

**GRAND FORKS PARKS AND RECREATION FOUNDATION
PROCEEDINGS OF THE BOARD OF DIRECTORS
APRIL 27, 2017**

The Board of Directors met for their scheduled meeting on Thursday, April 27, 2017, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. Secretary/Treasurer Palmiscno presided over the meeting.

ROLL CALL

Present were: Secretary/Treasurer Palmiscno and Directors Dvorak, Soeby, Tweten, and Vollrath. Absent were: Acting President Barta and Director Kuhn.

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

APPROVE AGENDA

A motion was made by Tweten to approve the agenda. Seconded by Soeby; the vote was unanimous, motion carried. Absent: Barta and Kuhn.

APPROVE MINUTES - OCTOBER 27, 2016

A motion was made by Soeby to approve the minutes from the October 27, 2016 Board meeting. Seconded by Vollrath; the vote was unanimous, motion carried. Absent: Barta and Kuhn.

BOARD ORGANIZATION

ELECT PRESIDENT

A motion was made by Vollrath to nominate Barta for President. Seconded by Soeby; the vote was unanimous, motion carried. Absent: Barta and Kuhn.

ELECT VICE PRESIDENT

Tweten volunteered to serve as Vice President. A motion was made by Dvorak to nominate Tweten for Vice President. Seconded by Soeby; the vote was unanimous, motion carried. Absent: Barta and Kuhn.

ELECT SECRETARY/TREASURER

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

APPOINT FINANCE COMMITTEE

Barta previously served on the Finance Committee. Tweten volunteered to also sit on the Finance Committee. Barta was not present at meeting to appoint Finance Committee. Hellyer stated he would follow up with Barta on this appointment. (Post meeting – On April 28, 2017 Barta appointed Tweten and himself to serve on the Finance Committee.)

OLD BUSINESS

FINANCIAL UPDATES

Hellyer reviewed the 3/31/17 financial report.

Hellyer reviewed the 12/31/16 audit report. The audit is completed in conjunction with the Grand Forks Park District audit.

Hellyer updated the Board that the IRS Form 990 for 12/31/16 has been completed by Brady Martz. No tax is owed. A motion was made by Soeby to approve the IRS Form 990. Seconded by Vollrath; the vote was unanimous, motion carried. Absent: Barta and Kuhn.

Hellyer reviewed the 12/31/16 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 limited investment gains, because of transition from Morgan Stanley to Alerus as well as poor performance of the stock market, it was discussed to only provide a small distribution of \$100 from Pinky Kraft Memorial Fund, \$250 from Pettit Fund for 2017, and no distributions from the other funds. It was noted that the goal is to make annual distributions from these endowments. It was also discussed about having the Finance Committee annually monitor the investment performance of these funds. A motion was made by Vollrath to make the endowment distributions in 2017 as discussed. Seconded by Soeby; the vote was unanimous, motion carried. Absent: Barta and Kuhn.

Q4 / Q1 REVIEW

Nelson reviewed the activities from October of 2016 to April of 2017, with topics of the thanksgiving thank you postcard mailer, a pledge reminder for all three campaigns, the filing of the Myra Grant, ask in summer guide, and the process of annual plan creation.

Nelson reviewed the activities promotion involved in Giving Hearts Day (GHD) 2017 including radio interviews, social media, email, print materials, digital signage, employee involvement, and websites. Nelson reviewed the 2017 GHD results and donations. We raised \$6,288.50 for youth scholarships (pool passes for kids): Online donations - \$3,144.25 (\$1,141 more online than last year) and match donations - \$3,144.25 (\$500 check donation from Blue Line Club and \$2,644.25 check donation from CPS). Our Foundation teamed up with the GF Education Foundation to mail out 2,000 postcards to their donors and our donors and many emails were sent to their donors and 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.

Nelson also updated the Board on the Dakota Medical Foundation (DMF) Family Funds. Three to four weeks before the 2017 GHD event, our Foundation was informed by DMF that we can no longer be involved with the family fund operations. DMF has informed us they do not want any nonprofit organization involved with the family funds, instead; they are asking the family fund owners work directly with DMF to manage their own account. Per DMF's new policy, it is unclear if our Foundation will be able to receive GHD family funds since DMF would like more control as to where the funds are being allocated. A few weeks later, DMF offered to give our Foundation a one-time \$10,000 match donation on GHD 2017. Per our concern of not being able to take advantage of this match due to the quick turnaround time of securing a donation of \$10,000, we offered other solutions of dispersing the match donation throughout the next 5 years or using it as our initial match donation. DMF was willing to do a \$5,000 match in 2017 and a \$5,000 match in 2018, however we would need to secure an initial \$4,000 match. Nelson is confident our relationship with DMF is not tarnished as Nelson has had very positive conversations with Deb Watne of DMF since then.

CAMPAIGN UPDATES

Palmiscno gave an update that Scheels Sports Complex has two completed fields and one additional field that is ready for practice. The building construction for the concession stand/restroom and the fourth field will hopefully be completed by July. The building is being donated 100% in-kind by ICON Architects and other contractors.

Veterans Memorial Park continues to fundraise for their project. A sidewalk connecting the parking lot to the ship's anchor is being considered for 2017. In addition, the first order of granite block donor stones has been made.

NEW BUSINESS

Q2 / Q3 PLAN

Nelson is in process of finishing the 2017 annual report. She will email it out to all board members to receive before going to print. Nelson reviewed the upcoming summer fundraisers: 1) Keep the Ball Rollin' Golf Tournament (May 25), with proceeds going to Blue Line Club now, 2) DAV Golf Tournament (June 22), with proceeds going to Veterans Memorial Park; 3) Rollin' on the River (August 26), with proceeds going to our Foundation possibly (TBD); 4) Chad Johnson Memorial Golf Event (August 27- TBD), with proceeds going to Chad Johnson Mem. Fund – ICON Facility / Grounds; and 5) Wild Hog Marathon (Sept. 22/23), 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 (27,500+ homes).

CROSS-GENERATIONAL BUSH GRANT


Nelson reviewed the plan to file for a Bush Community Innovation Grant to go towards the new Intergenerational Programming Project, with the goals of bridging the gap between the generations by providing opportunities to break down many of the physical and social barriers between generations and create programs for mutually beneficial activity and learning. Choice Health & Fitness' Fitness Manager, Chris Langei, and Chris Rood, Grant Writer from Dakota Medical Foundation, have been working together to draft this grant.

NEW ITEMS FROM BOARD OF DIRECTORS & ATTENDEES

Tweten inquired if it would work for other Board of Directors and staff if the meeting date was changed to Monday instead of Thursday going forward. There was no objection by others on the Board or staff. Future meetings will be on last Monday of the month in April and October.

ADJOURNMENT

A motion was made by Vollrath to adjourn the meeting at 5:59 p.m. Seconded by Palmiscno; the vote was unanimous, motion carried. Absent: Barta and Kuhn.



Bill Palmiscno, Secretary/Treasurer