

PLEASANT VALLEY RECREATION AND PARK DISTRICT

Room 7

1605 E. Burnley Street, Camarillo, CA 93010

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

REGULAR BOARD MEETING

AGENDA

Wednesday, May 10

5:30 P.M.

Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. The Foundation thanks you for your cooperation and understanding.

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 – April 12, 2023

Approval receives and files minutes.

Pg. 1-2

B. Financial Report

Monthly financial reports are presented to the Board for information.

Approval receives and files the financial reports for April 2023.

Pg. 3-6

6. NEW ITEMS – DISCUSSION/ACTION

A. Panera Fundraiser Sales

Review of funds raised on May 3, 2023, based on 20% of sales.

B. Splash into Summer Pool Party- May 21, 2023

i. Discuss event ticket sales and decision to move forward.

C. Party for the Parks Planning- September 23, 2023

- i. Revisit date and time
 - i. September 23 vs. September 16
 - ii. 5:30 pm to when
- ii. Budget review
- iii. Catering
 - i. Update on booking BBQ from Mario
- iv. Bar & Bartenders
 - i. Review sponsorship from DJ's Catering
- v. Entertainment
 - i. Update from Board Chair Elaine Magner on booking Caught Red Handed
- vi. Rentals
 - i. Review and approval of quote from ATC Rentals Pg. 7
- vii. Sponsorships & Donations
 - i. Review sponsorship levels

D. Branded Tablecloths

- i. Board to discuss for approval on purchasing two branded tablecloths to be used at events.
 - i. Review of quote from Sir Speedy Pg. 8
 - ii. Review of quote from Proforma Custom Promotions Pg. 9
 - iii. Review of color and type Pg. 10-11

E. Rummage Sale- June 17, 2023

- i. Board to confirm members who will work the rummage sale booth from set up starting at 5AM to ending at 12PM.

F. Board Member Recruitment/Event Committee

- i. Review bylaws on number of board members required to operate the Foundation.
- ii. Review and approval of board member applications.
- ii. Event Committee vs. Advisory Committee
 - i. Revisit bylaws of forming committees
 - ii. Board to appoint two board members onto event committee
 - iii. Event committee meetings

G. Next Month's Fundraiser

- i. June 7 at Blenders
 - i. All day 7AM-10PM
 - ii. 50% of total purchases with flyer will be donated to the Foundation.

7. ORAL COMMUNICATION

Informal items from Board Members or staff not requiring action.

8. ADJOURNMENT

- 9. 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.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
Conference Room
1605 E. Burnley Street, Camarillo, CA 93010

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

REGULAR BOARD MEETING

MINUTES

**Wednesday, April 12
5:30 P.M.**

1. **CALL TO ORDER**– Meeting was called to order at 5:54pm by Board Member Elaine Magner
2. **MEMBERS IN ATTENDANCE** Board Member Elaine Magner, Board Member Julie Navarro, Board Member Bev Dransfeldt, Board Member Janet Dixon, Board Member/General Manager Mary Otten

ABSENT: Board Member Linda Lamb
3. **APPROVAL OF AGENDA**- A motion was made by Board Member Julie Navarro, to approve the agenda and seconded by Board Member Bev Dransfeldt. The motion carried 4-0.
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**- A motion was made by Board Member Bev Dransfeldt to approve the Consent Agenda and seconded by Board Member Julie Navarro. The motion carried 4-0.

A. Minutes for Board Meeting – March 8, 2023

B. Financial Report

6. NEW ITEMS – DISCUSSION/ACTION

A. Toppers Fundraiser Sales

- i. Raised \$97.19.

B. Splash into Summer Pool Party- May 21, 2023

- i. Partners/vendors update.
 - a. PizzaMan Dan's is still booked and donating 20% of sales.
 - b. Stop Drowning Now attending with conducting safety water tips
 - c. Pleasant Valley Swim Team attending and bringing water safety activities.
 - d. SC Diving attending and conducting scuba dive demos.

C. Party for the Parks Planning- September 23, 2023

- i. Theme- Country with incorporating our nature cause
- ii. Catering- Ask if Linda Lamb can book onsite BBQ cooking with Mario. If not available, contact Bruce Jocums.
- iii. Entertainment-Elaine Magner will contact Caught Red Handed and present and update at the next meeting.
- iv. Sponsorships-There will be monetary sponsorship levels of \$1,000, \$2,500, \$5,000, \$7,500, \$10,000 and in-kind sponsorships for desserts, coffee, and bar.
- v. Donations
 - a. Wine wall- Currently have 36 bottles. We will not purchase more.
 - b. Silent auction- Items to be valued above \$250
 - c. Raffle items- Items to be valued under \$250
- vi. Tickets- Single ticket \$125 for early bird until September 1. The price will increase to \$150 after September 1 with a ticket deadline of September 15. Each ticket will include dinner and two drinks. A table will be \$875; a \$125 savings from purchasing eight single tickets.
- vii. Tables- 72" round to sit 8 people per table
- viii. Campaign/Purpose- Proceeds from event will go toward the nature center

D. Rummage Sale- June 17, 2023

- i. Collection of goods- Items can be dropped off on the Wednesday before the Rummage Sale at the District office.

E. Wonderland of Wreaths

- i. Making of wreaths- Begin to think about wreaths and supplies we need to make them.
- ii. Sponsorship levels- There will be monetary sponsorship levels of \$200, \$500, \$750, \$1,000 and an option for a wreath donor.

F. Event Committee

- i. Revisit forming an event committee vs. bylaws at the next meeting.

G. Recruitment Status

- i. Begin looking for board members and people to join the event committee. Event committee members can help plan Party for the Parks.

H. Next Month's Fundraiser

- i. May 3, 2023, at Panera from 4-8pm. 20% of total purchases with flyer will be donated to the Foundation.

7. ORAL COMMUNICATION-

- i. Kaleen will be leaving the district.
- ii. E-mail blasts for event reminders and increase in social media posts will begin.

8. ADJOURNMENT- Meeting was adjourned at 7:08pm.

Respectfully submitted,

Approval,

**Bev Dransfeldt
Secretary**

**Elaine Magner
Chair**

Management Report

Foundation for Pleasant Valley Recreation and Parks
For the period ended April 30, 2023



Prepared on
May 4, 2023

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Statement of Activity

April 2023

	Total
REVENUE	
Contributed income	
Fundraiser	
Restaurant Fundraiser Toppers Pizza	97.19
Total Fundraiser	97.19
Total Contributed income	97.19
Sales	
Dedications	
Bench	5,560.00
Tree	2,297.00
Total Dedications	7,857.00
Total Sales	7,857.00
Total Revenue	7,954.19
GROSS PROFIT	7,954.19
EXPENDITURES	
QuickBooks Payments Fees CC processing fees	18.95
Uncategorized Expense	
Projects	
Camarillo Grove Nature Education Classroom Permit Application & Fees	211.09
Total Projects	211.09
Total Uncategorized Expense	211.09
Total Expenditures	230.04
NET OPERATING REVENUE	7,724.15
NET REVENUE	\$7,724.15

Statement of Financial Position

As of April 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Business Checking	98,678.72
Total Bank Accounts	98,678.72
Total Current Assets	98,678.72
Fixed Assets	
Improvements	
Camarillo Grove Nature Education Classroom	18,266.80
Total Improvements	18,266.80
Total Fixed Assets	18,266.80
Other Assets	
Security deposits	1,205.00
Total Other Assets	1,205.00
TOTAL ASSETS	\$118,150.52
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	100,519.45
Retained Earnings	6,801.27
Net Revenue	10,829.80
Total Equity	118,150.52
TOTAL LIABILITIES AND EQUITY	\$118,150.52

AFFORDABLE TABLES AND CHAIRS

Invoice

2451 Eastman Ave. #14
Oxnard, CA 93030
(805) 890-7254

DATE: April 28, 2023
Invoice # 2805
FOR: Foundation Annual
Party 5:30-10pm
Event date: 9/23/23 Sat.

Bill To:
Foundation for Pleasant Valley Recreation & Parks
Attn: Kaleen Gage - Development Analyst
1605 E. Burnley St.
Camarillo, CA 93010
1(805)482-1966 xt. 117
email:
www.pvrpd.org

Deliver to:
Camrillo Grove Park
6968 E. Camarillo Springs Rd.
Camarillo, CA

Delivery:
Date: 9/22/23 Fri.
Time: 8am - 6pm
Pick-up:
Date: 9/25/23 Mon.
Time: 8am - 6pm

Revised: 5/02/23

	DESCRIPTION	AMOUNT
1	Stage 16' x 16' x 24" tall	\$384.00
1	Stage skirting (black) 44'	\$75.00
12	Tables (round) 72"	\$144.00
100	Chairs (basic white folding)	\$125.00
12	Umbrellas (ivory) w/ bases	\$540.00
1	Wine barrel bar (2) barrels & (1) bar table top	\$110.00
12	Linen (brown - poly) 132" rnd.	\$216.00
9	Linen drape (brown - poly) 6' drape 90" x 132"	\$144.00
2	Delivery and pick-up (Not same day / reg, business hours)	\$140.00
2	Set-up and breakdown (tables, chairs & umbrellas)	\$150.00
	Discount:	(\$130.00)
	Note: Delivery charge includes the set-up of stage only.	
	TOTAL	\$ 1,898.00

Make all checks payable to: **Affordable Tables and Chairs L.L.C.**

If you have any questions concerning this invoice, **contact: John Hunter (805) 890-7254**

Web site: atceventrentals.com

email: atcpartyrental@gmail.com

THANK YOU FOR YOUR BUSINESS!



PRINT | SIGNS | MARKETING

1161 Calle Suerte, Suite E
Camarillo, CA 93012
805.484.7999 | Fax 805.388.5836
orders@sirspeedycamarillo.com

Estimate

No: **12858**

Date: 4/26/23

Sarah Pascual
Pleasant Valley Recreation & Parks Foundation
1605 E. Burnley St.
Camarillo, CA 93010
Phone: 805-482-1996 x109
E-Mail: spascual@pvrrpd.org

Quantity	Description	Amount
2	6' Stretch Table Cover Dye Sub printed full color on 8.8 oz polyester table fabric	\$ 534.98
2	6' Standard Table Throw (4 sides) - Dye Sub printed full color on 8.8 oz polyester fabric	\$ 400.42
Sales Rep: Mike Taken by: Mike		
Customer No: 2005		

This Estimate is Valid for 30 Days.

Thank you for the opportunity to be of service to you.

This estimate is based on information received by Sir Speedy, and is subject to revision upon receipt of materials for the actual job. Charges for corrections and any customer alterations will be added to the estimated price.

Customer will be notified of any additional charges before work is begun.

Unless otherwise requested 10% over or under may be included in the final delivery and invoice.



Order Acknowledgement

Ack Number AC57001923B
 Ack Date 04/27/2023
 In Hands Date
 Terms Net 30
 Sales Order SC57001923
 Sales Person Angela Muhlenkamp

Proforma Custom Promotions
 Telephone: 419-852-2994
 Email: angie.muhlenkamp@proforma.com

Acknowledgement For

Pleasant Valley Recreation & Park District
 Kaleen Gage
 1605 E. Burnley St.
 CAMARILLO, CA 93010
 Phone: 805-482-1996
kgage@pvrpd.org

Ship To

Pleasant Valley Recreation & Park District
 Kaleen Gage
 1605 E. Burnley St.
 CAMARILLO, CA 93010
 Shipping Method: Best Way (Most Economical)

Bill To

Pleasant Valley Recreation & Park District
 Kaleen Gage
 1605 E. Burnley St.
 CAMARILLO, CA 93010

Item #	Item Description	In Hands Date	QTY	Unit Price	Per	Credit	Amount
	6' FITTED, flame retardant and wrinkle resistant 300D Poly Table Cover, full color dye sub imprint, hemming, includes clear PVC storage/transport bag w/zipper. *Same price for 4 sides vs/ 3 sides with open back (your choice)		2	225.0000	Each	-	\$450.00
	Set-up		1	45.0000	Each	-	\$45.00
	6' STRETCH FIT 180G elastic polyester table cover, full color dye sub imprint, hemming, includes clear PVC storage/transport bag w/zipper. *Same price for 4 sides vs. 3 sides with open back (your choice)		2	230.0000	Each	-	\$460.00
	Set-up		1	45.0000	Each	-	\$45.00

Notes: Production time: 8-10 days

Thank you! Angie Muhlenkamp
Angie.Muhlenkamp@proforma.com
419-852-2994

Line-Item Total	Estimated Freight	Sub Total	Deposits	Credits	Sales Tax	Order Total
\$1,000.00	\$53.00	\$1,053.00	-	-	-	\$1,053.00 USD

This is NOT a bill. Please do not pay this amount. This does not include freight and taxes unless noted. Please review this order acknowledgement and if you have any changes please contact us immediately. If Acknowledgement is correct, please sign, date and send back.

Thank you for your business!

Customer Signature: _____

Date: _____

Spandex



Back of Spandex



Fitted- White



Spandex- Grey



Fitted- Grey

