

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

**MINUTES OF THE BOARD OF DIRECTORS
MEETING ON July 17, 2013**

A meeting of the Board of Directors was held on July 17, 2013 at the CAPRI Office in Citrus Heights, California at 10:00 a.m.

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

MEMBERS ABSENT: Carol Severin, East Bay
Joe Gibson, Conejo

OTHERS PRESENT: Patrick Cabulagan, Administrator
Bob Miller, Risk Manager
Tara Tappan, Administrative Assistant

1. CALL TO ORDER

The July 17, 2013 Board of Directors meeting was called to order at 10:09 a.m. by Board President Gene Hostetler.

2. ATTENDANCE

Secretary Faltings took roll and noted that Carol Severin, Joe Gibson, and Rick Sloan were absent from the meeting.

3. AGENDA MODIFICATIONS/APPROVAL

CFO McGreehan suggested adding a status update to the Legislative Advocate contract to the New Business section of the agenda under Agenda Item 11 F.

4. PRESIDENT'S REPORT

The Committee Assignments will be updated to reflect Manie Meraz as the CSDA Representative. Also, Committee Assignments will only be listed once in future agendas.

5. MINUTES**A. May 16, 2013**

On page 12 under agenda item 11B, the "Aqua Group" was corrected to "ACWA Group."

Al McGreehan made a motion to adopt the meeting minutes as amended. Manie Meraz seconded the motion. The motion passed unanimously.

B. May 19, 2013

No corrections were made to the May 19, 2013 meeting minutes.

Mike Limbaugh made a motion to adopt the meeting minutes. Manie Meraz seconded the motion. Al McGreehan abstained from the vote because he was not present at the meeting. All other Board members voted to pass the motion.

6. CORRESPONDENCE

None

Rick Sloan arrived at 10:09 a.m.

7. PUBLIC COMMENTS

None

8. FINANCIAL REPORT**A. Financial Statement**

CFO McGreehan went over the financial statements with the Board and reported that CARPD did very well over the last fiscal year. He reported that revenues were increased from the previous year. The budget was exceeded in some categories, but those were necessary expenses and will be reflected in future budgets. Executive Director Cabulagan reported that there might be a few additional bills coming in for the reflected fiscal year, but that the financial statements are mostly accurate.

Mike Limbaugh made a motion to accept the Financial Statement as submitted. This motion was seconded by Manie Meraz. The motion passed unanimously.

9. COMMITTEE REPORTS/MEETINGS

A. Nominations

None

B. Finance

CFO McGreehan gave a report on the June 21, 2013 Finance Committee Meeting that was held via WebEx. During the meeting the Finance Committee went over the proposed budget with staff. It was decided during that meeting that funds for legislative outreach will come from the Miscellaneous Legislative line item and the Legislative Outreach Committee will decide if more funds need to be allocated. Also it was noted that the allotment for CARPD's legislative advocate was increased to \$35,000; however, the contract with Public Policy Advocates expires in December and CARPD may have to go out to RFP, so, this number could potentially increase.

C. Conference

Executive Director Cabulagan reported on the attendance numbers for the 2013 Spring Conference. There were 64 District attendees, 14 sponsor attendees, 5 staff attendees, 11 speakers/guests, 28 spouses, and 32 Districts were represented. We had 22 sponsors and brought in \$12,500 in sponsorship revenue. The conference also made \$15,700 for conference registration, \$3,120 from the banquet and lunches, and \$1,131 from raffle ticket sales. The total conference revenue was \$32,451.

Conference expenses included \$1,279 for awards, \$324 for materials and supplies, \$25,396 for rooms and meals, and \$1,975 for speakers and guests. The total conference expenses were \$28,976.

D. Legislative

None

E. Awards

The Awards Committee will pare down the awards for next year. Also, they will discuss ways to increase participating districts.

F. CAPRI

Executive Director Cabulagan reported that CAPRI Members have been invoiced

for Workers' Compensation and Liability. Liability costs went up slightly last year, but the CAPRI Board voted for the premiums to stay flat. Workers' Compensation premiums were increased around 10 percent overall due to changes in the law as well as losses experienced.

G. Legislative Advocacy

The Legislative Advocacy Committee met via teleconference on July 15, 2013. Staff created legislative outreach letters that can be sent by CARPD Member Districts to their legislators. The Committee also discussed sending a letter from the CARPD Board to the new State Legislators and tying that letter to their Districts and letting them know that their districts will be contacting them. This will be discussed further under agenda item 10 C.

Bob Miller handed out and discussed the documents that staff created. These documents included a letter that can be sent from CARPD to State Legislators, a list of talking points that Member Districts can discuss with their Legislators, and a list of Member Districts and their corresponding Representatives.

10. OLD BUSINESS

A. Update on Annual Membership Dues

Executive Director Cabulagan reported that invoices were sent out to the Membership in early June. Several Districts had been underpaying their Membership Dues and were surprised by the dues increase. As of this meeting, more than half of the Districts had paid their dues.

B. State Budget

Stephen Fraher brought up a concern that the State was going to be using recreation and park funds to fund a safe route to school program. It was suggested that Ralph Heim would be consulted and that he could possibly do a write up about it in the next issue of the *Communicator*. Stephen Fraher will do more research on the subject and keep the Board apprised of what he finds.

C. Legislative Outreach

Bob Miller discussed the handouts that he presented to the Board earlier in the meeting and went over the letter and what the goal of the Legislative Outreach Committee is going to be. The Committee would like for CARPD to introduce itself to Legislators and have Member Districts follow up on that introduction and invite their representatives to their District. We want the Representatives to know what we do and how we are funded and how they can support us. The letters to Legislators will be sent out accompanied by an email blast to districts letting them

know that CARPD is contacting Legislators; as well, an article will go out in the next *Communicator*.

Maryalice Faltings made a motion to direct staff to send out the letter to the Legislators. This motion was seconded by Mike Limbaugh. The motion passed unanimously.

11. **NEW BUSINESS**

A. 2014 CARPD Spring Conference

Executive Director Cabulagan presented the Board with quotes from ten different hotels for possible Spring 2014 Conference locations. The Board discussed the options available and decided to stay with the Lake Tahoe Resort Hotel in South Lake Tahoe. The Conference will be held May 15-18, 2014.

Maryalice Faltings made a motion to hold the conference in South Lake Tahoe from May 15th through May 18th, 2014 at the Lake Tahoe Resort Hotel. This motion was seconded by Frank Gorman. The motion passed unanimously.

B. 2013-2014 CARPD Budget

Executive Director Cabulagan went over the 2013-2014 Budget line item by line item. One of the key budgetary items include an increase in annual membership dues. There will also be an increased in the Conference Expenses section in the areas of awards, materials and supplies, meeting facilities and meals and conference speakers. An increase in the expense for the Legislative Advocate is also expected. As previously mentioned, the contract for the Legislative Advocate has not yet been negotiated and could be subject to change. Overall the budget increased by \$9,575.

Frank Gorman made a motion to adopt the proposed budget. This motion was seconded by Maryalice Faltings. The motion passed unanimously.

C. 2013-2014 CARPD Meeting Schedule

Executive Director Cabulagan presented the upcoming year's Board meeting schedule to the Board. All meetings will now be held at the CAPRI/CARPD offices.

Al McGreehan made a motion to approve the meeting schedule. This motion was seconded by Maryalice Faltings. The motion passed unanimously.

D. Strategic Plan Review

Executive Director Cabulagan presented the Board with a list of goals and objectives that the Board came up with at last year's Strategic Retreat. CARPD is moving forward with several of the objectives listed, including legislative outreach and providing information and resources to districts. Staff is also working with the General Manager Consultant to implement a general manager training workshop to be held sometime in August or September. Tarry Smith suggested following up on CARPD's progress with goals and objectives every two years.

No motion was required.

E. 2014 CARPD Conference Scholarship/Award

Executive Director Cabulagan informed the Board that there is \$1,131 from the raffle that is set aside to provide an award for a District to attend next year's conference. He suggested that this be awarded based on need and that Districts be encouraged to submit an essay to explain their need. Mike Limbaugh suggested titling the essay for the applicants so that it is clearly understood what is being asked of them and Maryalice Faltings suggested limiting submissions to 250 words. It was also decided that the award would be for first time attendees only, because we want to encourage those who normally would not attend to come to the conference. Mike Limbaugh suggested that staff come back to the next Board meeting with a sample letter of what will be sent out to Districts.

No motion was required.

F. Status Update to the Legislative Advocate Contract

CARPD's contract with Public Policy Advocates and Ralph Heim is ending in December and Al McGreehan suggested getting started early and authorizing staff to start the RFP process no later than the October Board meeting. Executive Director Cabulagan said that staff would start the process at the end September or in early October.

No motion was required.

12. CARPD CALENDAR OF EVENTS

Executive Director Cabulagan went over the calendar of events with the Board. Staff will move the Conference Committee meeting from July to September. As well, staff will add CAPRI Board meetings to the calendar.

13. EXECUTIVE DIRECTOR'S REPORT

None.

14. **BUSINESS ITEMS FOR NEXT MEETING**

- Legislative Outreach Letter
- Raffle Scholarship/Award
- Procurement Criteria

15. **CLOSING COMMENTS**

None

16. **ADJOURNMENT**

The meeting adjourned at 1:00 p.m.