

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

**MINUTES OF THE BOARD OF DIRECTORS
MEETING ON JULY 18, 2012**

A meeting of the Board of Directors was held on July 18, 2012 at the CAPRI Office in Citrus Heights, California at 9:30 a.m.

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

MEMBERS ABSENT: None

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

1. CALL TO ORDER

The July 18, 2012 Board of Directors meeting was called to order at 9:45 a.m. by Board President Mike Limbaugh.

2. ATTENDANCE

Board Members and staff introduced themselves. Carol Severin and Maryalice Faltings were not present at the start of the meeting, but arrived at 10:15.

3. AGENDA MODIFICATIONS/APPROVAL

Al McGreehan suggested adding Outstanding Minute Items to New Business and made a motion to approve the agenda pending the change. Manny Meraz seconded the motion. The motion passed unanimously.

4. PRESIDENT'S REPORT**A. 2012/2013 Committee Assignments**

Al McGreehan volunteered to be added to the Environmental Sustainability Committee. Gene Hostetler was made chair of the 2013 Conference Committee; Joe Gibson suggested that the president elect continue to fill this role in the future. Maryalice Faltings was removed from the Legislative Committee and Tarry Smith was added to the Legislative Committee.

B. Roster

Pat Cabulagan distributed a roster of the CARPD Board of Directors for review.

5. MINUTES**A. May 3, 2012**

Grammatical corrections were made to the May 3, 2012 meeting minutes.

Joe Gibson made a motion to adopt the corrected meeting minutes. Rick Sloan seconded the motion. The motion passed unanimously.

B. May 6, 2012

Grammatical corrections and corrections to meeting attendance were made to the May 6, 2012 meeting minutes.

Joe Gibson made a motion to adopt the corrected meeting minutes. Gene Hostetler seconded the motion. The motion passed unanimously.

6. CORRESPONDENCE

None

7. PUBLIC COMMENTS

None

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

Chief Financial Officer Nick Schouten presented his report of CARPD's balance sheet. Total Assets, Total Fund Balance, and Total Fund Equity were listed.

B. Expenditure Report

Chief Financial Officer Nick Schouten presented CARPD's expenditure report. CARPD is down about \$2000 off of the projected budget. It was noted that several

checks (totaling about \$3900) have been lost or have not yet been received for the conference (expenditure report line item 200) and need to be tracked down. Executive Director Cabulagan offered to help in this matter. It was suggested by Joe Gibson that a footnote be added in to the report regarding the checks that have not yet been received explaining the deficit between actual and anticipated revenue.

Also discussed was that CARPD owes PPA \$46.83, to be paid in next month's billing.

Joe Gibson made a motion to accept the treasury report as amended and noted that there will be a supplemental issue stating what the actual revenues are for conferences with a footnote stating what the anticipated revenue is upon receipt of payment. Al McGreehan seconded the motion. The motion passed unanimously.

9. COMMITTEE MEETINGS

There were no discussions on Committee Reports.

10. COMMITTEE REPORTS

A. 2012 Conference Report

It was decided that any 2012 Conference information would be held and discussed along with Agenda item 12 C: 2013 CARPD Conference.

B. Legislative

Staff has met with Ralph Heim on July 16, 2012. He reported that the state budget passed, but is not yet final. The final budget is contingent upon a passing vote on sales tax and income tax. If the ballot measure does not pass, automatic cuts are supposed to take effect including \$6 billion cut from schools.

Moving forward, pension reform is going to be a big issue. The retirement age might be raised and employee contributions might be increased. As well, economic development is going to be an issue and incremental RDA taxes might be put in place, but it is unclear whether CARPD will be affected by this.

There will be a meeting of the Legislative Committee, likely in August and in November.

C. Awards

None

D. Nominations/Elections

It was decided that this will be discussed under Agenda item 11: Old Business.

E. CAPRI

Executive Director Cabulagan reported that the CAPRI board voted to use surplus funds to make sure that districts' Liability and Workers' Comp. premiums were flat. All premium invoices went out and the majority of Workers' Comp. members saw a decrease in their premiums. The only increases were due to high losses or an increase in payroll. In regard to Liability and Property, Property rates went up by almost 15 percent, but the CAPRI board voted to use surplus funds to equal the overall Liability and Property funding requirements from last year. The only districts that saw an increase in their Liability and Property premiums over 5 percent were those that had increases in their property values or payroll increases. Several districts had large increases in their property this year.

Executive Director Cabulagan also reported that Georgetown Divide Recreation and Park District withdrew from CAPRI, but five new districts joined CAPRI'S Workers' Comp. program.

11. OLD BUSINESS**A. CAPRI Vacancy/Appointment**

There was a vacancy on the CAPRI Board of Directors created by the departure of Rita Shue. Executive Director Cabulagan reported that two candidates had submitted their names for consideration to serve on the Board; Lindsay Woods from Hesperia Recreation and Park District and Edwin Smith from Southgate Recreation and Park District.

Nick Schouten made a motion to select Lindsay Woods as the candidate to fill the vacant position on the CAPRI board. This motion was seconded by Joe Gibson. The motion passed unanimously.

B. CARPD Vacancy/Appointment - Administrator

There was a vacancy on the CARPD Board of Directors created by the departure of Rita Shue. The position had not been solicited to this point. Executive Director Cabulagan will send a letter to the districts announcing the vacancy, with candidates submitting their candidacy by the end of September so that action can be taken at the next Board of Directors Meeting.

12. NEW BUSINESS**A. 2012/2013 Budget**

Chief Financial Officer Nick Schouten delivered his report of the 2012/2013 budget. This year's budget is less than last year's budget. \$2600 was inserted from reserves into the budget to be used, if needed, to balance the budget. Board Operations expenses have gone up about \$4000 due to the addition of a CARPD Retreat, having a full board, and increased travel for the year.

Line item 954, SDLF, can be removed from the budget because they will be fully funded by the CSDA. Line item 975, insurance, is not needed and can be removed from the budget.

The Finance Committee feels comfortable with proposed Conference Sponsors revenue (line item 210). It is anticipated that CARPD will obtain the sponsors that they have had in the past as well as new sponsors through setting up a more formal and rigorous sponsorship program. As well, the Finance Committee plans on defining the difference between sponsors and associate members in case there are any groups that would like to become associate members.

Joe Gibson made a motion to approve the budget. This motion was seconded by Maryalice Faltings. The motion passed unanimously.

B. CARPD General Manager

Executive Director Cabulagan will advertise the CARPD General Manager position in the CPRS website, as well as by contacting individual candidates directly. The job description was discussed and edited.

Al McGreehan moved to approve the job description as discussed and amended. This motion was seconded by Joe Gibson. The motion passed unanimously.

C. 2013 CARPD Conference

The 2013 CARPD Conference will be held May 15-19, 2013 at the Embassy Suites in South Lake Tahoe. The Conference Committee will meet and discuss options for conference activities to be presented at the next Board meeting.

D. CARPD Retreat

The CARPD Retreat represents an opportunity for the Board to meet discuss goal setting, mission statements, strategies for the New Year, and in depth, issues that cannot be addressed during Board meetings due to time constraints. To minimize costs, the Retreat will be coupled with a Board of Directors Meeting.

The CARPD Retreat will be held October 23-24, 2012 in the Sacramento Area.

E. Marketing/Communications

a. Communicator

The Communicator newsletter will be sent out to member districts.

b. E-Mail Broadcasts/Legislative Report

An E-Mail Broadcast/Legislative Report will be sent out in addition to the Communicator. Executive Director Cabulagan presented a template of the E-Mail Broadcast.

An official logo needs to be decided upon and all media and distributed materials need to be updated with an official logo. Rick Sloan will provide an updated logo to CARPD staff.

c. Website

The CARPD website is in the process of being updated. The mailing address and contact information, as well as Board of Directors information has already been brought up to date. The web developer is also currently working on updating Awards information.

The Board discussed various changes and updates to the website that need be implemented. As well, the CARPD brochure needs to be updated (to be done after the retreat in October).

The Board of Directors recessed for lunch AT 12:05pm.

F. Business Items from May 6, 2012 Meeting

It was discussed by the Board that protocols and training for new Board members needs to be implemented. CARPD does not necessarily have to do the training, but should at least identify where the training can be done. Board Member sessions could also be held during conferences. This matter will be discussed further in a strategic planning session during the CARPD Retreat.

Also discussed was regional outreach. General Managers should get together with other managers in their regions in an informal setting to get to know each other and discuss various issues; this will help them to build a support network and make them more comfortable asking their peers for help if they need it.

An information packet about Recreation and Park Special Districts (who we are/what we do/etc.) should be compiled. Some statistical information has already

been collected, but has not yet been compiled into a usable, easy to understand, and easy to update format. This information will be good to have on hand and can be used to help update the CARPD website and brochure.

This information will be good to have in terms of legislative outreach. There will be a large number new Legislators elected this year. Board members should plan on reaching out to those in their districts so that the new Legislators will be aware of CARPD; who we are and what our needs are.

13. CARPD CALENDAR OF EVENTS

Executive Director Cabulagan will maintain a rolling calendar of events. The current calendar needs to be updated and corrected. The calendar can possibly be put on the CARPD website.

14. EXECUTIVE DIRECTOR'S REPORT

No report was given at this meeting. In the future, Executive Director Cabulagan will give a verbal report if one is needed.

15. BUSINESS ITEMS FOR NEXT MEETING

- CARPD Board vacancy
- Preliminary conference agenda items
- Legislative strategy
- Update on General Manager recruitment process
- Formalized sponsorship program
- Approve and review annual membership dues/Adopt a fee schedule
- Bylaws review/updates (if necessary)

16. CLOSING COMMENTS

Executive Director Cabulagan will be sending out the quarterly Communicator newsletter. If anyone has any suggestions for conference speakers, let the Conference Committee or the Executive Director know.

17. ADJOURNMENT

The meeting adjourned at 1:25 p.m.