

PLEASANT VALLEY RECREATION AND PARK DISTRICT

Conference Room

1605 E. Burnley Street, Camarillo, CA 93010

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

BOARD MEETING

AGENDA

Wednesday, January 11

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 – December 14, 2022

Approval receives and files minutes.

Pg. 1-2

6. NEW ITEMS – DISCUSSION/ACTION

A. Foundation Financials- January – December 2022

Review with Foundation CFO.

Pg. 3-7

B. Poker for the Parks- March 18, 2023

- i. Campaign
- ii. Poker Tables
- iii. Ticket Cost
- iv. Catering/Refreshments
- v. Grand Prizes

C. 2023 Calendar of Events

Review and finalize dates.

- i. Restaurant Fundraisers, first Wednesday of every month
 - January 4, Urbane Café
 - February 1, Panda Express
 - March 1, Sharkey's
 - April 5, Toppers
 - May 3, Panera
 - June 7, Blenders
 - July 5, Mister Softee
 - August 2, Pending for Jersey Mike's/Jimmy John's/Pink's
 - September 6, Snapper Jacks Taco Shack
 - October 4, Presto Pasta
 - November 1, Pending for New York Deli
 - December 6, Pending for Marie Calendars/Krispy Kreme/Honey Baked Ham
- ii. Poker for the Parks, Saturday, March 18
- iii. Pool Party, Sunday, May 21
- iv. District Rummage Sale, Saturday, June 17
- v. Painting with a Purpose, Thursday, July 20
- vi. Party for the Parks, Saturday, September, 23
- vii. Wonderland of Wreaths, Friday – Tuesday, October 20 – Nov. 2
- viii. Giving Tuesday, Tuesday, November 28

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
Community Center – Conference Room
1605 E. Burnley Street, Camarillo, CA 93010

THE FOUNDATION FOR PLEASANT VALLEY
RECREATION AND PARKS

BOARD MEETING

MINUTES

Wednesday, December 14, 2022

5:30 P.M.

PRESENT: Board Member Elaine Magner, Board Member/General Manager Mary Otten, Board Member Julie Navarro, Board Member Bev Dransfeldt, Board Member Janet Dixon, Board Member Linda Lamb, Board Member Megan Mesher-Cox

1. **CALL TO ORDER** – Meeting was called to order at 5:32 pm by Board Member Elaine Magner
2. **MEMBERS IN ATTENDANCE** - Board Member Elaine Magner, Board Member/General Manager Mary Otten, Board Member Julie Navarro, Board Member Bev Dransfeldt, Board Member Janet Dixon, Board Member Linda Lamb, Board Member Megan Mesher-Cox
3. **APPROVAL OF AGENDA**- A motion was made by Board Member Megan Mesher-Cox to approve the agenda and seconded by Board Member Bev Dransfeldt. The motion carried 7-0.
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 Bev Dransfeldt. The motion carried 7-0.

A. Minutes for Board Meeting – November 9, 2022

6. NEW ITEMS – DISCUSSION/ACTION

A. Foundation Financials as of November 28, 2022

- Formatting needs to highlight Revenue and expenses.
- Would like a comparison of this year to last year.

B. Recap on Events

- i. Painting with a twist
 - a. We raised \$60.00
 - b. Funds will be used to help with purchase of storage cabinets for the Nature Education Center
- ii. Wonderland of Wreaths
 - a. We raised \$3,581.94

- b. The Financial report needs more details and total

C. Update on Events & Projects

- i. Nature Education Classroom
 - a. Waiting on the blueprints for the electrical and structural soonest can be done is February 1st.
 - b. 5-9 weeks for County Permit
 - c. 30-45 days for Shed to be built and shipped.
 - d. Hopefully it will be up by the start of Summer.

D. Board Expectations and Committees

- i. Review board needs and expectations
 - a. Discussion of what the current expectations are and do we agree.
 - b. Need to be clear on what expectations are for recruiting new members
 - c. Board Member Megan Mesher-Cox will not reup her terms in January but is willing to help on committees.
 - d. Board Members are taking home to review and look at language and will return to Kaleen in January.
 - e. Special meeting set in January to discuss on January 25, 2023.
- ii. Discuss forming an event committee
 - a. Board likes the idea of committees but need to discuss expectations of members first.

7. ORAL COMMUNICATION – None

8. ADJOURNMENT -Meeting was adjourned at 6:47 pm.

Respectfully submitted,

**Bev Dransfeldt
Secretary**

Approval,

**Elaine Magner
Chair**

Management Report

Foundation for Pleasant Valley Recreation and Parks
For the period ended December 31, 2022



Prepared on
January 5, 2023

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Statement of Activity

January - December 2022

	Total
REVENUE	
Contributed income	
Amazon Smile	5.65
Fundraiser	60.00
Painting Fundraiser	775.00
Party for the Parks	11,125.46
Pup Pics for the Parks	396.11
Restaurant Fundraiser	757.87
Wonderland of Wreaths	3,615.12
Total Fundraiser	16,729.56
Grants	3,498.25
In-Kind Donation	550.33
Total Contributed income	20,783.79
QuickBooks Payments Sales	706.00
Sales	
Dedications	
Bench	9,340.00
Tree	900.00
Total Dedications	10,240.00
Total Sales	10,240.00
Services	505.00
Total Revenue	32,234.79
GROSS PROFIT	32,234.79
EXPENDITURES	
Advertising & marketing	
Newspaper Ad	252.00
Total Advertising & marketing	252.00
Contract & professional fees	
Legal fees	
CA Department of Justice	100.00
State License Fees	
Registry of Charitable Trusts	20.00
Secretary of State	25.00
Total State License Fees	45.00
Total Legal fees	145.00
Total Contract & professional fees	145.00
Office expenses	
Memberships & subscriptions	725.00
Software & apps	
Bloomerang	1,430.72
QuickBooks	663.30
Wix	270.00

	Total
Total Software & apps	2,364.02
Total Office expenses	3,089.02
QuickBooks Payments Fees	90.25
Supplies	
Uniform Allowance	
Name Tags	78.83
Total Uniform Allowance	78.83
Total Supplies	78.83
Uncategorized Expense	0.05
Dedication	
Bench	4,298.09
Tree	49.00
Total Dedication	4,347.09
Fundraiser	
Party for the Parks	6,018.67
Wonderland of Wreaths	16.09
Total Fundraiser	6,034.76
Projects	
Camarillo Grove Nature Education Classroom	5,515.36
Total Projects	5,515.36
Total Uncategorized Expense	15,897.26
Total Expenditures	19,552.36
NET OPERATING REVENUE	12,682.43
NET REVENUE	\$12,682.43

Statement of Financial Position

As of December 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
Business Checking	94,935.08
Total Bank Accounts	94,935.08
Total Current Assets	94,935.08
Fixed Assets	
Improvements	
Camarillo Grove Nature Education Classroom	18,266.80
Total Improvements	18,266.80
Total Fixed Assets	18,266.80
TOTAL ASSETS	\$113,201.88
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	100,519.45
Retained Earnings	6,801.27
Net Revenue	5,881.16
Total Equity	113,201.88
TOTAL LIABILITIES AND EQUITY	\$113,201.88