

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

Wednesday, March 13, 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 – February 15, 2024

Approval of minutes.

Pg. 1-2

B. Financial Report

Monthly financial report presented to the Board for information.

Pg. 3-8

Approval of the financial report for February 2024.

6. NEW ITEMS – DISCUSSION/ACTION

A. Nature Education Shed Updates

- I. Review of budget and purchase of remaining supplies.
- II. Grand Opening.

B. Event Committee Updates

Event Committee Chair and/or Board Liaison to present updates and proposals.

- a. Poker Tournament Update
- b. Cornhole Tournament
- c. National Park & Recreation Month, July

C. Dine-In Fundraisers

- I. Review of Valentino's fundraiser proceeds.
- II. Review of remaining 2024 dine-in fundraisers.

D. Annual Planning Workshop & Budget Review

Board to confirm date of April 6, time, and agenda goals.

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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1605 E. Burnley Street, Camarillo, CA 93010

**FOUNDATION FOR PLEASANT VALLEY
RECREATION & PARKS**

REGULAR BOARD MEETING

MINUTES

Thursday, February 15, 2024

5:30 PM

1. **CALL TO ORDER** - Meeting was called to order at 5:36pm by Secretary Bev Dransfeldt.
2. **MEMBERS IN ATTENDANCE** - Board Member/General Manager Mary Otten, Board Member Bev Dransfeldt, Board Member Jodie Peña, Board Member Brett DeCarlo, Board Member Ann DeMartini

ABSENT: Board Member Elaine Magner, Board Member Julie Navarro

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

- A. **Minutes for Board Meeting – November 8, 2023**
- B. **Minutes for Board Meeting – December 13, 2023**
- C. **Financial Report – December 2023**
- D. **Financial Report - January 2024**

6. NEW ITEMS – DISCUSSION/ACTION

A. Donor & Event Management System

A motion was made by Board Member Peña to approve switching from Bloomerang Kindful to Give Lively and seconded by Board Member Otten.
The motion carried 5-0.

B. Board Composition Review

The Board reviewed the survey results of current board members and discussed the next steps for recruitment.

C. Nature Education Shed Updates

- I. The Board selected the paint colors Stone Terrace and Swiss Coffee.
- II. The Board reviewed the budget and remaining supplies that need to be purchased.

D. Event Committee Updates

The Board reviewed and approved the Event Committee Chair's (Board Member DeMartini) presentation on updated event sponsorship levels and event ticket prices.

I. Cornhole Tournament

a. Tournament Winner Prizes are to be determined as originally discussion was placed on options of gift cards, plaques, or t-shirts. Pricing comparisons and options will be brought to a following Board meeting.

II. Party for the Parks

a. Ticket Prices: \$125 per individual ticket, \$875 for a table, and a table sponsorship is the cost of a table with an additional \$250 for advertising placement.

E. Dine-In Fundraisers

I. \$148.85 was raised on Wednesday, February 7, 2024, through Panda Express (nationwide).

II. The next food fundraiser will be on Wednesday, March 6, 2024, through Valentino's Take N' Bake.

a. Valentino's will donate 20% of sales from the day (11am-8pm).

III. An updated calendar for 2024 was distributed to the Board.

7. ORAL COMMUNICATION –

A. Board Member Dransfeldt shared her experience from the Mission Oaks Dog Park Bench dedication.

B. Board Member Dransfeldt inquired about the dedication bricks and trees at Lokker Park.

C. Board Member DeCarlo brought up an idea to create an awareness campaign of the Foundation through apparel.

8. ADJOURNMENT - Meeting was adjourned at 7:10pm by Secretary Dransfeldt.

Respectfully submitted,

Approval,

**Bev Dransfeldt
Secretary**

**Elaine Magner
Chair**

Management Report

Foundation for Pleasant Valley Recreation and Parks
For the period ended February 29, 2024



Prepared on
March 4, 2024

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Statement of Activity Detail

February 2024

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Ordinary Revenue/Expenditures							
Revenue							
Contributed income							
Fundraiser							
Poker Tournament							
Event Tickets							
02/07/2024	Deposit		Stripe	Poker Tournament 2024- Ticket Sales	VCCU Checking	84.39	84.39
02/08/2024	Deposit		Stripe	Poker Tournament 2024- Ticket Sales	VCCU Checking	84.39	168.78
02/15/2024	Deposit		Stripe	Poker Tournament 2024- Ticket Sales	VCCU Checking	104.25	273.03
02/21/2024	Deposit		Stripe	Poker Tournament 2024- Ticket Sales	VCCU Checking	19.83	292.86
02/27/2024	Deposit		Stripe	Poker Tournament: Ticket Sales	VCCU Checking	244.20	537.06
02/28/2024	Deposit		Stripe	Poker Tournament 2024- Ticket Sales	VCCU Checking	19.86	556.92
02/28/2024	Deposit		Stripe	Poker Tournament 2024- Ticket Sales	VCCU Checking	60.00	616.92
Total for Event Tickets						\$616.92	
Total for Poker Tournament						\$616.92	

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance	
Total for Fundraiser							\$616.92	
Total for Contributed income							\$616.92	
Total for Revenue							\$616.92	
Expenditures								
Office expenses								
Memberships & subscriptions								
02/27/2024	Expenditure		National Association of Park Foundations	2024 Membership Renewal	VCCU Checking	450.00	450.00	
Total for Memberships & subscriptions							\$450.00	
Total for Office expenses							\$450.00	
Uncategorized Expense								
Fundraiser								
Party for the Parks								
Event Permits								
02/13/2024	Expenditure		Bureau of Gambling Control	Party for the Parks- Gambling Permit	VCCU Checking	100.00	100.00	
Total for Event Permits							\$100.00	
Total for Party for the Parks							\$100.00	
Total for Fundraiser							\$100.00	

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Total for Uncategorized Expense							\$100.00
Total for Expenditures							\$550.00
Net Ordinary Revenue							\$66.92
Other Revenue/Expenditure							
Other Revenue							
Interest Earned							
02/01/2024	Deposit		VCCU	Dividend Interest Earned 0.11%	VCCU Savings	0.01	0.01
02/01/2024	Deposit		VCCU	Dividend Interest Earned 0.90%	VCCU Money Market	57.54	57.55
Total for Interest Earned							\$57.55
Total for Other Revenue							\$57.55
Net Other Revenue							\$57.55
Net Revenue							\$124.47

Statement of Financial Position

As of February 29, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
VCCU Checking	4,874.06
VCCU Money Market	70,256.21
VCCU Savings	106.96
Total Bank Accounts	75,237.23
Total Current Assets	75,237.23
Fixed Assets	
Improvements	
Camarillo Grove Nature Education Classroom	57,934.43
Total Improvements	57,934.43
Total Fixed Assets	57,934.43
TOTAL ASSETS	\$133,171.66
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	100,519.45
Retained Earnings	23,455.07
Net Revenue	9,197.14
Total Equity	133,171.66
TOTAL LIABILITIES AND EQUITY	\$133,171.66