

**GRAND FORKS PARKS AND RECREATION FOUNDATION
PROCEEDINGS OF THE BOARD OF DIRECTORS
APRIL 30, 2018**

The Board of Directors met for their scheduled meeting on Monday, April 30, 2018, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:02 p.m. President Barta presided over the meeting.

ROLL CALL

Present were: President Barta, Vice-President Tweten, Secretary/Treasurer Palmiscno, and Directors Dvorak, Kuhn, and Soeby.

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

APPROVE AGENDA

A motion was made by Palmiscno to approve the agenda. Seconded by Tweten; the vote was unanimous, motion carried.

APPROVE MINUTES - OCTOBER 30, 2017

A motion was made by Soeby to approve the minutes from the October 30, 2017 Board meeting. Seconded by Tweten; the vote was unanimous, motion carried.

BOARD ORGANIZATION

ELECT PRESIDENT

A motion was made by Kuhn to nominate Barta for President. Seconded by Dvorak; the vote was unanimous, motion carried.

ELECT VICE PRESIDENT

Tweten volunteered to serve as Vice President. A motion was made by Palmiscno to nominate Tweten for Vice President. Seconded by Soeby; the vote was unanimous, motion carried.

ELECT SECRETARY/TREASURER

Palmiscno volunteered to continue to serve as Secretary/Treasurer. A motion was made by Soeby to nominate Palmiscno for Secretary/Treasurer. Seconded by Tweten; the vote was unanimous, motion carried.

APPOINT FINANCE COMMITTEE

Barta and Tweten previously served on the Finance Committee. Tweten volunteered to sit on the Finance Committee again. Barta appointed Tweten and himself to serve on the Finance Committee.

OLD BUSINESS

FINANCIAL UPDATES

Hellyer reviewed the 3/31/18 financial report.

Hellyer reviewed the 12/31/17 audit report. The audit was completed by Brady Martz in conjunction with the Grand Forks Park District audit.

Hellyer updated the Board that the IRS Form 990 for 12/31/17 has been completed by Brady Martz. No tax is owed. A motion was made by Soeby to approve the IRS Form 990. Seconded by Kuhn; the vote was unanimous, motion carried.

Hellyer reviewed the 12/31/17 report on available dollars for endowment distributions. Distributions made in 2017 were \$100 from the Pinky Kraft Memorial Fund and \$250 from the Pettit Fund. Hellyer recommended \$2,500 from the Sanny and Jerry Ryan Youth Scholarship Fund (to be transferred to Fund 50 – General Scholarship Fund), \$100 from the Pinky Kraft Memorial Fund (\$50 to GF American Legion and \$50 to EGF American Legion), \$692.16 from the Riedlinger Fund (to Grand Fork Youth Hockey Association if they request this much), and \$543.64 from the Pettit Fund (to Grand Fork Youth Hockey Association if they request this much). A motion was made by Palmiscno to make the endowment distributions in 2018 as recommended by staff. Seconded by Dvorak; the vote was unanimous, motion carried.

Q4 / Q1 REVIEW

Nelson reviewed the activities from October of 2017 to April of 2018, with topics of the thanksgiving thank you / end of year tax break postcard mailer, a pledge reminder for all three campaigns, the filing of the Myra Grant, and the ask in summer guide. Jill also highlighted the funds received from the Rydell Charity Car & Bike Show - \$100,538.44. All funds will go towards the New Skatepark Project.

Nelson reviewed the activities promotion involved in Giving Hearts Day (GHD) 2018 including radio interviews, social media, email, print materials, digital signage, employee involvement, and websites. Nelson reviewed the 2018 GHD results and donations. We raised \$30,163.34 for youth scholarships (pool passes for kids): Online donations - \$14,613.34; match donations - \$9,000 (\$5,000 check donation from DMF Growing Grant and \$4,000 check donation from CPS); and \$550 from the Rising Star Award and Door Prize from the DMF April Event. Our Foundation mailed out 2,000 postcards from our donor list and many emails were sent to our donors. Nelson commented that we worked closely with the local Grand Forks charities collaboration as we promoted on social media and through emails while helping run the GHD Grand Forks collaboration, and co-hosting on KNOX many radio interviews of the local charities.

CAMPAIGN UPDATES

Palmiscno gave an update on the new skatepark project at Kannowski Park. Construction is scheduled to start in May of 2018 for Phase 1. Funding for the project is coming from a variety of sources including a federal Community Development Block Grant, Rydell Car & Auto Show benefit, Grand Forks Park District, other grants, and fundraising. Discussion has started to take place about fundraising for Phase 2.

Palmiscno stated that the Scheels Sports Complex has four fields that are ready to be played on and the construction for the concession stand/restroom is complete. The building was an in-kind donation by ICON Architects and multiple contractors. A ribbon cutting is being considered after the donor wall and monument sign are completed.

Veterans Memorial Park Committee continues to actively fundraise for the project. A sidewalk connecting the parking lot to the ship's anchor is scheduled to be completed in 2018. In addition, the memorial wall and five obelisks have been ordered and will be installed summer of 2018.

NEW BUSINESS

Q2 / Q3 PLAN

Nelson handed out the 2018 annual report draft. Nelson reviewed the upcoming summer fundraisers: 1) DAV Golf Tournament (June 4), with proceeds going to Veterans Memorial Park; 2) Chad Johnson Memorial Golf Event (August TBD), with proceeds going to Chad Johnson Mem. Fund – ICON Facility / Grounds; and 3) Wild Hog Marathon (Sept. 27-29), with proceeds possibly going towards youth scholarships. Nelson also reviewed the direct mailing and acquisitions planned for Q2 and Q3, such as the mailing out of Annual Reports, June Pledge Reminders, and the July / August ask in the Winter Guide being mailed to all GF homes (28,500+ homes). Nelson also reviewed the youth scholarship promotion documents and discussed the focus we will be having on the promotion of youth scholarships to the public.

SCHOLARSHIP PROCESS REVIEW

Hellyer reviewed a proposal for 2018 scholarships. General Scholarship Fund (Fund 50) has approximately \$61,000 as of April 30, 2018. The proposal would reach out to seven associations/clubs that use Park District facilities and offer them scholarships so families who can't afford to send their kid to the program would be able to participate in the various sports. There would be some guidelines that the associations/clubs would have to follow and each association/club would be allotted a maximum of \$1,000 for 2018. The Board supported this proposal and thought it would be a good use of these scholarship dollars.

JOE K. NEEL, JR. DONATION

Palmiscno reported that Joe K. Neel, Jr. donated \$500,000 to the Grand Forks Parks and Recreation Foundation. These funds are unrestricted and can be used for any purpose. Palmiscno presented some ideas on how the funds could be used through matching donations with other organizations that want to improve Grand Forks Park District facilities, creating a signature playground, and leaving some dollars available in the Foundation for a future purpose. Palmiscno noted that Joe K. Neel, Jr. was a veteran of the Air Force and that maybe \$50,000 of these funds could be used to assist the Veterans Memorial Park campaign. The Board supported this idea. Palmiscno will bring it forward to the Grand Forks Park District Board.

NEW ITEMS FROM BOARD OF DIRECTORS & ATTENDEES

No additional items discussed.

ADJOURNMENT

A motion was made by Soeby to adjourn the meeting at 6:02 p.m. Seconded by Kuhn; the vote was unanimous, motion carried.



Bill Palmiscno, Secretary/Treasurer