

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

**MINUTES OF THE BOARD OF DIRECTORS
MEETING ON July 19, 2017 at 10:00am**

A Board of Directors meeting was held on July 19, 2017 at 10:00 am at the CAPRI/CARPD Offices in Citrus Heights, CA.

MEMBERS PRESENT: President, Mike Limbaugh, Hesperia
Secretary, Maryalice Faltings, Livermore Area
Chief Financial Officer, Al McGreehan, Paradise
Stephen Fraher, Arcade Creek
David Furst, Livermore Area
Rudy Gutierrez, Desert (via phone)
Mark Johnson, Rancho Simi (via phone)
Rick Sloan, Cordova
Lindsay Woods, Hesperia

MEMBERS ABSENT: Past President, Joe Gibson, Conejo
President-Elect Gene Hostetler, Rancho Simi

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

1. CALL TO ORDER

The July 19, 2017 Board of Directors meeting was called to order at 10:02 a.m. by CARPD Board President Mike Limbaugh.

2. ATTENDANCE

Secretary Maryalice Faltings took roll and noted that Past President Joe Gibson and President-Elect Gene Hostetler were absent.

3. AGENDA MODIFICATIONS/APPROVAL

Al McGreehan made a motion to approve the agenda. The motion was seconded by David Furst.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Mark Johnson, Stephen Fraher, Mike Limbaugh, Rudy Gutierrez, Lindsay Woods and David Furst.

Noes: None.

Abstentions: None.

4. PRESIDENT'S REPORT

Nothing to report.

5. BOARD OF DIRECTORS ROSTER/COMMITTEE ASSIGNMENTS

The Committee Assignments were updated and will be sent to the CARPD Board via email.

6. MINUTES

The Board of Directors reviewed the minutes for May 18, 2017 and May 21, 2017 and found a few grammatical changes.

Rick Sloan made a motion to approve the meeting minutes with the amended changes. The motion was seconded by Al McGreehan.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Mark Johnson, Stephen Fraher, Mike Limbaugh, and David Furst.

Noes: None.

Abstentions: Rudy Gutierrez and Lindsay Woods.

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 June 2017. Overall, we are in good shape. No additional comments were shared.

Mark Johnson made a motion to approve the financial statements for June 2017. The motion was seconded by Maryalice Faltings.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Mark Johnson, Stephen Fraher, Mike Limbaugh, Rudy Gutierrez, Lindsay Woods and David Furst.

Noes: None.

Abstentions: None.

10. COMMITTEE REPORTS/MEETINGS**A. Nominations Committee**

Nothing to report.

B. Finance Committee

Nothing to report.

C. Conference Committee

Nothing to report.

D. Legislative

The Legislative Committee held an informal meeting with Ralph Heim and Russ Noack during the CARPD Conference in Santa Cruz, CA. In attendance was Joe Gibson, Al McGreehan, Jim Friedl and Rick Richards. There was discussion around AB 18 and SB5 and our current course of action. It was recommended by Ralph Heim and Russ Noack that because the current state of the bills that we hold on any further action. The idea of having the participants of the various districts programs pen letters to the local legislators in support of either or both bills was put on hold, pending the further action of the legislature and/or the conclusion of either or both bills.

E. Awards

Nothing to report.

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 2017 Spring Conference Update

Overall, Executive Director Pat Cabulagan thought the conference went very well. Based on the feedback reported from the post Conference survey, the attendees felt overall that the conference was good. The conference (location, speakers, etc.) were all good. Most of our speakers received favorable ratings. The attendees really enjoyed the Sponsor's reception on Friday night. As for the location for next year's conference, South Lake Tahoe and Santa Cruz areas received the highest number of votes with Palm Springs not far behind. As for dates of the conference, nothing stuck out as far as dates for the conference except that the members did not want it the first week in June. There was a suggestion for May 24-26, 2018; however, that is Memorial Day weekend so our attendance might drop. We will have a Conference Committee meeting soon after the CAPRI Board of Directors

meeting to start planning next year's CARPD Spring conference based upon the feedback from the survey and comments from the Board of Directors.

D. CARPD Status/501(c)6

We are just waiting for the IRS and the State Franchise Board's response to our application for the 501(c)6 status. Gilbert Accountancy has been contacted to check on the status of our applications. When more information becomes available it will be distributed accordingly. Executive Director Patrick Cabulagan suggested rewriting the intro page on the website with no prior history of CARPD to fulfill the requirements for 501(c)6 status and to have the website up and running.

E. 2017-2018 Membership Dues Update

Membership Dues invoices went out on June 16, 2017. The membership dues are coming in as we speak. Below are the current membership dues as approved by the Board in March 2017:

Revenues Category based on Annual Budget	Proposed Dues
\$0 - \$99,999	\$400
\$100,000 - \$199,999	\$800
\$200,000 - \$299,999	\$1,000
\$300,000 - \$599,999	\$1,500
\$600,000 - \$999,999	\$2,000
\$1,000,000 and higher	\$2,500

12. NEW BUSINESS

A. CARPD 2018 Spring Conference Date/Location/Topics

Staff recommended looking at May 3-5, 2018 and May 17-19, 2018. May 13, 2018 is Mother's Day which makes May 10-12, 2018 difficult. We sometimes try to coincide with CSDA's Legislative Days, but this year CSDA Legislative Days is May 22-23, 2018 and the following weekend is the Memorial Day weekend. That might hurt our attendance if we have the conference May 24-26, 2018.

As for locations, based on the survey, staff recommends that we obtain quotes from Santa Cruz, South Lake Tahoe, Palm Springs and possibly some Indian Casinos in Northern California. It was suggested to resurvey the General Managers with an open calendar year to see if there is an overwhelming response to hold the conference at another time of year. CARPD staff will be obtaining quotes from Santa Cruz, Lake Tahoe, San Diego, Palm Springs, and Napa. We know Lake Tahoe Resort is unavailable for May 3-5, 2018. The results of the new survey will be presented during the next Board of Directors meeting.

B. Elections

In March 2017, the Nominating Committee was discussing the possibility of nominating an Administrator for President Elect, but the Committee wasn't sure if the Bylaws allowed it and since we haven't nominated/elected an Administrator for any of the "Officer" positions before, the Committee wasn't sure how it would all work.

After some discussion and review of the language in the Bylaws, the Board felt that as currently written in the Bylaws, the Administrator position could not be elected to an "officer" position. If the Board wanted to change the status the Bylaws would need to be revised.

C. 2018 General Managers Meeting

One of the goals this year (see 12 E – Executive Directors Goals/Objectives) is to host a General Managers Meeting this fiscal year.

We had a General Manager's Orientation 3 years ago in Sacramento which was successful. We would like to enlist the assistance of the two Administrators on the Board of Directors to set up this meeting and to help set the program.

The dates being looked at are January or February 2018. Some of the topics would include: GM Roundtable; CAPRI Insurance/Coverages; Legislative Issues; Grants/Funding Opportunities; Ways to Save Money, etc. This will be discussed in more detail at the next meeting.

D. CARPD Brochure

With the 501(c)6 status hopefully soon to be finalized, we can complete/re-do the CARPD tri-fold brochure.

We want to solicit those on the Board of Directors that want to assist in updating/recreating the CARPD Brochure. Executive Director Pat Cabulagan and Administrative Assistant Carlee Ethridge will start the updating/recreating of the brochure. This process will begin shortly as Chief Financial Officer Al McGreehan and Rick Sloan volunteered to help by providing their suggestions and changes.

E. Executive Director 2018 Goals/Objectives

At the last Board of Directors meeting, the Board conducted the Executive Directors evaluation and asked the Executive Director to provide goals/objectives for 2017/2018. The Board suggested that the goals be more quantifiable, so they made the following recommendations:

- 1) Continue to improve the attendance and program for the CARPD Spring Conference by 5%.
- 2) Increase sponsorships for the conference by \$1,000.
- 3) Increase membership by 2 districts by sending out conference registration/programs to Community Service Districts and non-member districts for the 2018 conference.

- 4) Host the General Managers meeting in 2018
- 5) Get the 501(c)6 status finalized
- 6) Create a new brochure for CARPD
- 7) Continue to improve on our Legislative Advocacy (get our Districts more involved in sending letters to Legislators, meeting Legislators, attending our legislative meetings, etc.)
- 8) Get our website back up and running, keep it up-to-date and improve the website
- 9) Revise CARPD's purpose: who we are, what we do, and benefits we must offer and why we exist.

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 12:12 p.m.

NOTICES:

The next CARPD Board of Directors meeting is scheduled October 18, 2017 at the CAPRI/CARPD office.