

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

**MINUTES OF THE BOARD OF DIRECTORS
MEETING ON JANUARY 16, 2013**

A meeting of the Board of Directors was held on January 16, 2013 at The Shoreline Center, 7520 Doolittle Drive, Martin Luther King Jr. Regional Shoreline Park in Oakland, California at 9:30 a.m.

MEMBERS PRESENT: Mike Limbaugh, President, Hesperia
Gene Hostetler, President Elect, Rancho Simi
Joe Gibson, Past President, Conejo
Nick Schouten, Chief Financial Officer, Valley Wide
Maryalice Faltings, Secretary, Livermore Area
Rick Sloan, Cordova
Al McGreehan, Paradise
Carol Severin, East Bay
Manuel "Manie" Meraz, Orangevale
Stephen Fraher, Arcade Creek

MEMBERS ABSENT: Tarry Smith, Ambrose

OTHERS PRESENT: Patrick Cabulagan, Administrator
Bob Miller, Risk Manager
Tara Tappan, Administrative Assistant
Nancy Schouten
Joe Donofrio, General Manager Consultant
Dean Wetter, General Manager, Valley Wide
Frank Gorman, Board Vice President, Valley Wide

1. CALL TO ORDER

The January 16, 2013 Board of Directors meeting was called to order at 10:00 a.m. by Board President Mike Limbaugh.

2. ATTENDANCE

Attendance was taken by Secretary Faltings. Tarry Smith was absent from the meeting. The Board welcomed new board member Stephen Fraher. Nick Schouten introduced guests Dean Wetter, Frank Gorman, and Nancy Schouten.

3. AGENDA MODIFICATIONS/APPROVAL

None

4. PRESIDENT'S REPORT**A. Committee Assignments**

Joe Gibson was added to the Conference Committee. Stephen Fraher was added to the Awards Committee. Al McGreehan was added to the Budget/Finance Committee and will now be the Committee Chair. Joe Gibson and Rick Sloan were added to the Nominations Committee; Joe Gibson will be the new Chair. Stephen Fraher was added to the Legislative Committee. No changes were made to the Bylaws Committee or the Environmental Sustainability Committee. Maryalice Faltings was added to the Membership/Legislative Advocacy Committee. Rick Sloan will remain the CSDA Representative.

5. MINUTES

No changes were made to the October 23, 2012 Meeting Minutes.

The minutes were unanimously adopted by the Board Members.

6. CORRESPONDENCE

None

7. PUBLIC COMMENTS

Dean Wetter, Administrator of the Valley Wide Recreation and Park District, informed the Board that Nick Schouten was not reelected to the Valley Wide Board of Directors, and will unfortunately no longer be on the CARPD Board. Valley Wide would, however, like to continue to participate on the CARPD Board. Dean then introduced Frank Gorman to the Board. Frank Gorman is the Vice President of the Valley Wide Board of Directors. He mentioned that he would like to be active, participate, and help the CARPD Board in any way that he could.

8. FINANCIAL REPORT**A. Balance Sheet**

Nick Schouten presented his report of CARPD's balance sheet. Maryalice Faltings asked why the budgeted amount for dues is more than what actually comes in. Nick explained that this was because not all of the districts have paid their dues; one district's check got lost in the mail and some districts might be leaving. Invoices will be sent to all districts that have not yet paid their dues.

B. Expenditure Report

Nick Schouten presented CARPD's expenditure report. Maryalice asked Nick to clarify what was represented by the "Projected Budget" column in the report. Nick explained that the column represented what the budget was projected to be at the end of the year. Joe Gibson suggested that the "Projected Budget" column in the report be changed to "Projected Actual Budget." As well, he suggested that line item 205, "Prior Years Conference Income," Projected (Actual) Budget be changed from \$2,570.00 to \$2,890.00 to make the report more accurate.

Joe Gibson made a motion to accept the Balance Sheet and Expenditure report as amended. This motion was seconded by Maryalice Faltings. The motion passed unanimously.

9. COMMITTEE MEETINGS

There was no discussion on Committee Meetings.

10. COMMITTEE REPORTS**A. 2013 Conference Report**

Gene Hostetler, the Conference Committee Chair, reported that the conference will be held at the Embassy Suites in South Lake Tahoe May 16-18, 2013. Executive Director Pat Cabulagan informed the Board that notices had already been sent out to the districts in the *Communicator* Newsletter. Registration Forms will also be sent out once the Board approves them.

The Board looked over the tentative schedule for the conference. One issue that came up is that a key note speaker has not yet been found to speak during the General Membership Meeting. Pat asked the Board how much was normally spent on speakers. The Board suggested that he use his best judgment to decide what an appropriate amount would be. Lunch speakers will also need to be found. Ralph Heim will likely speak at the Friday Lunch and the Board suggested finding a local (Lake Tahoe) speaker for the Saturday Lunch.

Pat also went over the speakers for the Breakout Sessions. Several speakers have already been confirmed and there are a few that have agreed to speak, but have not confirmed a time and date yet. The Board suggested giving conference attendees a break on either Friday or Saturday so that they could gamble and enjoy the conference location. The Board would also like to add a time for General Manager and Board Member Round Table meetings.

The Board also looked over the three options for the Awards Banquet location presented in their Agenda. It was decided that the banquet would be held at Harvey's because it is closer to the conference location and it will be easier for attendees to get there. The sponsor reception will consist of cocktails and hors d'oeuvres and will be held at the Embassy Suites.

The Board approved the Conference Registration Form, but wanted to make sure that it does not go out with topics/speakers that have not yet been confirmed.

At this time Nick Schouten suggested discussing the sponsorship program, which can be found under 11E.

B. Legislative

Robert Miller reported to the Board that the only thing to report on is the introduction of Assembly Bill 5; which will affect civil code sections 51 and 54. This Bill seeks to make the homeless a protected class under civil rights legislation. The passage of this Bill would leave public areas, including parks, open to the homeless 24 hours a day so that they could use the facilities, park a vehicle indefinitely, etc. They would also have the right to congregate, meet, store items, and be free from harassment on the property. This would leave parks open to civil action. This Bill has been passed on to the Legislative Committee to keep an eye on the progress of the bill.

Robert Miller also reported that Ralph Heim is working with the Legislative Committee to initiate a bill that would allow Recreation and Park Districts to levy an assessment on tax measures with only having to receive 55% of the vote.

Joe Donofrio, General Manager Consultant, arrived at 10:55 and was introduced to the Board by President Limbaugh.

C. Awards

Committee Chair Maryalice Faltings reported that the Awards Committee reviewed the Awards Application and Guidelines for Awards Nominations forms and suggested making some minor changes before the forms were sent out to districts. The Guidelines form will now say that the applications will be limited to five pages INCLUDING exhibits and attachments; and the request for no cover letters will be bolded.

D. Nominations/Elections

Committee Chair Joe Gibson reported that the Committee needs to meet to come up with a slate of officers to bring back to the Board for the next meeting in March.

E. CAPRI

Executive Director Cabulagan reported that CAPRI issued dividends in November for the Liability program in the amount of \$250,000 and that CAPRI will be issuing a dividend in the amount of \$350,000 for the Workers' Compensation program to go out in the next couple of weeks.

Executive Director Cabulagan also reported that CAPRI's Liability program is looking good, but that there have been a very large number of Property claims this year. The Workers' Compensation program is having an average year, but this year's Liability program might set a record for the lowest losses to date. It looks as though Workers' Comp. and Property rates will be going up and Liability rates will be going down.

11. OLD BUSINESS**A. Review Mission Statement/Goals**

The Mission Statement, Goals and Objectives will be introduced to the Membership at the conference in May.

Al McGreehan made a motion to approve the Mission Statement and the Goals and Objectives. This motion was seconded by Gene Hostetler. The motion passed unanimously.

B. Bylaws Review/Update

Al McGreehan, Chairman of the Bylaws Committee noted that the date on the Bylaws needed to be changed from 2012 to 2013. Joe Gibson suggested changing the title of Article II from "Mission and Objectives" to "Mission and Goals." The Bylaws will be brought to the Membership to be ratified at the conference in May.

Joe Gibson moved that the Bylaws be approved as amended. This motion was seconded by Gene Hostetler. The motion passed unanimously.

C. Approve/Review Annual Membership Dues

Executive Director Cabulagan presented the Board with proposed dues increases. The board decided that because invoices do not go out until June that the discussion of dues increases would be tabled until the next meeting in March. The Finance Committee will meet and discuss and come back with a recommendation.

D. Website

Staff proposed taking over the CARPD website and presented a preview of the possible new website to the Board. If staff were to take over and build a new

website for CARPD, the costs would be minimal and changes/updates could be made in a timelier manner. The Board approved Staff's proposal to take over the website.

E. Sponsorship Program

Nick Schouten expressed concern that it is not clear what the benefits of sponsorship are. Executive Director Cabulagan explained that the sponsorship program will become more formalized and, in the future, sponsors will be listed on the front page of the CARPD website as well as on a display board at the conference. The benefits of sponsorship will also be clearly defined in the sponsor registration form that will be sent out to potential sponsors as well as put up on the website. Last year's sponsors will be thanked on the website as well as on the next newsletter.

Executive Director Cabulagan informed the Board that sponsors solicitation letters will be sent out to as many potential sponsors as possible.

F. Update of General Manager Consultant Position

President Limbaugh introduced new General Manager Consultant Joe Donofrio who then provided a brief introduction and what his goals are for CARPD. He suggested setting up a general manager networking group to keep the lines of communication between districts open. As well he thinks that new general manager outreach should be emphasized to encourage involvement with CARPD and better serve our Member Districts.

No action was taken.

12. NEW BUSINESS

A. New CARPD Logo

The Board was presented with several options for a new logo. After individually stating which logo each Board Member preferred, the selection was narrowed down to three options. Staff will mock up the three options on letterhead for the Board to choose from during the March Board Meeting.

B. Brochure

The Board decided to form an ad hoc brochure committee to assist Staff in developing a new, up-to-date brochure. Members of this committee include: Rick Sloan, Maryalice Faltings, and Carol Severin.

C. CARPD Vacancy

12C and 12D were discussed together.

The Board discussed the vacant position left by Nick Schouten. Joe Gibson suggested keeping Nick involved with the Board during the transition period for the CFO position. Joe also suggested that Al McGreehan relinquish his at large position and take over the CFO position. This would open up an at large position that the Board could fill by appointment. Executive Director Cabulagan suggested that CAPRI handle the finances with oversight from the CFO. Al would be willing to step in and become CFO in this capacity.

Joe Gibson made a motion that Al McGreehan fill the CFO position and that the accounting responsibility be moved to a Staff function with CFO oversight, approval and review responsibility. This motion was seconded by Gene Hostetler. The motion passed unanimously.

Joe Gibson made a second motion that, although Nick Schouten does not meet the requirements of a Board Member as outlined in the bylaws, he be asked to stay involved with the Board and that CARPD cover his travel expenses as though he were a Board Member through the financial/CFO transitional period. This motion was seconded by Gene Hostetler. The motion passed unanimously.

D. Discussion for CFO Position

Discussed in conjunction with 12C.

E. Fiscal Year 2013-2014 State Budget

There was little discussion regarding the 2013-2014 State Budget.

F. Strategy for Contacting/Educating New Legislators

CARPD needs to identify new legislators that need to be contacted and what Member Districts should be in contact with them. Joe Gibson suggested setting up a conference call with the Legislative Committee. It was also suggested that Member districts be encouraged to contact and engage with legislators. Joe Gibson also suggested that CARPD put together a letter or a packet that can be sent to legislators.

No action was taken.

13. CARPD CALENDAR OF EVENTS

Executive Director Cabulagan went over the calendar with the Board. The Next

Board Meeting will be held on March 20, 2013 at the CAPRI office.

14. EXECUTIVE DIRECTOR'S REPORT

No Discussion.

15. BUSINESS ITEMS FOR NEXT MEETING

- Logo Selection
- Awards Applicants
- 2013 Conference Schedule (Speaker/Sessions) Finalization
- 2013 Conference Sponsors
- Membership Dues

16. CLOSING COMMENTS

None.

17. ADJOURNMENT

The meeting adjourned at 12:55 p.m.