



Geneseo Park District Foundation, NFP

Meeting of the Founding Directors

Held at the Geneseo Park District Poolside

Room March 13, 2018 at 6:00 pm

In attendance for meeting were Joe Woulf, Caryn Vandersnick, Paula Verbeck, Andy Thurman, Doug Bodeen, Todd Sieben, Erin Wyffels and Evan Kotter.

A motion to approve the minutes was made by Mr. Woulf, seconded by Mrs. Vandersnick and approved as follows:

Woulf – Yes Verbeck – Yes Vandersnick – Yes

The Treasurer's Report was reviewed and upon a motion made by Mrs. Vandersnick, seconded by Mr. Woulf the Treasurer's Report was approved as follows:

Woulf – Yes Verbeck – Yes Vandersnick – Yes

The History of the Foundation was reviewed, and goals and future development were discussed. In 2014 Mrs. Verbeck worked with attorneys to establish the Foundation with the primary focus being a vehicle to collect donations for the Make a Splash Campaign. Bylaws for a 3-person board were set because Park District Board Members Caryn Vandersnick and Joe Woulf agreed to serve on the board alongside Mrs. Verbeck to get the Foundation up and running. Since that time, the Foundation has been able to expand beyond the Make a Splash Campaign and aid the Park District in offering Free Community Events, Purchasing Capital Items, and supporting the Park District's Financial Assistance Program. Now that the Foundation has been established and is up and running Mrs. Vandersnick & Mr. Woulf would like to step aside and are excited to expand and bring new members on Board. In December the bylaws were updated from a 3 person board to a 5 person board. The Foundation received 2 applications (Mrs. Wyffels & Mr. Sieben) that were reviewed and appointed to replace Mrs. Vandersnick & Mr. Woulf. Current Park District Board Member Doug Bodeen and current Executive Director Andy Thurman were appointed to temporarily fill the open two board seats.

In 2018 the goal is for new Board Members to take an active role in Parktoberfest to have a good understanding of the Foundations largest fundraiser and serve on the sponsorship committee. Help approve the 2018 Foundation Wish List Booklet, additional equipment requests from the Park District and Special Event Sponsorships. Just get to know the Foundation and start coming up with their own ideas to grow the Foundation. Recruit for any remaining Foundation Positions. Volunteer at some of the Foundation sponsored free events.

In 2019 the goal is to have a full Board in place that does not include the Executive Director of the Park District or any Park District Board Members, 1st quarter establish goals for the Foundation and throughout the year carry out those goals.

Mrs. Verbeck thanked Mrs. Vandersnick and Mr. Woulf for their willingness to be founding members and all of their time and dedication to help get the Foundation up and running. Mrs. Vandersnick and Mr. Woulf relinquished their positions on the Board and Mr. Bodeen, Mr. Sieben, Mr. Thurman and Mrs. Wyffels, accepted their appointment to the Board.

- a. Website www.GeneseoParkDistrict.org Foundation Tab
- b. Facebook <https://www.facebook.com/GeneseoParkDistrictFoundation/>
- c. Twiter @FoundationGPD
- d. Bulletin Board in Main Hallway
- e. Back cover of the Activity Guide and throughout the guide
- f. Brochure
- g. Wish List
- h. Logo on slides at Theater and throughout the Center on slides and flyers

Mrs. Verbeck explained that the Wish List Booklet is a list of capital items put together by staff based on need, desire and the Park District's strategic plan. This list is updated annually and presented to the Foundation Board.

Mr. Sieben suggested that the Wishlist should be also in local law offices and accounting offices. If any Board Member would like to drop them off around town you can let Mrs. Verbeck know how many you need and she can have them printed for you.

Mrs. Verbeck presented the Park District's request for equipment to meet safety and ADA mandates. AED Machines for the Theater, Aquatic Center and Athletic Field (aprox \$2,086 each) Currently there are two at the Center and one is shared with the Aquatic Center in the summer. Staff has had to use the AED and help save a life in the Cardio Weight Room. We have had other incidents where the ambulance was called but the AED did not need to be used. With so many programs going on at the Athletic Field it would be nice to have one available in that location. As part of the ADA transition at the Central Theater (Title 3 ADA) must supply patrons with a closed caption device for those hard of hearing or death. Audio Description Devices also must be provided, this device will describe for the blind what is happening on the screen. (\$3,100 for the minimum 4 devices required for 1 movie screen theaters) These are required to be available by June 2, 2018. The Central Theater is the Park District's only Enterprise Fund and is not supported by property taxes. After a discussion a motion to approve the request was made by Mr. Bodeen, seconded by Mrs. Wyffels and approved as follows:

Bodeen – Yes Thurman – Yes Sieben – Yes Verbeck – Yes
 Wyffels – Yes

Alex Chechowicz is the chair of the 2018 Parktoberfest Committee. The next committee/planning meeting will be March 31st at 7pm. The event will be October 20th. All Foundation Board Members are encouraged to get involved with Parktoberfest.

Charity Spotlight will give participants an opportunity to have signage on course at the JDC to highlight what the organization does, as well as Birdie number on the sign so that people reading the signs may learn more and also make last minute pledges to the organization. Any participating organization will have an opportunity to purchase a sign. The \$750 sponsorships will cover the cost of all signage spotlighting the organization, with proceeds beyond their breakeven point being applied to the Birdies 2018 Bonus Fund – which has a goal of generating over \$1 million dollars again this year for our charity bonus fund. Last year Birdies gave the Foundation \$76,230. A motion to participate in the Charity Spotlight was made by Mr. Sieben, seconded by Mr. Bodeen and approved as follows:

Bodeen – Yes Thurman – Yes Sieben – Yes Verbeck – Yes

The open officer positions were discussed.

Presidents Role: The President shall be the principal executive officer of the Foundation and shall, in general, supervise and control all of the business of the Foundation. He/she shall preside at all meetings of the Board of Directors. He/she may sign, with the Secretary or any other proper officer of the Foundation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board, or by these By-Laws, or Statute to someone other officer or agent of the Foundation, and, in general, shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board from time to time.

Vice Presidents Role: The Vice-President in the absence of the President, or in the event of the President's refusal or inability to act, shall be vested with powers and perform the duties of the President.

Secretaries Role: The Secretary shall keep the minutes, records and attendance of the meetings of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of the By-Laws or as required by law; be custodian of the Foundation's records and of the seal of the Foundation and see that the seal of the Foundation is affixed to all documents, the execution of which on behalf of the Foundation under its seal is duly authorized in accordance with the provisions of these By-Laws; keep a register of the post office addresses of each Director which shall be furnished to the Secretary by such Directors; and in general perform all duties as from time to time may be assigned by the President or the Board of Directors.

After a discussion about the motion to appoint Mr. Bodeen as President, Mr. Sieben as Vice-President, Mrs. Verbeck as Treasurer, and Mrs. Wyffels as Secretary was made by Mr. Sieben, seconded by Mrs. Wyffels and approved as follows:

Bodeen – Yes Thurman – Yes Sieben – Yes Verbeck – Yes
Wyffels – Yes

The Board reviewed the 2 applicants for the open Board seat and after a discussion a motion to appoint Alexandra Cechowicz was made by Mrs. Wyffels, seconded by Mr. Bodeen and approved as follows:

Bodeen – Yes Thurman – Yes Sieben – Yes Verbeck – Yes
Wyffels – Yes

Mrs. Verbeck went over the 1st quarter Free Special Events and encouraged the Board to volunteer or stop by any of the special events.

- a. Special Indoor Pool Swims (1/15 (47), 2/19 (85), 3/26, 3/28)
 - b. Special Bounce House Jumps (2/19 (54), 3/27, 3/29, 5/7)
 - c. Skating in the Gym (3/26 & 3/28)
 - d. Family Movie in the Program Gym (3/26 & 3/28)
 - e. Easter Egg Hunt (3/25 at 1:30 pm)
 - f. St Patrick Day Roller-Skating (3/17 5:30 – 9 pm)
- Board Members encouraged to stop by these free events or volunteer to help

Mrs. Verbeck informed the Board of some of the areas that the Foundation has started to be promoted.

Wyffels – Yes

Mr. Thurman explained that thanks to the Foundation the Park District is able to take advantage of discounted software provided through Tech Soup and will be updating the Park District's computer operating systems.

The 2017 Audit performed by Lauterbach & Amen will be available at the May 1, 2018 Board Meeting but a representative from the accounting firm will not be available on that date to present and answer questions so the Foundation Board is invited to attend the Park District Board Meeting on Tuesday May 8th at 6:30 pm if they have questions pertaining to the audit. Mr. Sieben expressed his desire to make sure that all funds given to the Foundation are secure and insured.

There being no further matters to discuss at this time the meeting was adjourned.



President

APPROVED



Secretary