

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

AGENDA

Wednesday, June 14

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 – May 10, 2023

Approval receives and files minutes.

Pg. 1-2

B. Financial Report

Monthly financial reports are presented to the Board for information.

Pg. 3-6

Approval receives and files the financial reports for May 2023.

6. NEW ITEMS – DISCUSSION/ACTION

A. Blenders Fundraiser Sales

Review of funds raised on June 7, 2023, based on 50% of sales.

B. Party for the Parks Planning- September 9, 2023

i. Budget Review

ii. Catering

a. Review quote from Bruce's Barbeque

Pg. 7

- iii. Bar/Bartenders
- iv. Entertainment/Live Band
 - a. Review cost from Caught Red Handed
- v. Sponsorships & Donations
 - a. Event Sponsors
 - b. In-Kind Donors
 - Dessert Sponsor
 - Coffee Sponsor
 - Bar Sponsor
 - Prize Giveaways
 - Silent Auction Items
- vi. Invites
 - a. Tickets for project partners
- vii. Marketing
 - a. Email blasts
 - b. CLU Center for Nonprofits Monthly Newsletter
 - c. West Ventura County Business Alliance
 - d. AFP – Association of Fundraising Professionals Santa Barbara/Ventura Counties Chapter

C. Rummage Sale Shift Reminder for June 17, 2023

- 5am-12pm Staff Member Kaleen Gage & Board Member Mary Otten
- 5am-7am: Chair Elaine Magner for set-up
- 9am-12pm: Board Member Jodi Peña to work booth

D. Branded Tablecloths

Board to discuss for approval on purchasing tablecloths and branded runner.

- a. Review of quote from Sir Speedy Pg. 8
- b. Review of quote from FASTSIGNS Pg. 9
- c. Review quote from Coastal Embroidery Pg. 10
- d. Review of cost for a standard colored tablecloth Pg. 11

E. Dedications

Board to discuss revising dedication guidelines.

F. Annual Planning Meeting

Board to discuss and schedule an annual planning meeting to review FY23-24 events, fundraisers, campaign goals, and budget.

G. Board Member & Committee Recruitment

Board to discuss updates on recruiting members and leads.

- a. Updates on board member recruitment
- b. Event Advisory Committee recruitment meeting update

H. Next Month's Fundraiser

- i. July 5 at Mister Softee
 - a. All day 12-10pm
 - b. 10% of total sales for the day 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

THE FOUNDATION FOR PLEASANT VALLEY
RECREATION AND PARKS

REGULAR BOARD MEETING

MINUTES

Wednesday, May 10, 2023

5:30 P.M.

1. **CALL TO ORDER**– Meeting was called to order at 5:41pm by Chair Elaine Magner
2. **MEMBERS IN ATTENDANCE** Chair 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 Janet Dixon, to approve the agenda and seconded by Board Member Bev Dransfeldt. The motion carried 5-0.
4. **PUBLIC COMMENT**-None
5. **CONSENT AGENDA**- A motion was made by Board Member Janet Dixon to approve the Consent Agenda and seconded by Board Member Bev Dransfeldt. The motion carried 5-0.

A. Minutes for Board Meeting – April 12, 2023

B. Financial Report

6. NEW ITEMS – DISCUSSION/ACTION

A. Panera Fundraiser Sales

- I. Raised \$30.31 from sales and received a \$5.00 donation.

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

- I. A motion was made by Board Member Julie Navarro to cancel this year’s Splash into Summer Pool Party and reschedule for next year and seconded by Board Member Janet Dixon. The motion carried 5-0.

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

- I. Date and time – September 9, 2023, from 5:30-8:30pm
- II. Budget - Reviewed
- III. Catering- Mario unavailable for September 23rd. Kaleen contacting Bruce Jochums regarding availability for new date.
- IV. Entertainment- Board Member Elaine Magner made initial contact with Caught Red Handed and is awaiting their reply.

- V. Rentals – A motion was made by Board Member Julie Navarro to approve the quote of \$1,898.00 from Affordable Tables and Chairs and seconded by Board Member Janet Dixon. The motion carried 5-0.
- VI. Sponsorships & Donations – Sponsorship levels were reviewed of handout reflecting requested changes at the April 12 meeting.

D. Branded Tablecloths

- I. Board reviewed quotes from Sir Speedy and Proforma Custom Promotions and decided to look into a runner/overlay option. It was also suggested to look into pricing from Vista Print.

E. Rummage Sale- June 17, 2023

- I. Confirmed Board Members in attendance:
 - All day - Staff Member Kaleen Gage & Board Member Mary Otten
 - Set-up: Chair Elaine Magner
 - 9am-12pm: New Board Member Jodi Peña
 - Pending: Board Member Bev Dransfeldt
 - Board Members Janet Dixon and Julie Navarro unavailable

F. Board Member Recruitment/Event Committee

- I. Bylaws – no changes made following review
- II. New Board Member Application: A motion was made by Board Member Mary Otten to approve Jodi Peña’s application and seconded by Board Member Janet Dixon. The motion carried 5-0.
- III. Board Members Elaine Magner and Jodi Peña appointed to head event committees with further initial meeting information forthcoming.

G. Next Month’s Fundraiser

- I. June 7, 2023, at Blenders by Ric’s all day from 7am-10pm. 50% of total purchases with flyer (physical or on phone) will be donated to the Foundation.

7. ORAL COMMUNICATION

- Kaleen rescinded her resignation and is staying with the district.
- Board Member Linda Lamb submitted her resignation.

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 May 31, 2023



Prepared on
June 8, 2023

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Statement of Activity

May 2023

	Total
REVENUE	
Contributed income	
Amazon Smile	18.29
Fundraiser	
Restaurant Fundraiser	35.31
Total Fundraiser	35.31
Total Contributed income	53.60
Total Revenue	53.60
GROSS PROFIT	
53.60	
EXPENDITURES	
Contract & professional fees	
Legal fees	
CA Department of Justice	30.00
Total Legal fees	30.00
Total Contract & professional fees	30.00
Office expenses	
Office supplies	255.69
Total Office expenses	255.69
Total Expenditures	285.69
NET OPERATING REVENUE	-232.09
NET REVENUE	\$ -232.09

Statement of Financial Position

As of May 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Business Checking (3484) - 1	1,490.36
VCCU Checking	914.31
VCCU Savings	97,246.96
Total Bank Accounts	99,651.63
Total Current Assets	99,651.63
Fixed Assets	
Improvements	
Camarillo Grove Nature Education Classroom	18,266.80
Total Improvements	18,266.80
Total Fixed Assets	18,266.80
TOTAL ASSETS	\$117,918.43
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	100,519.45
Retained Earnings	6,801.27
Net Revenue	10,597.71
Total Equity	117,918.43
TOTAL LIABILITIES AND EQUITY	\$117,918.43

Bruce's Barbeque

Bruce Jochums ~ Owner

35 Jody Lane Camarillo, CA 93010

805-443-7474 brucesbarbeque@gmail.com

PVRPD Foundation BBQ

Saturday September 9th 2023

Camarillo Grove Park

Menu

Grilled Tri-tip

Grilled Chicken (boneless)

Baked Beans

Potato Salad

Garden Salad

Grilled Garlic Bread

Plates, napkins and eating utensils included

Cost per person \$22.00



PRINT | SIGNS | MARKETING

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

Estimate

No: **12889**

Date: 5/16/23

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	30" x 72" Table Runners	\$ 129.48
Sales Rep: Mike		
Taken by: Mike		\$ 129.48
		\$ 9.39
		\$ 0.00
		\$ 138.87
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.

Fastsigns 69601
045771

Payment Terms: Cash Customer

Created Date: 5/16/2023

DESCRIPTION: 36" Custom Table Runner

Bill To: Pleasant Valley Recreation & Park Districts
1605 E. Burnley St.
Camarillo, CA 93010
US

Pickup At: FASTSIGNS of Camarillo, CA
1877 E. Daily Drive, Suite E
Camarillo, CA 93010
US

Requested By: Kaleen Gage
Email: kgage@pvrpd.org
Work Phone: (805) 482-1996

Salesperson: Larry Oliver

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	36" Custom Table Runner	1	\$103.76	\$103.76
2	File Setup Fee	1	\$25.00	\$25.00
			Subtotal:	\$128.76
			Taxes:	\$7.53
			Grand Total:	\$136.29

Signature: _____ **Date:** _____



Estimate

Date	Estimate #
5/16/2023	7220

2263 Pickwick Dr. Camarillo CA 93010

805-383-5593

Bill To
Pleasant Valley Recreation & Park 1605 E. Burnley Street Camarillo, CA 93010 (805) 482-1996

Ship To
Kaleen Gage 805-482-1996 x 117

Qty	Item	Size	Color	Description	Price	Total
2	Table Runner		White	Table Runner	64.00	128.00T
1	Setup			One Time Setup Fee	0.00	0.00T
1	Freight In				0.00	0.00T

<small>All prices are subject to change without notice. Products are subject to availability and may be discontinued or replaced without prior notice.</small>				Subtotal	\$128.00
Signature _____				Sales Tax (7.25%)	\$9.28
				Total	\$137.28

805-383-5593



sales@coastalemb.net

Coastalemb.net

CoastalSignShop.com

TrophiesEtc.com

Option One: Forest Green

Home & Kitchen > Kitchen & Dining > Kitchen & Table Linens > Tablecloths

GWHome 6 ft Fitted Polyester Tablecloth Rectangular Table Cover Wedding Banquet Party (Forest Green, 6 f



Brand: GWHome
4.7 ★★★★★ 1,307 ratings

\$30⁹⁹

Apply now and get a \$80 Amazon Gift Card upon approval of the Amazon Store Card, or see if you pre-qualify with no impact to your credit bureau score.

Size: 6 ft

4 ft x 2 ft 4 ft x 2.5 ft **6 ft** 8 ft

Item Shape: Rectangular

Color: Forest Green



Brand: GWHome
Color: Forest Green
Material: Polyester, Polyester Blend
Product Dimensions: 72"L x 30"W
Shape: Rectangular

About this item

- 100% Polyester
- Imported
- For table with measurements 72" length x 30" width x 30" height
- Made of 100% Polyester 180gsm Fabric

Roll over image to zoom in



Option Two: Hunter Green

Gee Di Moda Fitted Tablecloth - 72 x 30 Inch - Hunter Green Fitted Rectangle Table Cloth for 6 Foot Table in Washable Polyester - Great for Buffet Table, Parties, Holiday Dinner, Wedding & Trade Show



Visit the Gee Di Moda Store
4.7 ★★★★★ 6,371 ratings

Amazon's Choice for "hunter green table cloth"

\$17⁹⁹

FREE Returns

Get \$80 off instantly: Pay \$0.00 upon approval for the Amazon Store Card.

Color: Hunter Green Fitted Tablecloth



\$17.99 \$17.99 \$17.99 \$17.99 \$17.99 \$17.99 \$17.99 \$17.99



\$17.99 \$17.99 \$17.99 \$17.99 \$17.99 \$17.99 \$17.99

See all 23 options >

Size: 6 Ft Fitted Tablecloth

6 Ft Fitted Tablecloth 4 Ft Fitted Tablecloth

Brand: Gee Di Moda

Roll over image to zoom in

