

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

**MINUTES OF THE BOARD OF DIRECTORS
MEETING ON November 5, 2014**

A meeting of the CARPD Board of Directors was held on November 5, 2014 at the Westin Hotel in Sacramento, CA at 10:00 a.m.

MEMBERS PRESENT: Rick Sloan, President, Cordova
Gene Hostetler, Past President, Rancho Simi
Al McGreehan, Chief Financial Officer, Paradise
Mike Limbaugh, Hesperia
Maryalice Faltings, Secretary, Livermore Area
Stephen Fraher, Arcade Creek
Manuel “Manie” Meraz, Orangevale
Tarry Smith, Carmichael
Frank Gorman, Valley-Wide
Mark Johnson, Rancho Simi

MEMBERS ABSENT: Joe Gibson, Conejo

OTHERS PRESENT: Patrick Cabulagan, Executive Director
Rick Richards, Risk Manager

1. CALL TO ORDER

The November 5, 2014 Board of Directors meeting was called to order at 10:00 a.m. by Board President Rick Sloan.

2. ATTENDANCE

Secretary Faltings took roll and noted that Joe Gibson and Manie Meraz were absent. Manie Meraz arrived shortly thereafter at 10:06 a.m. New Board member Mark Johnson was welcomed to the Board.

3. AGENDA MODIFICATIONS/APPROVAL

Executive Director Cabulagan suggested moving Agenda Item 12 A (Strategic Planning/Board of Directors Meeting Agenda) up to be discussed after Agenda

Item 6 (Minutes). Al McGreehan Suggested adding an agenda item to discuss the results of the midterm election. President Sloan said that this topic would address under the President's Report (Agenda Item 4).

Mike Limbaugh made a motion to approve the agenda with the requested revisions. This motion was seconded by Al McGreehan.

Ayes: Rick Sloan, Gene Hostetler, Maryalice Faltings, Mark Johnson, Frank Gorman, Tarry Smith, Manie Meraz, Mike Limbaugh, Al McGreehan and Stephen Fraher.

Noes: None.

Abstentions: None.

4. PRESIDENT'S REPORT

The Board discussed the results of the midterm elections. Al McGreehan suggested that CARPD reach out to welcome and congratulate newly elected Board members from the member districts.

5. BOARD OF DIRECTORS ROSTER/COMMITTEE ASSIGNMENTS

Al McGreehan requested that the Legislative Advocate's email address be added to the roster so that Board members can contact him directly without having to go through staff. As well, corrections to the roster will be made regarding Manie Meraz's district and Stephen Fraher's email address.

Mark Johnson was added to the Nominations/Elections Committee and the Legislative Committee.

6. MINUTES

A. May 15, 2014

No changes were made to the May 15, 2014 meeting minutes.

Gene Hostetler made a motion to approve the May 15, 2014 minutes. This motion was seconded by Manie Meraz.

Ayes: Rick Sloan, Gene Hostetler, Maryalice Faltings, Mark Johnson, Frank Gorman, Tarry Smith, Manie Meraz, Mike Limbaugh, Al McGreehan and Stephen Fraher.

Noes: None.

Abstentions: None.

B. July 16, 2014

Corrections were made to the 2015 Spring Conference dates under Agenda Item

12 A (2015 CARPD Conference).

Gene Hostetler made a motion to approve the corrected July 16, 2014 minutes. This motion was seconded by Frank Gorman.

Ayes: Rick Sloan, Gene Hostetler, Maryalice Faltings, Mark Johnson, Frank Gorman, Tarry Smith, Manie Meraz, Mike Limbaugh, Al McGreehan and Stephen Fraher.

Noes: None.

Abstentions: None.

7. STRATEGIC PLANNING/BOARD OF DIRECTORS MEETING AGENDA

Executive Director Cabulagan went over the schedule for the CARPD Board of Director's Strategic Planning Retreat and Board of Directors Meeting.

8. CORRESPONDENCE

None.

9. PUBLIC COMMENTS

None.

10. FINANCIAL REPORT

Chief Financial Officer Al McGreehan presented the Financial Statements for July 2014 thru September 2014 to the Board. It was reported that CARPD is in excellent financial shape.

CFO McGreehan also reported that CARPD is operating well within budget. It was noted that the Executive Director's fee is paid quarterly and will be reflected on the next financial statement. As well, all member districts are up to date with their membership dues.

Gene Hostetler made a motion to approve the presented Financial Statements. This motion was seconded by Maryalice Faltings.

Ayes: Rick Sloan, Gene Hostetler, Maryalice Faltings, Mark Johnson, Frank Gorman, Tarry Smith, Manie Meraz, Mike Limbaugh, Al McGreehan and Stephen Fraher.

Noes: None.

Abstentions: None.

11. COMMITTEE REPORTS/MEETINGS

A. Nominations Committee

Nothing to report

B. Finance Committee

Nothing to Report

C. Conference Committee

Discussion regarding the 2015 Spring Conference will be discussed under Agenda Item 12 B (2015 CARPD Conference).

D. Legislative

Staff provided the Board with an updated list of Senate and Assembly Bills that would have a direct effect on recreation and park districts.

E. Awards

Maryalice Faltings reported that one of the discussion topics of the Strategic Planning Retreat would be to define the parameters of the Jim Meredith Award of Excellence.

F. CAPRI

Executive Director Cabulagan reported that, in the future, staff will be sending CARPD Board members copies of the agendas for the CAPRI Board of Directors meetings. As well, CAPRI Board members will receive copies of the CARPD agendas.

Executive Director Cabulagan also reported that at their August CAPRI Board announced a \$300,000 dividend for Workers' Compensation, up from \$275,000, and a \$400,000 dividend for Liability and Property, up from \$250,000. The Workers' Compensation dividend will be issued in November and the Liability and Property dividend will be issued in February if it is issued. CAPRI received a couple of huge claims that could affect the dividend.

G. Legislative Outreach

The duties of the Legislative Outreach Committee encompasses both legislative outreach and membership; Frank Gorman suggested that this be divided into two committees and that the Membership Committee focus on membership growth and marketing. This will be discussed in greater detail during the Strategic Planning Retreat.

12. OLD BUSINESS**A. State Budget**

Nothing to report

B. Legislative Outreach

Executive Director Cabulagan reported that staff had sent out to member districts outreach letters that could be sent to member districts' Legislators. Several of the districts took advantage of this opportunity and sent the letter to their local Legislators. The Board would like staff to send outreach letters to the newly elected State Legislators as well as newly elected Board Members.

C. Annual Membership Dues Update

Staff invoiced the membership in June and all member districts have paid their dues.

13. NEW BUSINESS**A. 2015 CARPD Conference**

Executive Director Cabulagan went over the tentative conference schedule with the Board, noting that there will be no ethics training offered next year due to low attendance. The Board discussed the possibility of having the Sponsor's Reception at an off-site location, specifically a boat on the lake, but this will be dependent on cost and availability. Executive Director Cabulagan discussed possible keynote speakers with the Board, but noted that a sizable increase to the budget might be required. Staff will research these budgetary increases.

Al McGreehan made a motion to amend the conference budget by adding a line item for contingencies; \$10,000 will be transferred from reserve funds into this line item. This motion also includes transferring \$5,000 from reserve funds to the budget line item for Speakers/Guests increasing the budget for Speakers/Guests from \$5,000 to \$10,000. This motion was seconded by Mike Limbaugh.

Ayes: Rick Sloan, Gene Hostetler, Maryalice Faltings, Mark Johnson, Frank Gorman, Tarry Smith, Manie Meraz, Mike Limbaugh, Al McGreehan and Stephen Fraher.

Noes: None.

Abstentions: None.

Executive Director Cabulagan went over the scholarship program with the Board and the Board decided to offer three full scholarships with the assistance of sponsors. The budget will be updated to include the addition of \$1,250 to the Scholarships line item under Conference Expenses.

Executive Director Cabulagan also went over the session topic suggestions that the Conference Committee came up with and asked the Board if they knew of any

possible speakers that would be interested in speaking at the conference. Staff, working in conjunction with the Conference Committee, will finalize the speakers and session topics for the conference.

The Conference Committee will be meeting in November to finalize conference details and speakers; and the Awards Committee will be meeting in November to finalize Awards Banquet details and the Awards of Distinction submission forms.

B. South Tech Systems – Conflict of Interest Code/Forms Automation

Executive Director Cabulagan reported to the Board that someone from South Tech Systems recently came by the CAPRI/CARPD office to demonstrate their Conflict of Interest Code/Form 700 software. This software offers an automated system that allows members to fill out and file the FPPC mandated form online. This software also automatically reminds members to file the form so that it is filed on time and automatically reviews the form for errors. Executive Director Cabulagan asked the Board if CARPD would like to offer this service to its members. The Board expressed interest in learning more about this software and will invite someone from South Tech Systems to a future Board meeting to provide more information. Staff will research whether or not there are any other companies offering this service and if there is interest among the membership. This subject will also be brought up at the CAPRI Board meeting.

C. CARPD/CAPRI Executive Director Services Contract

Executive Director Cabulagan reported that the CAPRI Board has been working to develop a draft of the Executive Director Services Contract and that this draft will be ready to deliver to the Board in December. The draft will be delivered to the Committee responsible for negotiating the contract with CAPRI as soon as it is ready and the two parties will meet via teleconference to negotiate the contract.

D. Exhibiting at CPRS and CSDA Conferences

The Board discussed the possibility of exhibiting at the CPRS and CSDA Conferences. Staff will look into the possibility of exhibiting at the next CSDA conference in October of next year.

14. CARPD CALENDAR OF EVENTS

Executive Director Cabulagan reviewed the calendar of events with the Board. Staff will be sending out a newsletter in November. As well, the Board directed Staff to send out letters to the newly elected Board members in the November/December time frame.

15. EXECUTIVE DIRECTOR'S REPORT

None.

16. BUSINESS ITEMS FOR NEXT MEETING

- South Tech Systems Software
- Legislative Advocate Contract
- CPRS Exhibit

17. CLOSING COMMENTS

None.

18. ADJOURNMENT

The meeting adjourned at 1:33 p.m.

NOTICES:

The next CARPD Board of Directors meeting will be held on January 21, 2015 at 10:00 a.m. in Sacramento, CA (time could change).