

PLEASANT VALLEY RECREATION AND PARK DISTRICT

Conference Room

1605 E. Burnley Street, Camarillo, CA 93010

**FOUNDATION FOR PLEASANT VALLEY
RECREATION & PARKS**

REGULAR BOARD MEETING

AGENDA

Thursday, February 15, 2024

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 – November 8, 2023**
Approval of minutes. Pg. 1-2
 - B. Minutes for Board Meeting – December 13, 2023**
Approval of minutes. Pg. 3-4
 - C. Financial Report**
Monthly financial report presented to the Board for information. Pg. 5-11
Approval of the financial report for December 2023.
 - D. Financial Report**
Monthly financial report presented to the Board for information. Pg. 12-18
Approval of the financial report for January 2024.
- 6. NEW ITEMS – DISCUSSION/ACTION**
 - A. Donor & Event Management System**
 - I. Development Analyst/Board Liaison to present event registration system costs to the board for approval on renewing Bloomerang Kindful or switching to Give Lively.

B. Board Composition Review

- I. Review of board member survey results and discussion of next steps for recruitment.

C. Nature Education Shed Updates

- I. Board to select paint colors.
- II. Review of budget and purchase of remaining supplies.

D. Event Committee Updates

Event Committee Chair to present updated event sponsorship levels and event ticket price to the Board for review and approval.

- a. Cornhole Tournament
 1. Tournament Winner Prize
- b. Party for the Parks
 1. Ticket Price

E. Dine-In Fundraisers

- I. Review of Panda Express fundraiser proceeds
- II. March 6: Valentino's Take N' Bake
 - a. 20% of sales donated.
- III. 2024 Calendar

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.

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

MINUTES

Wednesday, November 8, 2023

5:30 PM

1. **CALL TO ORDER**– Meeting was called to order at 5:33pm by Chair Elaine Magner.
2. **MEMBERS IN ATTENDANCE** Board Member/General Manager Mary Otten, Board Member Julie Navarro, Board Member Bev Dransfeldt, Board Member Jodie Peña, Board Member Ann DeMartini.

ABSENT: Board Member Brett DeCarlo

STAFF: Board Liaison Kaleen Gage

3. **APPROVAL OF AGENDA**- A motion was made by Board Member Jodie Peña, to approve the agenda and seconded by Board Member Ann DeMartini. The motion carried 6-0.
4. **PUBLIC COMMENT** – None.
5. **CONSENT AGENDA**- A motion was made by Board Member Jodie Peña to approve the Consent Agenda and seconded by Board Member Bev Dransfeldt. The motion carried 6-0.

A. Minutes for Board Meeting – October 11, 2023

B. Financial Report – October 2023

6. **NEW ITEMS – DISCUSSION/ACTION**

A. Fundraiser Proceeds

- I. Raised \$51.00 from Presto Pasta on October 4, 2023.

B. Nature Education Building

- I. A motion was made by Board Member Bev Dransfeldt to approve the quote from Glass Illusions in the amount of \$5,580 for shed electrical services and seconded by Board Member Ann DeMartini. The motion carried 6-0.

C. Event Sponsorship Levels

- I. Poker Tournament – 5 sponsorship levels were discussed.
- II. Cornhole Tournament – Tabled to next meeting to discuss sponsorship level names pending an update from the Event Committee.
- III. Party for the Parks- It was discussed to keep the levels the same in 2024, but revisit the level amounts at the next meeting pending an update from the Event Committee.

D. Committee Updates

Updates from Event Committee Chair- None.

E. Strategic Planning

- I. Board Member Recruitment - Tabled to the next board meeting.
- II. Committees - Tabled to the next board meeting.

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- None.

8. ADJOURNMENT- Meeting was adjourned at 7:28pm by Vice-Chair Julie Navarro.

Respectfully submitted,

**Bev Dransfeldt
Secretary**

Approval,

**Elaine Magner
Chair**

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

THE FOUNDATION FOR PLEASANT VALLEY
RECREATION & PARKS

ANNUAL BOARD MEETING

MINUTES

Wednesday, December 13, 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/General Manager Mary Otten, Board Member Julie Navarro, Board Member Bev Dransfeldt, Board Member Jodie Peña, Board Member Ann DeMartini, Board Member Brett DeCarlo.

ABSENT: Board Member Jodie Peña

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 Ann DeMartini to approve the Consent Agenda and seconded by Board Member Bev Dransfeldt. The motion carried 6-0.

A. Financial Report

6. NEW ITEMS – DISCUSSION/ACTION

A. Election of Officers

Board elected officers for the 2024 term:

Chair- Elaine Magner, this will be the third consecutive year as Chair.

Vice-Chair- Julie Navarro, this will be the second consecutive year as Vice-Chair.

Secretary- Bev Dransfeldt, this will be the third consecutive year as Secretary.

B. Dine-In Fundraisers

I. Raised \$95.00 from Honey Baked Ham in the month of November 2023

II. Raised \$29.80 from Coffee Bean fundraiser the week of December 4 – 10, 2023.

III. No updates currently for 2024 dine-in fundraisers.

C. Event Committee Updates

In the absence of the Event Committee Chair, the Board Liaison presented event planning updates.

a. Poker Tournament

1. Sponsorship Levels - Reviewed updated levels based on the most feasible for businesses and profit.

2. Ticket Price
 - a. \$60 Early bird
 - b. \$75 Regular
 - c. \$20 Spectator
 3. Budget- Reviewed potential revenue based on table sponsors.
 4. Aces & Eights Casino Nights quote - A motion was made by Board Member Bev Dransfeldt to approve the quote of \$2,573 for 10 Texas Hold Em tables, dealers, and table accessories and seconded by Board Member Ann DeMartini. The motion carried 6-0.
- b. Cornhole Tournament
1. Sponsorship Levels- Reviewed updated levels based on the most feasible for businesses and profit.
 2. Ticket Price
 - a. \$25 Single entry
 - b. \$40 Team of two
- c. Party for the Parks
1. Sponsorship Levels - Reviewed updated levels based on the most feasible for businesses and profit.
 2. Ticket Price- Tabled to next meeting.

D. Board Organization

- I. Board Member Recruitment - Tabled to a later date pending board members complete a survey to evaluate board composition.
- II. Committees – Tabled to a later date pending board members complete a survey to evaluate board composition.

7. ORAL COMMUNICATION – Board Liaison communicated the outside of the shed at the Nature Center is completed.

8. ADJOURNMENT- Meeting was adjourned at 7:00pm 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 December 31, 2023



Prepared on
January 5, 2024

Table of Contents

Statement of Activity Detail3

Statement of Financial Position7

Statement of Activity Detail

December 2023

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Ordinary Revenue/Expenditures							
Revenue							
Contributed income							
Fundraiser							
Restaurant Fundraiser							
12/19/2023	Deposit		Honey Baked Ham	Honey Baked Ham Fundraiser Proceeds	VCCU Checking	95.00	95.00
Total for Restaurant Fundraiser						\$95.00	
Total for Fundraiser						\$95.00	
In-Kind Donation							
12/11/2023	Deposit		Aleshire & Wynder	Online Donation for Nature Ed. Project	VCCU Checking	483.70	483.70
Total for In-Kind Donation						\$483.70	
Total for Contributed income						\$578.70	
Sales							
Dedications							
Bench							
12/15/2023	Pledge	1059	Hiroshi Kuwashima	Two Boards	Accounts Receivable (A/R)	1,780.00	1,780.00

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
12/15/2023	Pledge	1059	Hiroshi Kuwashima	Additional fee for bench dedication install	Accounts Receivable (A/R)	1,000.00	2,780.00
Total for Bench							\$2,780.00
Tree							
12/15/2023	Pledge	1058	Michele Thorp	Tree Dedication	Accounts Receivable (A/R)	600.00	600.00
Total for Tree							\$600.00
Total for Dedications							\$3,380.00
Total for Sales							\$3,380.00
Services							
12/27/2023	Pledge	1060	Hiroshi Kuwashima	Added a third bench board for dedication bench	Accounts Receivable (A/R)	110.00	110.00
Total for Services							\$110.00
Total for Revenue							\$4,068.70
Expenditures							
QuickBooks Payments Fees							
12/17/2023	Expenditure		QuickBooks Payments	QuickBooks Payment Processing Fees	VCCU Checking	17.94	17.94
12/22/2023	Expenditure		QuickBooks Payments	QuickBooks Payment Processing Fees	VCCU Checking	79.80	97.74
12/27/2023	Expenditure		QuickBooks Payments	QuickBooks Payment Processing Fees	VCCU Checking	3.85	101.59

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance	
Total for QuickBooks Payments Fees							\$101.59	
Uncategorized Expense								
Dedication								
Bench								
12/27/2023	Expenditure		Kirby Built	Two Dedication Benches for M.O. Dog Park	VCCU Checking	2,351.34	2,351.34	
Total for Bench							\$2,351.34	
Total for Dedication							\$2,351.34	
Fundraiser								
Poker Tournament								
12/21/2023	Expenditure		Aces and Eights Casino Nights	Poker Tournament 2024 Poker Tables & Dealers	VCCU Checking	2,573.00	2,573.00	
Total for Poker Tournament							\$2,573.00	
Total for Fundraiser							\$2,573.00	
Total for Uncategorized Expense							\$4,924.34	
Total for Expenditures							\$5,025.93	
Net Ordinary Revenue							\$ -957.23	
Other Revenue/Expenditure								
Other Revenue								

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Interest Earned							
12/01/2023	Deposit		VCCU	Dividend Deposit Earned 0.90%	VCCU Money Market	58.82	58.82
12/01/2023	Deposit		VCCU	Dividend Deposit Earned 0.11%	VCCU Savings	0.01	58.83
Total for Interest Earned						\$58.83	
Total for Other Revenue						\$58.83	
Net Other Revenue						\$58.83	
Net Revenue						\$ -898.40	

Statement of Financial Position

As of December 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
VCCU Checking	307.68
VCCU Money Market	79,569.70
VCCU Savings	106.94
Total Bank Accounts	79,984.32
Total Current Assets	79,984.32
Fixed Assets	
Improvements	
Camarillo Grove Nature Education Classroom	55,144.43
Total Improvements	55,144.43
Total Fixed Assets	55,144.43
TOTAL ASSETS	\$135,128.75
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	100,519.45
Retained Earnings	23,455.07
Net Revenue	11,154.23
Total Equity	135,128.75
TOTAL LIABILITIES AND EQUITY	\$135,128.75

Management Report

Foundation for Pleasant Valley Recreation and Parks
For the period ended January 31, 2024



Prepared on
February 2, 2024

Table of Contents

Statement of Activity Detail3

Statement of Financial Position7

Statement of Activity Detail

January 2024

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Ordinary Revenue/Expenditures							
Revenue							
Contributed income							
Fundraiser							
Poker Tournament							
Event Tickets							
01/31/2024	Deposit		Stripe	Tickets - Poker Tournament 2024	VCCU Checking	59.57	59.57
Total for Event Tickets						\$59.57	
Total for Poker Tournament						\$59.57	
Restaurant Fundraiser							
01/17/2024	Deposit		Urbane Cafe	Urbane Cafe Fundraiser Proceeds	VCCU Checking	200.00	200.00
Total for Restaurant Fundraiser						\$200.00	
Total for Fundraiser						\$259.57	
Total for Contributed income						\$259.57	
Total for Revenue						\$259.57	
Expenditures							

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Office expenses							
Bank fees & service charges							
01/05/2024	Expenditure		VCCU	Overdrawn Draft Fee	VCCU Checking	15.00	15.00
Total for Bank fees & service charges						\$15.00	
Total for Office expenses						\$15.00	
Uncategorized Expense							
Dedication							
Bench							
01/08/2024	Expenditure		Pleasant Valley Recreation & Parks District	Dedication Bench Cement Pad	VCCU Checking	1,000.00	1,000.00
01/30/2024	Expenditure		Pleasant Valley Recreation & Parks District	Dedication Cement Pad	VCCU Checking	1,000.00	2,000.00
Total for Bench						\$2,000.00	
Tree							
01/29/2024	Expenditure		Pleasant Valley Recreation & Parks District	Tree Dedication M.O.- Reimbursement of Purchase	VCCU Checking	176.96	176.96
Total for Tree						\$176.96	
Total for Dedication						\$2,176.96	
Fundraiser							

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Poker Tournament							
Catering							
01/30/2024	Expenditure		National Bartenders Staffing	Bartenders Deposit for Poker Tournament 2024	VCCU Checking	210.00	210.00
Total for Catering						\$210.00	
Total for Poker Tournament						\$210.00	
Total for Fundraiser						\$210.00	
Total for Uncategorized Expense						\$2,386.96	
Total for Expenditures						\$2,401.96	
Net Ordinary Revenue						\$ -2,142.39	
Other Revenue/Expenditure							
Other Revenue							
Interest Earned							
01/01/2024	Deposit		VCCU	Dividend Deposit Tiered Rate 0.11%	VCCU Savings	0.01	0.01
01/01/2024	Deposit		VCCU	Dividend Deposit Tiered Earned 0.90%	VCCU Money Market	60.82	60.83
Total for Interest Earned						\$60.83	
Total for Other Revenue						\$60.83	
Net Other Revenue						\$60.83	

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Net Revenue						\$ -2,081.56	

Statement of Financial Position

As of January 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
VCCU Checking	3,165.29
VCCU Money Market	74,630.52
VCCU Savings	106.95
Total Bank Accounts	77,902.76
Total Current Assets	77,902.76
Fixed Assets	
Improvements	
Camarillo Grove Nature Education Classroom	55,144.43
Total Improvements	55,144.43
Total Fixed Assets	55,144.43
TOTAL ASSETS	\$133,047.19
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	100,519.45
Retained Earnings	23,455.07
Net Revenue	9,072.67
Total Equity	133,047.19
TOTAL LIABILITIES AND EQUITY	\$133,047.19