

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, June 12, 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

Approval of minutes from May 8, 2024

Pg.1-2

B. Financial Report

Monthly financial report presented to the Board for information.

Pg.3-9

Approval of the financial report for May 2024.

6. NEW ITEMS – DISCUSSION/ACTION

A. Event Committee Updates

I. Cornhole Tournament/Summer Palooza Derby Races

- a. Sponsor
- b. Sticker vinyl
 - Approval to order adhesive vinyl for sponsor logos to be attached to the cornhole boards.
- c. 2-day plan
- d. Sign-ups
- e. Prizes
 - Approval to order trophies for 1st, 2nd, and 3rd place teams.
- f. Discussion on charging for derby races

- II. Party for the Parks
 - a. Band/DJ
- III. Parks & Rec Month of Giving
 - a. The month of July

B. Grant Award

- I. Enterprise Mobility Giving
- II. Designate to a campaign

C. Strategic Planning

- I. Adult Night Out/Game Night
 - a. Selection of date and location for February 2025
 - b. Selection of event name
 - c. Discussion of ideas to have at the event
- II. Review rebranded logos
- III. Review list of District needs for ways to support and define the purpose/campaign behind each fundraising event.

2. ORAL COMMUNICATION

Informal items from Board Members or staff not requiring action.

3. 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

**FOUNDATION FOR PLEASANT VALLEY
RECREATION & PARKS**

REGULAR BOARD MEETING

MINUTES

Wednesday, May 8, 2024

5:30 PM

1. **CALL TO ORDER** - Meeting was called to order at 5:32pm by Chair Elaine Magner.
2. **MEMBERS IN ATTENDANCE** - Board Member Elaine Magner, Board Member Julie Navarro, Board Member Bev Dransfeldt, Board Member/General Manager Mary Otten, 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 Otten, to approve the agenda and seconded by Board Member Navarro. The motion carried 6-0.
4. **PUBLIC COMMENT** – None
5. **CONSENT AGENDA** - A motion was made by Board Member DeMartini to approve the Consent Agenda and seconded by Board Member Peña. The motion carried 6-0.
 - A. **Minutes for Board Meeting – March 13, 2024, and April 13, 2024**
 - B. **Financial Report – April 2024**

6. NEW ITEMS – DISCUSSION/ACTION

A. **Event Committee Updates** - Board Liaison, Kaleen Gage, presented updates on the 2024 fundraisers:

- I. Cornhole Tournament – A motion was made for an approval of \$1,200 to purchase 7 cornhole board sets by Board Member Peña and seconded by Board Member Otten. The motion carried 6-0.
 - a. The board also reviewed cornhole tournament rules.
- II. Party for the Parks – Event Committee Chair and Board Member DeMartini along with Board Member Peña and Board Liaison Gage presented the vision for the event and updates on the wine wall, silent auction & opportunity prizes and music updates. A discussion was had regarding securing a backup venue due to potential inclement weather.
 - a. A motion was made for an approval of \$4,000 to be used for catering, a photobooth, thank you cookies, and additional decoration supplies by Board Member Magner and seconded by Board Member Navarro. The motion carried 6-0.

B. Strategic Planning

- I. The board discussed potential branding opportunities.
- II. The board reviewed and approved the FY 24-25. A motion was made by Board Member Peña and seconded by Board Member Otten to approve the FY 24-25 draft budget. The motion carried by 6-0.
- III. February 2025 event ideas were discussed.
- IV. The board will review the list of District needs for ways to support and define the purpose/campaign behind each fundraising event next month.

7. ORAL COMMUNICATION –

- A. Board Liaison Gage provided an update on the amount raised at the Rummage Sale on Saturday, May 4, 2024, totaling \$440.20.
- B. A bench dedication was made for Pitts Ranch Park.
- C. Board Liaison Gage provided an update on the inflatable horse derby course.

8. ADJOURNMENT - Meeting was adjourned at 7:05pm by Chair 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, 2024



Prepared on
June 7, 2024

Table of Contents

Statement of Activity Detail3

Statement of Financial Position7

Statement of Activity Detail

May 2024

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Ordinary Revenue/Expenditures							
Revenue							
Contributed income							
Fundraiser							
Cornhole Tournament							
Event Tickets							
05/08/2024	Deposit		Stripe	Cornhole Tournament 2024 Tickets	VCCU Checking	39.95	39.95
Total for Event Tickets						\$39.95	
Sponsors							
05/21/2024	Deposit		Stripe	Cornhole Tournament 2024 Sponsor: R Bar B Q	VCCU Checking	496.42	496.42
05/24/2024	Deposit		Stripe	Cornhole Tournament 2024 Sponsor: Aleshire & Wynder	VCCU Checking	485.20	981.62
Total for Sponsors						\$981.62	
Total for Cornhole Tournament						\$1,021.57	
Rummage Sale							
05/08/2024	Deposit		In-Person Cash	Rummage Sale 2024 Cash Sales	VCCU Checking	400.25	400.25

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Total for Rummage Sale							\$400.25
Total for Fundraiser							\$1,421.82
In-Kind Donation							
05/08/2024	Deposit		In-Person Cash	Cash Donations from Nature Building Grand Opening	VCCU Checking	38.00	38.00
Total for In-Kind Donation							\$38.00
Total for Contributed income							\$1,459.82
QuickBooks Payments Sales							
05/04/2024	Receipt	1062			Payments to deposit	30.00	30.00
05/04/2024	Receipt	1061			Payments to deposit	12.00	42.00
Total for QuickBooks Payments Sales							\$42.00
Sales							
Dedications							
Bench							
05/08/2024	Pledge	1063	Chuck Bernard	Three Boards	Accounts Receivable (A/R)	1,890.00	1,890.00
Total for Bench							\$1,890.00
Total for Dedications							\$1,890.00
Total for Sales							\$1,890.00

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Total for Revenue							\$3,391.82
Expenditures							
QuickBooks Payments Fees							
05/05/2024	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	VCCU Checking	1.05	1.05
05/08/2024	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	VCCU Checking	56.51	57.56
Total for QuickBooks Payments Fees							\$57.56
Uncategorized Expense							
Fundraiser							
Cornhole Tournament							
Cornhole Boards							
05/21/2024	Expenditure		Amazon	Cornhole Tournament 2024: Cornhole Boards	VCCU Checking	1,091.70	1,091.70
05/22/2024	Expenditure		Amazon	Cornhole Tournament 2024: Cornhole Bags	VCCU Checking	195.09	1,286.79
05/31/2024	Expenditure		Amazon	Cornhole Tournament 2024: Bag Carrying Cases	VCCU Checking	53.60	1,340.39

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
	Total for Cornhole Boards					\$1,340.39	
	Total for Cornhole Tournament					\$1,340.39	
	Total for Fundraiser					\$1,340.39	
	Total for Uncategorized Expense					\$1,340.39	
	Total for Expenditures					\$1,397.95	
	Net Ordinary Revenue					\$1,993.87	
	Other Revenue/Expenditure						
	Other Revenue						
	Interest Earned						
05/01/2024	Deposit		VCCU	Dividend Interest Earned 0.90%	VCCU Money Market	51.31	51.31
05/01/2024	Deposit		VCCU	Dividend Interest Earned 0.11%	VCCU Savings	0.01	51.32
	Total for Interest Earned					\$51.32	
	Total for Other Revenue					\$51.32	
	Net Other Revenue					\$51.32	
	Net Revenue					\$2,045.19	

Statement of Financial Position

As of May 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
VCCU Checking	4,802.37
VCCU Money Market	61,913.10
VCCU Savings	106.99
Total Bank Accounts	66,822.46
Total Current Assets	66,822.46
Fixed Assets	
Improvements	
Camarillo Grove Nature Education Classroom	62,001.34
Total Improvements	62,001.34
Total Fixed Assets	62,001.34
TOTAL ASSETS	\$128,823.80
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	100,519.45
Retained Earnings	23,455.07
Net Revenue	4,849.28
Total Equity	128,823.80
TOTAL LIABILITIES AND EQUITY	\$128,823.80