

**GRAND FORKS PARKS AND RECREATION FOUNDATION  
PROCEEDINGS OF THE BOARD OF DIRECTORS  
MAY 4, 2021**

The Board of Directors met for their scheduled meeting on Tuesday, May 4, 2021, in the Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:51 p.m. President Dvorak presided over the meeting.

**ROLL CALL**

Present were President Dvorak, Vice-President Bartholomew, and Directors Skarperud and Kraft. Secretary/Treasurer LaDouceur was absent.

Park District staff in attendance were: Executive Director Palmiscno, Superintendent of Finance Hellyer, Choice Health & Fitness General Manager Orr, Community Relations & Marketing Manager Nelson, Facilities Manager Arola, Sports & Recreation Manager Rollefstad, Accounting Manager Lancaster, and Office Assistant Parker.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**APPROVAL OF MINUTES FROM OCTOBER 6, 2020**

Director Skarperud made a motion to approve the minutes from the October 6, 2020, Board meeting. Director Kraft seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

**APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)**

Director Skarperud made a motion to approve the agenda. Director Kraft seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

**FOR DISCUSSION**

**2021 Annual Report**

Community Relations & Marketing Manager Nelson updated the Board on the 2021 Annual Report. The Annual Report will go to print in the next few weeks and be mailed to Foundation donors. The Annual Report will also be available on the Foundation website.

**Campaign Updates**

Executive Director Palmiscno updated the Board on the current campaigns taking place. Veterans Memorial Park will have a dedication event on September 11, 2021. The Rydell Skate Park at Kannooski Park will start construction on phase 2 later in May with an estimated six-week construction timeline. The Kraft Memorial Field Restoration campaign continues to move forward seeking donors for the estimated project goal of \$2,000,000. Community Relations & Marketing Manager Nelson updated the Board that the Giving Hearts Day donations for 2021 went to the Northern Valley Law Enforcement Memorial. In May, the Red River Valley Motorcyclists Bike Show raffle and the Thin Blue Line Special proceeds will go to the Northern Valley Law Enforcement Memorial that is planned to break ground this summer.

**Operational Review**

Nelson reviewed the activities and events from October 2020 through April 2021 and updated the Board on the action plan for the coming months of May 2021 through September 2021.

**Giving Hearts Day Review**

Nelson updated the Board on the 2021 Giving Hearts Day donations. This year's donations of around \$24,000 will go to the Northern Valley Law Enforcement Memorial.

## **FOR ACTION**

### **Appoint Foundation Executive Director**

President Dvorak suggested that Superintendent of Finance Hellyer be appointed the Executive Director of the Foundation. Hellyer will be the Grand Forks Park District, Executive Director, starting on May 31, 2021, after current Executive Director Palmiscno retires.

Director Skarperud made a motion appoint Superintendent of Finance Hellyer as Executive Director of the Foundation. Director Kraft seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

### **Foundation Bank Authorizations**

Current authorized signers on the bank accounts for the Foundation are Palmiscno and Hellyer. Palmiscno is retiring on May 28, 2021. Staff is recommending the Board remove Palmiscno and add Accounting Manager Lancaster on all Foundation bank accounts, with an effective date of May 31, 2021.

Director Kraft made a motion to remove Palmiscno and add Lancaster on all Foundation bank accounts effective May 31, 2021. Vice-President Bartholomew seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

### **2021 Endowment Distributions**

Hellyer reviewed the activity of the endowment funds for the year ended December 31, 2020. The distribution policy allows for a maximum distribution of 4%, using a three-year average. Staff is recommending the Board approve distributions as follows: Sanny and Jerry Ryan Youth Scholarship Fund in the amount of \$2,500, Riedlinger Fund in the amount of \$779.85, Pinky Kraft Memorial Fund in the amount of \$387.98, and Pettit Fund in the amount of \$943.74. No distributions were made in 2020.

Director Skarperud made a motion to approve the 2021 Endowment Distributions as presented. Director Kraft seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

### **2020 IRS Form 990**

Hellyer reviewed the 2020 IRS Form 990 that was prepared by Brady, Martz, and Associates.

Director Skarperud made a motion to approve the 2020 IRS Form 990. Director Kraft seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

### **2020 Audit Report**

Hellyer reviewed the 2020 Audit Report, which is audited along with the Grand Forks Park District financial information.

Director Kraft made a motion to approve the 2020 Audit Report. Vice-President Bartholomew seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

## **APPROVAL OF FINANCIAL REPORT**

Hellyer reviewed the March 2021 financial report. Vendor payments from September 1, 2020, to March 31, 2021, were \$1,248,832.29.

Vice-President Bartholomew made a motion to approve the March 2021 financial report. Director Kraft seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

**STAFF REPORTS**

Hellyer stated that a Special Board Meeting may be needed July 6, 2021 for officer election purposes. The next regular scheduled meeting will take place on October 5, 2021.

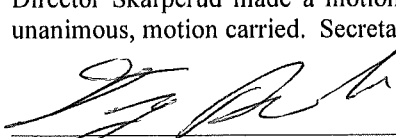
Nelson stated that the Children's Museum and Destination Playground fundraisers will be coming to a future meeting with a funding request, possibly from the Joe Neel fund.

**BOARD MEMBERS' REPORTS**

President Dvorak thanked all staff involved with the Foundation for all their hard work.

**ADJOURNMENT**

Director Skarperud made a motion at 6:33 p.m. to adjourn. Director Kraft seconded the motion; the vote was unanimous, motion carried. Secretary/Treasurer LaDouceur was absent.

  
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Terry Dvorak, President

  
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George Hellyer, Executive Director