

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

**MINUTES OF THE BOARD OF DIRECTORS
MEETING ON May 18, 2017 at 3:00pm**

A Board of Directors Meeting was held on May 18, 2017 at the Hotel Paradox, Cypress Room in Santa Cruz, CA.

MEMBERS PRESENT: President, Joe Gibson, Conejo
President Elect, Mike Limbaugh, Hesperia
Secretary, Maryalice Faltings, Livermore Area
Chief Financial Officer, Al McGreehan, Paradise
David Furst, Livermore Area
Rick Sloan, Cordova
Gene Hostetler, Rancho Simi
Mark Johnson, Rancho Simi
Stephen Fraher, Arcade Creek
Tarry Smith, Carmichael

MEMBERS ABSENT: Frank Gorman, Past President, Valley-Wide

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

1. CALL TO ORDER

The May 18, 2017 Board of Directors meeting was called to order at 3:01p.m. by President Joe Gibson.

2. ATTENDANCE

Secretary Maryalice Faltings took roll. Rick Sloan arrived at 3:32 p.m.

3. AGENDA MODIFICATIONS/APPROVAL

Mike Limbaugh made a motion to approve the agenda. The motion was seconded by Gene Hostetler.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Gene Hostetler, Mark Johnson, Stephen Fraher, Mike Limbaugh, Tarry Smith; Joe Gibson and David Furst.

Noes: None.

Abstentions: None.

4. PRESIDENT'S REPORT

President Joe Gibson extended his gratitude to everyone that made this year a great year.

5. BOARD OF DIRECTORS ROSTER/COMMITTEE ASSIGNMENTS

Nothing to report.

6. MINUTES

The Board of Directors reviewed the minutes for March 15, 2017 and found one grammatical change.

Al McGreehan made a motion to adopt and approve the minutes with the recommended changes to the March 17, 2017 meeting minutes. The motion was seconded by Maryalice Faltings.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Gene Hostetler, Mark Johnson, Stephen Fraher, Mike Limbaugh, Tarry Smith, Joe Gibson, and David Furst.

Noes: None.

Abstentions: None.

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 status of CARPD. Overall, we are in good shape. No additional comments were shared.

Gene Hostetler made a motion to accept the financial statements for March 2017. This motion was seconded by Mark Johnson.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Gene Hostetler, Mark Johnson, Stephen Fraher, Mike Limbaugh, Tarry Smith, Joe Gibson and David Furst.

Noes: None.

Abstentions: None.

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

Nothing to report.

B. Finance Committee

The Finance Committee meeting was held on May 8, 2017 at 1:45 pm via teleconference. Those in attendance included: Al McGreehan, Frank Gorman, Pat Cabulagan and Carlee Ethridge. The Committee discussed the proposed CARPD 2017-2018 Budget and said overall the budget looks good. It was suggested by the Committee to add a "Legal and Accounting line item" for future accounting and legal services. A question regarding the Board Travel line item arose as to if it needed to be adjusted higher. Executive Director Pat Cabulagan explained that the Strategic Retreat is the reason this line item is high for 2016/2017, so the amount outlined in the budget should cover the travel expenses which would include the expense reimbursement for the May Conference reimbursements.

C. Conference Committee

Nothing to report.

D. Legislative

Risk Manager Rick Richards attended the CAJPA Legislative Action Day on Tuesday, April 18, 2017. Rick reported that they travelled to the capital and met with several legislators or their appointees and discussed several relevant bills. Rick attended a meeting with Assemblyman Ken Cooley to discuss bills AB18 and SB5 on Friday, May 5, 2017. Assemblyman Cooley is a very strong proponent and supporter of parks and feels AB18 will be very beneficial to CARPD. Assemblyman Cooley suggests that instead of the districts mailing letter to their local legislators, that they have the participants of the district write support letters. He states this will have a greater effect than just coming from the district.

E. Awards

Secretary Maryalice Faltings reported that there was a total of 30 nominations with 12 award winners. The Jim Meredith Award and Presidents Award will also be presented during the Awards of Distinction Banquet on Saturday May 20th 2017.

F. CAPRI

Nothing to report.

G. Legislative Outreach

Nothing to report.

H. Executive Committee

The Executive Committee meeting was held on April 19, 2017 at 10:00 a.m. via Teleconference. Those in attendance included: Maryalice Faltings, Frank Gorman, Mike Limbaugh, Al McGreehan, Pat Cabulagan and Bebe Pearson. Pat Cabulagan updated the Committee on the Awards of Distinction winners. The Committee discussed awarding the President's Award to Mike Trinca of Paradise Recreation

and Park District. Mike will be retiring in June 2017 after serving 40+ years working for recreation and park districts. Executive Director Pat Cabulagan updated the Committee on the Spring CARPD conference. Sponsors for the conference are up. Attendance will be similar to other years but with a few weeks left until the conference, it might be higher than it has been in years. The Committee discussed the performance of the Executive Director. The Committee felt that CAPRI has met or exceeded the expectations of the Executive Director contract with CARPD. The Committee directed Executive Director Pat Cabulagan to present his goals and objectives for 2017/2018 to the Board at the July 2017 CARPD meeting.

11. OLD BUSINESS

A. State Budget

Nothing to report.

B. Legislative Outreach

Nothing to report.

C. CARPD 2017 Spring Conference Update

We have sent in the food orders; however, final counts won't be due until 3-4 days before the conference. The following is an update of the conference to date: 55 attendees, 7 one-day attendees, 19 guests and 25 Districts registered. Total attendees of the conference are 105 (4 staff; 13 speakers; 7 sponsors; 55 member attendees; 7 one-day attendees; and 19 guests). Keynote Speaker, Russ Johnson will be giving away his book after his session on Friday.

Awards of Distinction winners include: Outstanding Technology, Social Media & Marketing – Hesperia Recreation and Park District; Outstanding New Facility – Cordova Recreation and Park District, Hillside Park; Outstanding Innovative Program – Durham Recreation and Park District, Swim Clinics for Children with Autism Spectrum Disorder; Outstanding Volunteer – Richard Friel, Fulton-El Camino Recreation and Park District; Outstanding Professional – Shiella Abreo, Hesperia Recreation and Park District; Outstanding General Manager, Kevin Kalman, Desert Recreation and Park District; Outstanding Board Member, Manie Meraz, Orangevale Recreation and Park District; Outstanding Community Organization – Stingray Swim and Synchronized Swimming, Fulton-El Camino Recreation and Park District; Outstanding Community Organization – Paradise Performing Arts Center, Paradise Recreation and Park District; Outstanding Environmental Program – Alamos Canyon, Rancho Simi Recreation and Park District; Outstanding Large District – Truckee-Donner Recreation and Park District; and Jim Meredith Award of Excellence – Jim Friedl, Conejo Recreation and Park District. The Executive Committee met on April 19, 2017 and they recommended that Mike Trinca of Paradise Recreation and Park District be

awarded the President’s Award. Mike is retiring in June 2017 from Paradise Recreation and Park District and he has been working 40+ years for recreation and park districts. The Scholarship winners are Jim Shipp of Central Plumas Recreation and Park District and Senica Gonzalez of Arcade Creek Recreation and Park District.

As of this writing, we have \$17,250 from our sponsors. Last year, we had \$14,750 in sponsors. The following are the sponsors for this year’s conference: 1) Platinum Sponsors: CAPRI; York Insurance Services; Walsh & Associates; NPA Return To Work Services; Neumiller & Beardslee; Law Offices of Crystal Cunningham. 2) Gold Sponsors: Musco Lighting and NBS. 3) Silver Sponsors: Alliant Insurance Services; Angelo, Kilday & Kilduff LLP; East Bay Regional Park District; George Hills Company, Inc; Hanna Brophy; Law Offices of Curtis S. Kidder; Law Office of Justin Tierney; Porter Scott Attorneys; RJM Design Group, Inc.; SCI Consulting Group. 4) Bronze Sponsors: Allen, Glaessner, Hazelwood & Werth, LLP; Boulder Creek Recreation and Park District; Clifford & Brown, APC; Larry Bain, CPA; and Restoration Management Company.

The estimated budget for the Conference is as follows:

Revenues	Amount
Sponsors	\$17,250
Registration/Banquet/Lunch	\$13,000
Scholarship Raffle	\$ 1,000
Total Revenues	\$32,250

Expenditures	Amount
Meals/Bar/Meeting Rooms	\$24,500
Promotional/Awards	\$1,900
Speakers (rooms, travel, etc.)	\$1,250
Keynote Speaker	\$3,400
Miscellaneous (Music, supplies, etc.)	\$1000
Total	\$32,050

D. CARPD Status/501(c)6

All the paperwork from the Tax Attorney has been sent in and our accountant has sent in all the paperwork to the IRS and State. We received confirmation from the IRS and the State that they have received our paperwork. It is in the hands of the IRS and State now. We should know within a month or two what the outcome will be.

E. CSDA Special Districts Legislative Days

It was reported that the 2017 CSDA Legislative Days went well. The date and time of the CSDA Legislative Days was May 16-17, 2017 at the Grand Events Center in Sacramento, CA. Risk Manager Rick Richards attended the 2017 CSDA Legislative Days.

12. NEW BUSINESS**A. 2017 Slate of Officers**

Letters were sent out to the membership outlining the nomination process for anyone interested in becoming a part of the CARPD Board. We received three nominations to be placed on the ballot to serve on the CARPD Board of Directors in addition to those recommended by the Nominations Committee. We received nominations from Orangevale Recreation and Park District for Manie Meraz and Desert Recreation District for Rudy Gutierrez to be placed on the ballot for the Board Officer position. We also received a nomination from Hesperia Recreation and Park District for Lindsay Woods to be placed on the ballot for the Administrator Representative. All of these individuals have been added to the ballot for the General Membership meeting on Friday, May 19, 2017. There are a total of four nominations for the two Board Officer Positions, Director at Large to be elected. The nominees include: Frank Gorman with Valley-Wide Recreation and Park District, Rudy Gutierrez with Desert Recreation District, Mark Johnson Rancho with Simi Recreation and Park District, and Manie Meraz with Orangevale Recreation and Park District. The two nominees for Administrator Representative on the ballot are Tarry Smith, General Manager with Carmichael Recreation and Park District and Lindsay Woods, General Manager with Hesperia Recreation and Park District. It was confirmed that Secretary Maryalice Faltings Secretary and President Elect Mike Limbaugh will run the election.

B. 2017/2018 Budget

The Finance Committee met via teleconference on May 8, 2017 to discuss the draft 2017/2018 CARPD Budget. Those in attendance included: Chair Al McGreehan and Past President Frank Gorman. Some of the highlights of the budget are as follows. Overall Revenues have increased by \$1,570 primarily due to an increase in sponsors for the CARPD conference. The Committee recommended the use of \$3,000 in Reserves/Surplus for future Accounting/Legal Services. The Board Expenses decreased by \$3,375 due primarily to not having a Strategic Retreat this year. Conference Expenses decreased slightly due to slight decreases in awards and materials and supplies. Legislative increased by \$400.00 based on possible increase in contract with PPA. Professional Services increased by \$4,775 due primarily to the Executive Director Contract with CAPRI and adding a line item for Legal and Accounting Services. The Finance Committee felt that we should plan for the possibility of future legal services for our 501(c)6

and for future accounting services for filing of taxes. Publicity decreased slightly based on usage.

Secretary Maryalice Faltings requested the organization purchase a laptop for the use of the organization to be used during events such as the conference. Chief Financial Officer Al McGreehan suggested to add this expense as a line item to the budget.

President Elect Mike Limbaugh moved to approve the budget for 2017/2018. This motion was seconded by Mark Johnson.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Gene Hostetler, Mark Johnson, Stephen Fraher, Mike Limbaugh, Tarry Smith, Joe Gibson and David Furst.

Noes: None.

Abstentions: None.

C. 2017/2018 Board of Directors Meetings

The tentatively scheduled Board of Directors meetings for CARPD are as follows: July 19, 2017, October 18, 2017, January 17, 2018, and March 21, 2018 at the CAPRI/CARPD Offices. The date and location of the meeting in May 2018 is currently TBD.

President Elect Mike Limbaugh moved to adopt the CARPD Meeting schedule. This motion was seconded by Chief Financial Officer Al McGreehan.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Gene Hostetler, Mark Johnson, Stephen Fraher, Mike Limbaugh, Tarry Smith, Joe Gibson and David Furst.

Noes: None.

Abstentions: None.

D. Reimbursement of Conference Registration Expenses

Every year we have a few Districts that need to cancel at the last minute their attendance at the conference. We normally deny any reimbursement of the registration since our registration form clearly states that "Cancellations must be made in writing and be received via mail or fax no later than 45 days prior to the conference. All cancellations made within the specified time frame will be refunded, less a \$25 processing fee. Substitutions are accepted and must be submitted in writing no later than 10 days prior to the Conference."

This year Valley-Wide Recreation and Park District had to cancel Frank Gorman's registration. Frank could not attend because of a conflict with his Water District Board meeting. He couldn't get out of the meeting because of some important items/issues on the agenda. Valley-Wide would be out \$275. We have reimbursed Districts in the past for cancelling registrations depending upon the reason provided for not being able to attend (death in the family, medical issue, etc.).

Jack Hamilton also had to cancel his attendance at the conference. Jack is with Hesperia Recreation and Park District. Jack Hamilton had to cancel due to illness.

Mark Johnson made a motion to refund both Frank Gorman with Valley-Wide Recreation and Park District and Jack Hamilton with Hesperia Recreation and Park District. The motion was seconded by Maryalice Faltings.

Ayes: Rick Sloan, Maryalice Faltings, Al McGreehan, Gene Hostetler, Mark Johnson, Stephen Fraher, Mike Limbaugh, Tarry Smith, Joe Gibson, and David Furst.

Noes: None.

Abstentions: None.

13. CARPD CALENDAR OF EVENTS

Executive Director Pat Cabulagan will add to the Calendar of Events in March to start the process for the Administrator Review.

14. EXECUTIVE DIRECTOR'S REPORT

Nothing to report.

15. BUSINESS ITEMS FOR NEXT MEETING

Nothing to report.

16. CLOSING COMMENTS

Nothing to report.

17. ADJOURNMENT

Meeting adjourned at 4:05pm.

NOTICES:

The next CARPD Board of Directors meeting is scheduled for 9:00am on Sunday, May 21, 2017 at the Hotel Paradox in Santa Cruz.