

**CALIFORNIA ASSOCIATION OF RECREATION AND PARK DISTRICTS
(CARPD)**

**MINUTES OF THE BOARD OF DIRECTORS
MEETING ON October 18, 2017 at 10:00am**

A Board of Directors meeting was held on October 18, 2017 at 10:00 a.m. at the CAPRI/CARPD Offices in Citrus Heights, CA.

MEMBERS PRESENT: President, Mike Limbaugh, Hesperia
President-Elect Gene Hostetler, Rancho Simi (via phone)
Secretary, Maryalice Faltings, Livermore Area
Chief Financial Officer, Al McGreehan, Paradise
David Furst, Livermore Area
Rudy Gutierrez, Desert (via phone at 10:42 a.m.)
Rick Sloan, Cordova
Lindsay Woods, Hesperia

MEMBERS ABSENT: Past President, Joe Gibson, Conejo
Mark Johnson, Rancho Simi
Stephen Fraher, Arcade Creek

OTHERS PRESENT: Executive Director, Patrick Cabulagan
Risk Manager, Rick Richards
Administrative Assistant, Carlee Ethridge

1. CALL TO ORDER

The October 18, 2017 Board of Directors meeting was called to order at 10:07 a.m. by CARPD Board President Mike Limbaugh.

2. ATTENDANCE

Secretary Maryalice Faltings took roll and noted that Past President Joe Gibson, Mark Johnson, and Stephen Fraher were absent. It was also noted Rudy Gutierrez came on via phone at 10:42 a.m.

3. AGENDA MODIFICATIONS/APPROVAL

Al McGreehan recommended to modify the agenda by adding items 11F. 2018 GM Meeting and 11G. CARPD Brochure.

Al McGreehan made a motion to approve the agenda with additions. The motion was seconded by Maryalice Faltings.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst, and Gene Hostetler.

Noes: None.

Abstentions: None.

4. PRESIDENT'S REPORT

President Mike Limbaugh shared that this year's CARPD spring conference will begin one day earlier and end one day earlier (Wednesday-Friday).

5. BOARD OF DIRECTORS ROSTER/COMMITTEE ASSIGNMENTS

President Mike Limbaugh removed CARPD Status Committee from the Committee Assignments.

6. MINUTES

The Board of Directors reviewed the minutes for July 19, 2017 and found a couple sentences to be rewritten.

Al McGreehan moved to adopt the July 19, 2017 minutes as amended. The motion was seconded by David Furst.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods and David Furst, and Gene Hostetler.

Noes: None.

Abstentions: None.

7. CORRESPONDENCE

Nothing to report.

8. PUBLIC COMMENTS

Nothing to report.

9. FINANCIAL REPORT

Executive Director Patrick Cabulagan and Chief Financial Officer Al McGreehan updated the Board on the financial statements for July 2017. No additional comments were shared.

Lindsay Woods made a motion to accept and approve the financial statements for July 2017. The motion was seconded by Gene Hostetler.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods, David Furst and Gene Hostetler.

Noes: None.

Abstentions: None.

10. COMMITTEE REPORTS/MEETINGS

A. Nominations Committee

Nothing to report.

B. Finance Committee

Nothing to report.

C. Conference Committee

The Conference Committee had a meeting via teleconference on October 11, 2017 at 9:30 a.m. to discuss the 2018 CARPD Conference. Those in attendance were: Chair Gene Hostetler; Mike Limbaugh; Lindsay Woods; Maryalice Faltings; Rick Sloan; and staff.

The Committee reviewed the survey results regarding the conference date. Some of the highlights/comments from the survey include: 1) keeping the conference in May; 2) possibly starting the conference a day earlier; and 3) When possible having the conference follow CSDA's legislative days.

The Committee reviewed potential conference locations, dates and times. There were proposals for Santa Cruz, Palm Springs, South Lake Tahoe and Sacramento. We received one proposal from an Indian Casino in Riverside.

It was suggested to have the roundtables on the first day vs. the last day of the conference. Staff suggested they would put together sample schedules/suggestions for roundtables on Day 1 of Conference.

Topics and speakers were discussed briefly. It was recommended a GM broadcast be sent out to the General Managers to get their feedback as to topics they would like discussed and speaker recommendations.

Topics

- Weed/Marijuana in the workplace (Jan. 1, 2018 law takes place)
- LAFCO
- Park Bond
- Disaster Preparedness
- Public Information Officer Best Practices

Looking at Mike Madrid as a possible Keynote speaker who speaks on Grass Roots/Politics/Voting.

D. Legislative

The Legislative Committee held a conference call hosted by Ralph Heim and Russ Noack of PPA. It was attended by Jim Friedl, Kevin Kalman, Mike Grace, Bridgette Shearer, Elaine Freeman, Al McGreehan, Tim Berry, Pat Cabulagan and Rick Richards. We discussed several bills, our position on the bills and any needed follow up or concern.

Rick Richards attended a SB5 support rally at the State Capital. The rally organizers were California Environmental and Energy Consulting (CALEEC). There were several districts in attendance as well as Russ Noack of PPA. Rick Richards met with the organizers and had CARPD added to list of JPA's and Recreation and Park districts that are in support of SB5.

Rick Richards also attended a follow support committee meeting with CALEEC to learn of the passing of SB5 and the bill being moved to the Governor's desk to be signed in preparation of being placed on the June 2018 ballot. The next Legislative Meeting will be October 19, 2017 via teleconference at 2:30 in the afternoon.

E. Awards

Maryalice Faltings, Secretary recommended adding music to the awards ceremony for the 2018 CARPD Conference.

F. CAPRI

Nothing to report.

G. Legislative Outreach

Nothing to report.

11. OLD BUSINESS

A. State Budget

Nothing to report.

B. Legislative Outreach

Nothing to report.

C. CARPD Status/501(c)6

For approximately 2 years, we have been working to get our 501(c)6 exempt status for CARPD. Letters from the Internal Revenue Service and the State Franchise Tax Board have been received granting our 501(c)6 status.

A 990 form will need to be filed annually along with the IRS and State tax form. CARPD's accountants have been made aware of the exempt status and will be filing the necessary paperwork annually. It was recommended by the Board that we put a line item in the budget for Accounting and Legal Services for the tax preparation and any legal services.

D. 2017-2018 Membership Dues Update

The Membership Dues invoices went out to the membership in June 2017. As of this writing, we have received all the membership dues. We have received \$109,000 in membership dues.

E. Executive Director 2018 Goals/Objectives

At the last Board of Directors meeting, the Board reviewed the Executive Director 2018 Goals/Objectives. The Board wanted, where possible, for the goals/objectives to be more quantifiable. After making their recommendations, they asked staff to bring back a clean copy of the goals/objectives with their recommended changes.

As part of the Executive Directors goals of increasing membership, the Membership Committee requested they receive the list of District's that are not currently a part of CARPD. There are roughly 40 or so Districts that are not a part of CARPD.

The Board directed staff to always have Executive Director 2018 Goals/Objectives on the agenda so that the Board can be updated on the progress of the goals.

F. 2018 General Managers Meeting

Executive Director Pat Cabulagan will plan to meet with General Manager's Lindsay Woods and Stephen Fraher to further discuss planning and implementation of the 2018 General Managers meeting.

G. CARPD Brochure

Executive Director Pat Cabulagan will write the content for the brochure and send the completed brochure to those that volunteered to help with the brochure.

12. NEW BUSINESS

A. CARPD 2018 Spring Conference

After reviewing the proposals and new conference dates, the Board directed staff to secure the Lake Tahoe Resort for the 2018 Spring Conference from May 30 through June 1, 2018. We are moving the conference up one day based on available dates of the Lake Tahoe Resort and because of comments from the membership.

The Committee discussed various topics for sessions at the conference including: 1) Marijuana in the Workplace; 2) Disaster Preparedness; 3) Public Information Officer Training/Best Practices; 4) Emerging Recreation Trends; 4) ADA Liability and Implementation Plans; 5) Funding for Recreation and Park Districts; and 6) Employment Law Update. An email was sent out to all district managers requesting information on topics desired.

Executive Director Pat Cabulagan will bring a mock schedule for the 2018 conference to the Conference Committee which will show the Board and General Manager Roundtables occurring on the 1st day. There were several suggestions from the membership to move the roundtables to the first day.

B. CARPD Checking/Savings Accounts

As of September 2017, CARPD currently has the following accounts:

Wells Fargo Business Checking:	\$107,956.74
Wells Fargo Business Savings:	\$10,004.01
Wells Fargo Advisory Account:	\$17,372.48
LAIF	\$30,815.36

Due to the 501(c)6 application process, several of the accounts needed to remain open but now it is time to consolidate. Staff recommends that we pare down the financial accounts to the Wells Fargo Business Checking and the Wells Fargo Business Savings. Because minimum balances need to be kept on several of the accounts (Business Checking, Business Savings, Advisory) to avoid the bank fees, it is prudent to consolidate the accounts so that the minimum balances can be met. The difference in investment earnings decreases slightly, but the elimination of the bank fees more than makes up for the change.

Executive Director Pat Cabulagan recommends consolidating the financial accounts to Wells Fargo Business Checking and Wells Fargo Business Savings.

Chief Financial Officer Al McGreehan made a motion to give authority to Executive Director Pat Cabulagan on behalf of the Board to make changes as needed to the accounts above. The motion was seconded by David Furst.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods and David Furst, and Gene Hostetler, and Rudy Gutierrez.

Noes: None.

Abstentions: None.

C. Possible Bylaw Revisions

Because of the new 501(c)6 tax exempt status, CARPD's tax attorneys revised the CARPD Bylaws which were reviewed and approved by the Board. Those changes need to be approved by the membership in May 2018.

The Bylaws Committee will be meeting to review those changes, as well as make recommendations regarding other changes to the Bylaws. As a result of discussions at the last Board meeting regarding the Executive Director position possibly being allowed to serve as President and the recommended revisions from the tax attorney regarding our 501(c)6 status, staff will be sending out a "redlined" copy of the proposed Bylaw

revisions to the Board of Directors. The Board will send any comments/changes to staff within a few weeks so that the Bylaws Committee can review those comments.

D. CARPD Newsletter

Currently, CARPD creates and publishes the newsletter following each Board of Directors meeting. It is normally mailed via USPS to each of the Districts. It was suggested to email a copy of the newsletter to each of the Board of Directors and General Manager of each district.

Every newsletter consists of the President's message, Legislative Update and then 1-2 articles regarding CARPD, the conference or article pertaining to Recreation and Park Districts. At times it can be difficult to find pertinent articles for the newsletter. Staff recommends adding a CAPRI section in the newsletter (1/2 page to 1 full page) that would include claims info, risk management information, case law updates.

Chief Financial Officer Al McGreehan made a motion to give Executive Director Pat Cabulagan creative license to the Communicator. This motion was seconded by Lindsay Woods.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Mike Limbaugh, Lindsay Woods and David Furst, and Gene Hostetler, and Rudy Gutierrez.

Noes: None.

Abstentions: None.

13. CARPD CALENDAR OF EVENTS

Nothing to report.

14. EXECUTIVE DIRECTOR'S REPORT

Nothing to report.

15. BUSINESS ITEMS FOR NEXT MEETING

Nothing to report.

16. CLOSING COMMENTS

Nothing to report

13. ADJOURNMENT

The meeting adjourned at 11:32 a.m.

NOTICES:

The next CARPD Board of Directors meeting is scheduled for January 17, 2018 at the CAPRI/CARPD office.