

**GRAND FORKS PARKS AND RECREATION FOUNDATION  
PROCEEDINGS OF THE BOARD OF DIRECTORS  
MAY 5, 2020**

The Board of Directors met for their scheduled meeting on Tuesday, May 5, 2020, in the Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 6:12 p.m. President Barta presided over the meeting.

**ROLL CALL**

Present were Vice-President Dvorak, Secretary/Treasurer LaDouceur, and Directors Skarperud and Panzer. President Barta attended by video conference.

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

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**APPROVAL OF MINUTES FROM OCTOBER 1, 2019**

Director Panzer made a motion to approve the minutes from the October 1, 2019, Board meeting. Vice-President Dvorak seconded the motion; the vote was unanimous, motion carried.

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

Vice-President Dvorak made a motion to approve the agenda. Director Panzer seconded the motion; the vote was unanimous, motion carried.

**FOR DISCUSSION**

**Future Options for Neel Fund**

Executive Director Palmiscno presented to the Board a list of ideas for future projects as well as reviewed the projects that have been completed, are in progress, or are in the planning stages that are using funds from the Neel donation. President Barta noted his desire for the remaining funds to be used for a future destination playground.

**2020 Annual Report**

Community Relations & Marketing Manager Nelson updated the Board on the 2020 Annual Report. This year's Annual Report will not be mailed to save on costs. Instead, the Annual Report will be made available on the Foundation website and past donors will be made aware by sending them a postcard.

**Campaign Updates**

Palmiscno updated the Board on the current campaigns taking place. Veterans Memorial Park is scheduled to be completed on October 15, 2020, with a grand opening in the spring of 2021. A Request for Proposal process, for phase 2 of the Rydell Skatepark, was approved by the Park Commissioners on May 5, 2020. Fundraising for the Northern Valley Law Enforcement Memorial and Kraft Field Renovation have been suspended due to the COVID-19 pandemic.

**Operational Review**

Nelson reviewed the activities and events from October 2019 through April 2020 and updated the Board on the action plan for the coming months of May 2020 through September 2020.

**Giving Hearts Day Review**

Nelson updated the Board on the 2020 Giving Hearts Day donations. This year's donations of around \$21,500 will go to the Kraft Field Renovation.

## **FOR ACTION**

### **2020 Endowment Distributions**

Superintendent of Finance Hellyer reviewed the activity of the endowment funds for the year ended December 31, 2019. The distribution policy allows for a maximum distribution of 4%, using a three-year average. Due to the stock market decline through April 2020, staff is recommending to not make any endowment distributions for 2020.

Director Panzer made a motion to not make endowment distributions for 2020. Secretary/Treasurer LaDouceur seconded the motion; the vote was unanimous, motion carried.

### **Distribution from Neel Fund**

Palmiscno presented to the Board a list of distribution requests totaling \$104,497.84 from the Neel Fund. The ICON Sports Center shooting room requested \$4,497.84, the Rydell Skatepark has requested \$50,000 and the Northern Valley Law Enforcement Memorial has requested \$50,000.

Director Panzer made a motion to approve the distribution from Neel Fund as requested. Director Skarperud seconded the motion; the vote was unanimous, motion carried.

### **2019 IRS Form 990**

Hellyer reviewed the 2019 IRS Form 990 that was prepared by Brady, Martz, and Associates.

Vice-President Dvorak made a motion to approve the 2019 IRS Form 990. Secretary/Treasurer LaDouceur seconded the motion; the vote was unanimous, motion carried.

### **2019 Audit Report**

Hellyer reviewed the 2019 Audit Report, which is audited along with the Grand Forks Park District financial information.

Secretary/Treasurer LaDouceur made a motion to approve the 2019 Audit Report. Director Panzer seconded the motion; the vote was unanimous, motion carried.

## **APPROVAL OF FINANCIAL REPORT**

Hellyer reviewed the March 2020 financial report. Vendor payments from September 1, 2019, to March 31, 2020, were \$686,868.69.

Director Skarperud made a motion to approve the March 2020 financial report. Director Panzer seconded the motion; the vote was unanimous, motion carried.

## **STAFF REPORTS**

Hellyer stated that a Special Board Meeting will be needed in June, after the election, to elect officers for the Foundation Board. The next regular scheduled meeting will take place on October 6, 2020.

## **BOARD MEMBERS' REPORTS**

None.

## **ADJOURNMENT**

Secretary/Treasurer LaDouceur made a motion at 6:31 p.m. to adjourn. Vice-President Dvorak seconded the motion; the vote was unanimous, motion carried.



Terry Dvorak, Vice-President



Bill Palmiscno, Executive Director