

WPRA FOUNDATION ANNUAL MEETING MINUTES

Thursday, December 12, 2019 – 10:30am

Jackson Area Community Center

N165 W20330 Hickory Lane, Jackson WI 53037 - (262) 677-9665

CALL TO ORDER

Kelly Valentino called the meeting to order at 10:39am.

Present: Tom Blotz, Gene Park, John Safstrom, Ray Maurer, Kelly Valentino, Bob Rundle, Steve Scharrer, Fred Nickel, Tony Dobson, Holly Glainyk, Mark Schroeder, Mike Hermann, and Megan Cunningham

Guests: Augie Revoy and Sasha Darby

Excused: Rick Beattie and Matt Carrico

APPROVAL OF AGENDA

Ray made a motion to approve the agenda, second by Steve. Carried Unanimously.

MINUTES

Tony made a motion to approve the minutes of *October 10, 2019*. Second by Mark. Carried Unanimously.

TREASURER'S REPORT

A. Expenditure & Revenue Report, Bob

- a. **Financial Software update** – Kelly and Bob will be setting a meeting today to discuss this.
- b. Bob distributed and reviewed the **Treasurer's Report** for the period of 9/29/19 to 11/29/19. Total Revenue for the period was 8745.71 and total expenses \$16,825.42 for a current balance of \$108,920.72. Still outstanding is a \$800 check that was inadvertently given to the Foundation from WPRA but was not ours. It was sent back to WPRA and has yet to be cashed. Tom made a motion to approve the Treasurer's Report, second by Gene. Carried Unanimously.
- c. **Draft 2020 budget** – Bob distributed a draft of the 2020 Budget for review. Fred made a motion to increase the revenue to \$27,000 by adding \$1000 to golf outing revenue and \$1050 to "Miscellaneous Income" – keeping the expenses at \$28,790. Megan seconded motion. Carried Unanimously. Bob will make changes and bring back final draft for approval at the January meeting.

PRESIDENT'S ANNUAL REPORT

- A. **Year In Review, Kelly** – Kelly distributed the 2019 Foundation Annual Report and Highlights. A few revisions were discussed. Kelly will make changes and send a final copy out. Steve made a motion to approve as amended, second by Tom. Carried Unanimously.

GENERAL COMMITTEE REPORTS & UPDATES

B. Sub-Committee Reports:

- a. **Fund Raising**
 - i. **FAC – 2020 Workshop, John** – there are 12 registered thus far for the workshop. Kelly encouraged everyone to spread the word on the workshop at upcoming Regional meetings.
 1. **Donations/WPRA Website** – It was discovered at the WPRA Conference that the donation button on the website was removed in the transition to the new website. Kelly will follow up and add the new procedure per "square" (see below)
 2. **New Credit Card System (ie: square)** – Kelly is researching the option to use "square" program which allows you to swipe a credit card on a mobile device.

With this it is recommended to open up another checking account to used solely for the Square account. Gene made a motion to approve opening a square account and proceed in opening up another checking account to accompany it. Second by Fred. Carried Unanimously.

- ii. **Golf Committee Report, Mark** – Committee has not met since the outing, but Mark has followed up with John from New Berlin Hills. They officially have us on their calendar for Thursday, September 10, 2020. Green Golf will again be the title sponsor. Mark will get a meeting set up for early 2020 with the Committee to finalize costs and then the Board can vote via email to approve the various fees.
- iii. **Raffle Committee Report, Holly** – Holly thanked fellow Board Members that assisted with the Pre-Banquet raffle at the Fall Conference. A total of 51 basket donations were received and a total of \$3,110 in revenue collected from ticket sales. Awesome job! We would like to consider a special prize for the favorite basket submittal, going to the one person that donated a basket that has the most tickets submitted (get large Ziploc bags and dump each boxes). We did receive feedback to consider adding a Wine Bottle Cork Raffle in the future, and also have the ability to accept credit cards in 2020. Need to make sure to keep track of the winners for the Free WPRC Conference Registration and Free WPRC Membership Certificates.

b. Professional Grant and Student Scholarship Application Updates, Rick & Holly

- i. **Professional Grants**, Online vote took place on October 24th to approve Lesli Rumpf's grant request of \$250 to attend the 2020 Leadership Academy.
- ii. **Continued Discussion from Oct. Meeting:**
 - 1. Creating a category for newly graduated professionals not yet having full-time employment in the field of Parks & Recreation to be able to apply for Grants for the WPRC State Conference. The Professional Grant Committee will review this and come back with a recommendation at the February 2020 meeting.
 - 2. Possible Grant Eligibility for WPRC & NRPA Memberships. The committee will discuss this as well.
 - 3. Possible Grant Eligibility for University Facility bringing students to the WPRC Conference. The committee will discuss and consider this as well.

iii. Student Scholarships update, Holly

- 1. Holly reported that 25 student conference scholarships were awarded at \$100.00 each for a total of \$2,500. There was also a total of \$1300 reimbursed for lodging (maximum of \$50 per student): \$1050 for 21 students/faculty from Madison College, \$50 for 1 student from UW-LaCrosse, and \$200 for 4 students from UW-Whitewater. After much discussion, it was decided to remain the same for 2020.
- 2. Discuss Eligibility of non-full-time students to apply for Student Scholarships
- 3. Consider increasing the \$50 room allotment, it doesn't come close to covering the hotel for 3 nights.
- 4. Recommended by faculty for us to develop a recruitment flyer for the schools with Student Scholarship details, application instructions and deadlines.

c. WPRC Foundation By-Law/Policy Review & Revisions

- i. **Draft of Annual Revisions at Dec. Meeting, Kelly** –
 - 1. 4210 (Page 6) – regarding Board of Directors Insurance listed. We currently don't have Board insurance, and we should obtain it. Kelly will look into that and bring a quote to the February meeting for consideration.

2. 6410 – add Student Scholarship policy include copy of student scholarship guidelines and lodging reimbursement in the addendum as well.
 3. Kelly reviewed some other minor tweaks to wording or updates. The Committee will continue to review and bring revisions to the next meeting for vote.
- ii. **Updated Committee & Goal Sheet for 2020** – Kelly reviewed the updated committee list. She proposed a new Committee for 2020 “Focus on Donor Agreements/Contacts and Donor Visibility and Recognition” She will consider who will sit on that committee and discuss more at the next meeting.
- d. **Marketing & PR, Kelly**
- i. **2019 Conference Booth at the Kalahari Update, Kelly**
 - ii. **IMPACT** – January Features the FAC Workshop, The Spring 2020 due Jan. 25th will feature Golf Outing Recap with promo for 2020 Golf Outing event.
 - iii. **New Logo Discussion (*place saver for agenda*)**
 - iv. **Facebook Page, Megan** – Megan will promote the Workshop by adding a Facebook Event.
- e. **Nominating, Steve**
- i. **2020 Nominations & Election** -Gene made a motion to approve Mike, Steve, Bob and Mark all renewing their terms, second by Fred, Carried Unanimously. Tom made a motion to approve current officers to fulfill another term: Kelly-President, Holly-Secretary, Rick-Vice President, and Bob-Treasurer, second by Mark, carried unanimously.
 - ii. **Board member replacement discussion, Kelly/Matt** – Matt Carrico has submitted his resignation from his current position. Bob made motion to accept his resignation, second by Tom. Carried Unanimously. Tony made a motion to approve Sasha Darby to fill the vacancy, second by Mike. Carried Unanimously.

C. WPRA Board Updates –

- a. **WPRA Fundraising** – raffle baskets etc... where to allocate funds. It was decided at the last meeting to go under the FAC.
- b. **2020 MOU Letter to WPRA** – Final Letter was sent to WPRA.
- c. **General Foundation Business** No report

OLD BUSINESS

- A. Placeholder: basic software program that will allow for multiple users, general financials, rosters, record keeping, registrations and 3rd party credit card processing and reoccurring payments to replace Paypal.
- B. **Update on “Empowering Fellow Women Leaders” session.** Kelly gave an update, session went well. She will be following up with Robert Weisberg with photos of the session and a Christmas Card.

NEW BUSINESS

The February 6, 2020 meeting location has been changed to Oshkosh, in conjunction with Leadership Academy.

COMMENTS/UPDATES FROM BOARD MEMBERS

CALL FOR ADJOURNMENT – January 10, FAC Workshop (2020 meeting calendar attached)

Ray made a motion to adjourn the meeting, second by Tony. Carried Unanimously. Meeting adjourned at 12:45pm.

Respectfully Submitted,
 Holly Glainyk
 WPRA Foundation Secretary/Treasurer