club also contributed towards this program in 2015 and 2016.

2017 PLAN OF ACTION

Nelson gave an overview of the 2017 plan for the Foundation. Highlights included fundraising events like Giving Hearts Day, Keep the Ball Rollin, Rollin on the River & the Chad Johnson Golf Event; possible grants to file; direct mail acquisitions; an overview of marketing / promotion activities; and campaign projects.

MEETING SCHEDULE DISCUSSION

Hellyer stated the next meeting is scheduled for January. However, there are no anticipated items that need Board approval. Hellyer requested that we cancel this meeting with the next scheduled meeting to be April 27, 2017. Going forward we will have two meetings per year, one in April and one in October. If a meeting is needed sooner, a special meeting may be called. After some discussion, the Board was in favor of canceling the January meeting and to have two meetings per year.

APPOINT POSITIONS: VICE PRESIDENT & FINANCE COMMITTEE

Anderson was not at meeting to appoint the Vice President and a Director to the Finance Committee to replace former Director Skarperud. Hellyer said he will contact Anderson to appoint these positions. (Post meeting – On October 28, 2016 Anderson appointed Paul Barta to the Vice President position and also to serve on the Finance Committee.)

CHANGE OF BOARD MEMBERS / SUGGEST NEW DIRECTORS

Hellyer noted that this will be the last scheduled Board meeting for Anderson, Kraft, and Ryan. The by-laws require that there be a minimum of 3 and maximum of 11 Board Directors. There are currently 10 Board Directors with 3 Board Directors terms expiring on December 31, 2016. The preference would be to have an odd number of Board Directors for quorum purposes. If anyone is aware of someone who would like to serve, please let Palmiscno, Hellyer, or Nelson know.

THANK YOU FOR SERVICE

Palmiscno thanked Board Directors Anderson, Kraft, and Ryan for their service. They have been on the Board since the Foundation's inception in 2007. As a token of the Foundation's appreciation, a tree will be planted in honor for each of these Board Directors for their years of service.

NEW ITEMS FROM BOARD OF DIRECTORS & ATTENDEES

Soeby attended the national NRPA conference. She asked if the Grand Forks Park District has ever applied for the Gold Medal Award that is given by the NRPA. Palmiscno says we have not applied in the past. There is no prize or grant money for the award, that it is a recognition award.

ADJOURNMENT

A motion was made by Barta to adjourn the meeting at 5:58 p.m. Seconded by Dvorak; the vote was unanimous, motion carried. Absent: Anderson, Ryan, Tweten, and Vollrath.

Bill Palmiscno
Bill Palmiscno, Secretary/Treasurer