

PLEASANT VALLEY RECREATION AND PARK DISTRICT

Conference Room

1605 E. Burnley Street, Camarillo, CA 93010

**THE FOUNDATION FOR PLEASANT VALLEY
RECREATION & PARKS**

REGULAR BOARD MEETING

AGENDA

Wednesday, November 8, 2023

5:30 PM

- 1. CALL TO ORDER**
- 2. MEMBERS IN ATTENDANCE**
- 3. APPROVAL OF AGENDA-** Motion to approve
- 4. PUBLIC COMMENT - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public.** If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 5. CONSENT AGENDA -** Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.

A. Minutes for Board Meeting – October 11, 2023

Approval of minutes.

Pg. 1-2

B. Financial Report

Monthly financial report presented to the Board for information.

Pg. 3-9

Approval of the financial report for October 2023.

6. NEW ITEMS – DISCUSSION/ACTION

A. Fundraiser Proceeds

Review of Presto Pasta funds raised from October 4, 2023, based on 20% of sales.

B. Nature Education Building

Update on project and budget.

- I.** Board to review and approve quote from Glass Illusions for shed electrical services.

Pg.10

C. Event Sponsorship Levels

I. Poker Tournament

II. Cornhole Tournament

III. Party for the Parks

D. Committee Updates

Updates from Event Committee Chair.

E. Strategic Planning

I. Board Member Recruitment

II. Committees

F. Next Dine-in Fundraisers

I. December 3-9, Coffee Bean on Arneill Rd.

a. 20% of sales will be donated to the Foundation.

7. ORAL COMMUNICATION

Informal items from Board Members or staff not requiring action.

8. ADJOURNMENT

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager, at 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

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Conference Room

1605 E. Burnley Street, Camarillo, CA 93010

**FOUNDATION FOR PLEASANT VALLEY
RECREATION & PARKS**

REGULAR BOARD MEETING

MINUTES

Wednesday, October 11, 2023

5:30 PM

1. **CALL TO ORDER-** Meeting was called to order at 5:35pm by Chair Elaine Magner.
2. **MEMBERS IN ATTENDANCE** Board Member Elaine Magner, Board Member/General Manager Mary Otten, Board Member Julie Navarro, Board Member Jodie Peña, Board Member Ann DeMartini, Board Member Brett DeCarlo

ABSENT: Board Member Bev Dransfeldt

STAFF: Board Liaison Kaleen Gage
3. **APPROVAL OF AGENDA-** A motion was made by Board Member Mary Otten to approve the agenda and seconded by Board Member Julie Navarro. The motion carried 6-0.
4. **PUBLIC COMMENT** – None.
5. **CONSENT AGENDA** - A motion was made by Board Member Mary Otten to approve the Consent Agenda and seconded by Board Member Jodie Pena. The motion carried 6-0.

- A. **Minutes for Board Meeting – August 9, 2023**
- B. **Minutes for Special Board Meeting – September 16, 2023**
- C. **Financial Report**
- D. **Financial Report**
- E. **Dedications**

6. NEW ITEMS – DISCUSSION/ACTION

A. Fundraiser Proceeds

- I. There is no update yet on the total from the August 9, 2023, Loru's Café fundraiser. It was based on 30% of sales. The fundraiser may be a loss as Loru's Café will not return email for proceeds.
- II. Raised \$53.85 from Snapper Jack's on September 6, 2023.
- III. Raised \$8,493.93 from Party for the Parks on September 9, 2023.

B. Office Supplies

A motion was made by Board Member Julie Navarro to approve ordering a 16 pack of storage bins and seconded by Board Member Ann DeMartini. The motion carried 6-0.

C. Nature Education Building

Board Liaison updated the board on the progress of the Nature Education Building. The concrete and walkways were completed on October 6, 2023 with the retaining wall

completed on October 11, 2023. Tuff Shed to begin framework on October 12, 2023 with an expected date of completion of October 20, 2023.

D. Strategic Planning

- I. Board finalized events for 2024
 - a. Poker Tournament on March 16, 2023
 - b. Cornhole Tournament partnered with the Districts Summer Palooza special event on June 21-21, 2023. Hosting the tournament for two days will depend on the number of teams signed up.
 - c. Party for the Parks on September 27, 2023
- II. Board Member Recruitment – Tabled for the next meeting.
- III. Committees – Tabled for the next meeting.

E. Next Dine-in Fundraiser

A motion was made by Board Member Jodie Pena to approve Honey Baked Ham fundraiser proceeds to be used to purchase a gift(s) for a family or child from the Districts Letters to Santa event and seconded by Mary Otten. The motion carried 6-0.

7. **ORAL COMMUNICATION-** None.

8. **ADJOURNMENT-** Meeting was adjourned at 7:06pm by Chair Elaine Magner.

Respectfully submitted,

Approval,

**Bev Dransfeldt
Secretary**

**Elaine Magner
Chair**

Management Report

Foundation for Pleasant Valley Recreation and Parks
For the period ended October 31, 2023



Prepared on
November 2, 2023

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Statement of Activity Detail

October 2023

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Ordinary Revenue/Expenditures							
Revenue							
Contributed income							
Fundraiser							
Restaurant Fundraiser							
10/11/2023	Deposit		Presto Pasta	Presto Pasta October 2023 Dine In Fundraiser	VCCU Checking	51.00	51.00
Total for Restaurant Fundraiser						\$51.00	
Total for Fundraiser						\$51.00	
Total for Contributed income						\$51.00	
Sales							
Dedications							
Bench							
10/25/2023	Pledge	1055	Karena Kahlberg	Three Boards	Accounts Receivable (A/R)	1,890.00	1,890.00
10/25/2023	Pledge	1055	Karena Kahlberg	Additional fee for bench dedication install	Accounts Receivable (A/R)	1,000.00	2,890.00
Total for Bench						\$2,890.00	
Tree							

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
10/30/2023	Pledge	1056	Arla Crane	Tree Dedication	Accounts Receivable (A/R)	300.00	300.00
Total for Tree						\$300.00	
Total for Dedications						\$3,190.00	
Total for Sales						\$3,190.00	
Total for Revenue						\$3,241.00	
Expenditures							
Office expenses							
Memberships & subscriptions							
10/06/2023	Expenditure		CLU Nonprofit Leadership	CLU Annual Membership	VCCU Checking	350.00	350.00
Total for Memberships & subscriptions						\$350.00	
Office supplies							
10/12/2023	Expenditure		Amazon	Storage Bins	VCCU Checking	200.52	200.52
Total for Office supplies						\$200.52	
Total for Office expenses						\$550.52	
QuickBooks Payments Fees							
10/11/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	VCCU Checking	53.22	53.22

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Total for QuickBooks Payments Fees							
Uncategorized Expense							
Fundraiser							
Party for the Parks							
10/06/2023	Expenditure		Jodie Pena	Party for the Parks 2023 Cookies Deposit	VCCU Checking	100.00	100.00
10/06/2023	Expenditure		Jodie Pena	Party for the Parks 2023 Catering	VCCU Checking	2,796.21	2,896.21
10/18/2023	Expenditure		Affordable Tables and Chairs	Party for the Parks 2023 Rentals Balance	VCCU Checking	949.00	3,845.21
Total for Party for the Parks						\$3,845.21	
Total for Fundraiser						\$3,845.21	
Total for Uncategorized Expense						\$3,845.21	
Total for Expenditures						\$4,448.95	
Net Ordinary Revenue						\$ -1,207.95	
Other Revenue/Expenditure							
Other Revenue							
Interest Earned							
10/01/2023	Deposit		VCCU	Dividend Deposit % APY Earned 0.90%	VCCU Money Market	66.71	66.71

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
10/01/2023	Deposit		VCCU	Dividend Deposit APY Earned 0.11%	VCCU Savings	0.01	66.72
Total for Interest Earned						\$66.72	
Total for Other Revenue						\$66.72	
Net Other Revenue						\$66.72	
Net Revenue						\$ -1,141.23	

Statement of Financial Position

As of October 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
VCCU Checking	2,543.26
VCCU Money Market	79,447.49
VCCU Savings	106.92
Total Bank Accounts	82,097.67
Accounts Receivable	
Accounts Receivable (A/R)	2,890.00
Total Accounts Receivable	2,890.00
Total Current Assets	84,987.67
Fixed Assets	
Improvements	
Camarillo Grove Nature Education Classroom	51,364.48
Total Improvements	51,364.48
Total Fixed Assets	51,364.48
TOTAL ASSETS	\$136,352.15
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	100,519.45
Retained Earnings	23,455.07
Net Revenue	12,377.63
Total Equity	136,352.15
TOTAL LIABILITIES AND EQUITY	\$136,352.15

Glass Illusions

4811 Calle Alto, Camarillo, CA 93012
 805•444•1783 • FAX:805•445•8220
 Lic: #791163

Quote # 12447

Date: 10/28/2023

Sold To:
Pleasant Valley Rec. & Park District 1605 E. Burnley St. Camarillo Ca 93010

Deliver/Will Call
N/A

PO#	Processed By Darren	Deposit Amt \$0.00	Balance Due \$00.00	
Qty	Description	Unit Price	Sub total	
	Customer to provide material for plugs and switches. Customer to provide recessed cans, trims, smoke detector, exterior sconces and responsible for backfilling of asphalt and/or concrete			
9	Duplex recetacles			
6	Recessed can lights			
3	Exterior 3/0 light boxes (fixture by owner)			
1	Smoke detector, hard wired with battery			
2	3-way toggle switches			
	Saw cutting, trenching, sub feed install, 60 amp sub panel, and (2) 20 amp circuits			
	All electrical installations to meet code per NEC			
Signature _____ Date _____			Total \$ 5,580	

I hereby acknowledge the satisfactory completion and receipt in good condition of the above materials and work.