

**GRAND FORKS PARKS AND RECREATION FOUNDATION
PROCEEDINGS OF THE BOARD OF DIRECTORS
APRIL 28, 2016**

The Grand Forks Parks and Recreation Foundation met for their quarterly meeting on Thursday, April 28, 2016, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m.

ROLL CALL

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

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

Ryan presided over the meeting in Anderson's absence.

APPROVAL OF MINUTES - JANUARY 28, 2016

A motion was made by Kuhn to approve the minutes from the January 28, 2016 Board meeting. Seconded by Palmiscno; the vote was unanimous, motion carried. Absent: Anderson, Skarperud, Soeby, and Tweten.

OLD BUSINESS

FINANCIAL UPDATES

Hellyer reviewed the 3/31/16 financial report.

Palmiscno stated that \$10,000 of the Sunflake Soccer fund would be used to pay a portion of the costs to irrigate the soccer fields east of South Middle School. The Grand Forks School District is administering the project and paying the remaining costs. This would be an improvement to the soccer fields which is the intent of that fund.

Hellyer reviewed the 12/31/15 audit draft. The audit is completed in conjunction with the Grand Forks Park District audit.

Hellyer updated the Board that the IRS Form 990 for 12/31/15 has been completed by Brady Martz. No tax is owed. A motion was made by Kraft to approve the IRS Form 990. Seconded by Dvorak; the vote was unanimous, motion carried. Absent: Anderson, Skarperud, Soeby, and Tweten.

Hellyer reported the Finance Committee had met and put together a Request for Proposal (RFP) for Investment Management Services. Staff will send the RFP out to our current partners, others who have requested the information, and publish in the Grand Forks Herald. The Finance Committee will then review all RFPs and interview a selected group of the best RFPs. The Finance Committee will bring forward a recommendation for the full Board to approve. A motion was made by Palmiscno to proceed with the RFP process. Seconded by Kuhn; the vote was unanimous, motion carried. Absent: Anderson, Skarperud, Soeby, and Tweten.

Q1 / Q2 REVIEW

Nelson reviewed the 1st quarter activities and upcoming events. Topics include a plan for Giving Hearts Day & local collaboration; ask in spring/summer rec guide; a family fund being taken over by Craig Tweten

Family (Biking Focus); and the process of annual plan creation. Nelson reviewed the 2nd quarter plans of action. Highlights include 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). Nelson also reviewed closing the Damle Family Fund, per Rohinee Damle's request, and directing the current funds (~\$5,000) to the IMAGINE Campaign.

GIVING HEARTS DAY & DMF AWARD

Nelson reviewed the promotional activities done for Giving Hearts Day 2016. This included radio interviews, social media, email, print materials, digital signage, employee involvement, and websites. Nelson reviewed the 2016 Giving Hearts Day results and donations. The \$4,000 donation from Blue Line Club and all online donations totaled \$6,003.80. With the Family Fund donations, the Foundation received \$30,003.80.

Nelson also discussed the local Grand Forks charities collaboration and the expo at Choice Health & Fitness on February 11. Nelson worked closely with the GF Coalition and actively participated in many media activities. Nelson submitted an award application on the GF Coalition's behalf, and when attending the Dakota Medical Foundation Giving Hearts Day Celebration Event in April, Nelson & group received a \$1,000 reward for the collaboration that will be used for the 2017 Giving Hearts Day Event GF Coalition.

YOUTH ACTIVITY SCHOLARSHIP PROMOTION

Nelson reviewed the letter and two scholarship forms created to simplify the scholarship application process. In an effort to get the word out about scholarships, Sadie Olsen with Grand Forks County was contacted and she distributed the information to all foster parent families, wrap around groups, child protection agencies and all programs working with low-income families.

CAMPAIGN UPDATES

Palmiscno gave an update that the first game on Scheels Sports Complex was played on April 27, 2016 and that construction of the site work and concession stand/restroom building is planned for this summer.

Palmiscno stated that the Veterans Memorial Park will start construction of the parking lot next week and the ship anchor will be moved to the park in July.

NEW BUSINESS

2015 ANNUAL REPORT

Nelson is in process of finishing the 2015 annual report. She will email it out to all Board members to review before going to print. The annual report will be mailed to all donors by the end of May.

UPCOMING SUMMER FUNDRAISING EVENTS

Nelson reviewed the upcoming summer fundraisers: 1) Keep the Ball Rollin' golf tournament (June 6) – possible final year, with proceeds going to Nakonechny Youth Sports Fund for ICON Sports Center; 2) DAV golf tournament (June 23), with proceeds going to Veterans Memorial Park; 3) Rollin' on the River (August 27), with proceeds going to Nakonechny Youth Sports Fund for ICON Sports Center; and 4) Chad Johnson Memorial golf event (August 27), with proceeds going to Chad Johnson Youth Sports Fund for ICON Sports Center facility and grounds.

MEETING SCHEDULE DISCUSSION

Hellyer stated the next meeting is scheduled for July. However, in the past this meeting has struggled for attendance with everyone's busy summer schedules. Hellyer requested that we cancel this meeting with the next scheduled meeting to be October 27, 2016. If a meeting is needed sooner, a special meeting may be called. The Board was in agreement to cancel the July meeting.

NEW ITEMS FROM BOARD OF DIRECTORS & ATTENDEES

No additional items from Board of Directors or attendees.

ADJOURNMENT

Ryan adjourned the meeting at 5:50 pm.



Bill Palmiscno, Secretary/Treasurer