

NATIONAL ASSOCIATION OF COUNTY PARK AND RECREATION OFFICIALS

MINUTES OF BOARD OF DIRECTORS MEETING
OCTOBER 13, 2006

SEATTLE, WASHINGTON

- I. CALL TO ORDER: Mike Pasteris, President, called the NACPRO Board meeting to order at 1:05 pm
- II. ROLL CALL: Those present were Ron Benson, John Buck, Ned Cheeley, Paul Frandsen, Greg Mack, Steve Madewell, Pat Marchese, Paul Mueller, Robert Nickovich, Tom O'Rourke, Bill Palmer, Mike Pasteris, Russ Guiney, Mark Thornton, John Von de Linde, Bill Scalzo, Tim Schreiner, Joe Schultz for Lisa Killough, Margie Walz, Executive Director, Dan Gooch and Consultant, Bill Beckner.
- III. REQUESTS FOR AMENDMENTS TO THE AGENDA: President Pasteris requested that agenda item XI be moved ahead of the remaining business.
- IV. REPLACEMENT OF BOARD MEMBER- WAYNE WESTON, MECKLENBURG, CO: President Pasteris announced the appointment of Russ Guiney, Los Angeles County, as the Board member replacement for Wayne Weston.
- V. INTRODUCTION OF GUESTS: Kevin Brown, Director of Parks and Recreation for King County was introduced. Director Brown welcomed the NAPCRO Board to King County and gave an overview of the King County park system. Brown stated that King County was the 12th or 13th largest county in the country, with a park system that includes 125,000 acres of which 100,000 acres is a conservation easement. King County Parks focuses on large open space parks and regional trail systems. Approximately four years ago, their smaller parks that were located within incorporated cities were transferred to the cities. At this time the County Board determined that parks and recreation was not a mandated service. The budget was severely reduced and the department embraced a program of partnerships and sponsorships. The County receives some support from a bond referendum that provided operating support for four years and then will a new referendum will be required. Approximately 50% of the King County budget is generated through partnerships and sponsorships.

Bill Scalzo introduced R.J. Cardin, Assistant Director of Maricopa, County Parks and Recreation. (Check spelling)

Russ Guiney introduced Jim Park, Assistant Director and Kaye Michelson, Special Assistance to the Director – Los Angeles County Parks.
- VI. APPROVAL OF THE BOARD AND ANNUAL MEEETING MINUTES OF AUGUST 7, 2006, CHICAGO, ILLINOIS: Ron Benson moved and Bob Nickovich seconded a motion to

approve the Board meeting minutes. Motion approved. Paul Mueller moved and Greg Mack seconded a motion to approve the annual meeting minutes. Motion approved.

- VII. ADMINISTRATIVE REPORT: Dan Gooch, Executive Director, distributed a administrative activities report dates 8/8/06 to 10/13/06. **Attached.** Dan reported that the banking signature card had been updated and that John Von de Linde was also added, as he will be President in 2007. The next association newsletter will be mailed, not just emailed, be the end of the year or in the beginning of 2007. This edition includes sponsor recognition.
- VIII. FINANCIAL REPORT: Dan Gooch, Executive Director, distributed a proposed FY 2006 budget covering July 1 – December 31, 2006 – **Attached.** Dan also reviewed a Third Quarter financial report - **Attached.** The proposed FY 2007 Budget (January 1 through December 31) was reviewed - **Attached.** The proposed budget reflects a deficit position; however, Dan identified line items that could be amended to improve the end of year position. During the discussion of the budget, the Board identified the desire to purchase a short-term certificate of deposit with a interest rate of just over 5%.

John Von de Linde moved, seconded by Greg Mack to authorize the Executive Director to purchase the CD at an amount of \$1,929.

The primary strategy discussed to increase revenue was to increase memberships, professional and corporate. The Board commented that it was not just the responsibility of the Executive Director to solicit corporate memberships, but that of all members.

Dan discussed the possibility of increasing advertisement revenue for the newsletter. Ad revenue is contractually tied to increased Executive Director compensation. The Board determined that the line item should be left as is since increase revenue would be offset by increased expense.

The Awards application fee will be increase in 2007 from \$35 to \$50. The Board felt that conference fees could be increased. Ron Benson suggested that a sponsor for the tour bus be solicited. It was noted that a new tradition had been discovered with the President-Elect serving as the chair of the subsequent year's annual conference. John Von De Linde will be chairing the 2007 conference committee.

A revised budget reflecting recommended adjustments is attached.

Bill Scalzo moved and Pat Marchese seconded a motion to approve the proposed 2007 budget with amendments as discussed at this meeting. Motion approved.

- IX. NACo REPORT: Mike Pasteris distributed copies of the NACo Board of Director's meeting. He discussed the need to work with NACo representatives to encourage a strong stance on LAWCON funding. Mike indicated that many western state counties are not favoring LAWCON.

Mike will continue to represent the NACPRO Board in NACo relationships. Mike noted that the NACo legislative meeting will be coming up. Board members recommended that Executive Director, Dan Gooch also attend this meeting. Mike Pasteris informed the Board of

his impending retirement. After encouragement by the Board, Mike indicated that he may consider continuing representing the Board with NACo

X. NRPA REPORTS:

- A. Tom O'Rourke reported on the NRPA National Forum. Tom indicated that there has been a great deal of turn over, but the group is making progress and communicating better. The National Forum is made up of representatives of affiliates to NRPA, including NACPRO.
- B. Pat Marchese mention that NRPA would not allow NACPRO to place its awards application invitation announcement flyer on an information table at the convention. Tom will take back to the National Forum the suggestion that an affiliates table is needed.
- C. Greg Mack reported on CAPRA. Greg reported that there were now 68 accredited agencies and another approximate 90 agencies are in the process. Greg sated that it is a great process and encouraged participation.
- D. Bill Beckner reported on activities of the 2007 Program Committee. Bill stated that applications should soon be available on the NRPA web site. Bill encouraged agencies to submit program session ideas. He complemented Ron Benson and staff on their Dog Park presentation. Bill requested that Board members let him know if they submit a conference program suggestion. The Board suggested that NACPRO pick up Bill's expenses to attend the NRPA program meeting on behalf of NACPRO. Bill was asked to put together a proposal for consideration at the July 2007 Meeting.

XI. COMMITTEE REPORTS

- A. By Laws: No report. The By Laws were updated at the August Annual Meeting.
- B. Legislation: Mark Thorton distributed copies of the NACPRO Legislative Platform. He indicated that he would email to all members. Mark commented that there are two applicable sections in the NACo legislative platform, one that deals with public lands and one with transportation. Mark requested that agencies send him a copy of their state association's legislative platforms. A draft platform will be discussed at the 2007 annual meeting to be held in Richmond Virginia. Mike Pasteris indicated that the NACPRO platform would be submitted to NACo's Environment, Energy and Land Use Committee.
- C. Finance: John Buck was introduced as the new Treasurer.
- D. Awards: Pat Marchese expressed her appreciation to all members who responded with ideas on improving the NACPRO awards program. Pat distributed a draft flyer announcing the 2007 awards program. An application date of March 19, 2007 was announced. The "Organizational" and "Areas and Facilities" awards category was reduced to two awards, one each for agencies over and under the 500,000 population. There will be a new description prepared for the "Environment and Conservation" award category. The Board felt that no more than two "Program Awards" per year should be given. John Buck moved, seconded by Ron Benson to approve the discussed changes in

the awards program. Motion approved. Pat announced that Margie Walz and John Von de Linde have volunteered to work with her on the Awards Committee.

E. Membership: Ron Benson distributed current professional and corporate membership contact information listings. Ron indicated that the number of corporate members has fallen off and he requested that members contact potential corporate members within their service areas. The corporate membership rate is \$150 for renewing members and \$200 for new members. Ron expressed confidence that an increase number of corporate members were possible. Ron referenced the Membership brochure and indicated that he and Dan had copies available upon request. The Board discussed crediting members who join in September or later in a calendar year with full membership for the following year. John Buck moved, seconded by Ron Benson that membership status be extended for a full subsequent calendar year to those that join in September or later in a current year. Motion approved. Ron stated that the general membership recruitment letter will be sent in November.

F. Professional Education: report made by Bill Beckner under NRPA Reports.

G. Internet: John deBessonnet was not present, but Ron Benson commented that John could use assistance in maintaining and improving the web site. He asked that any board member that had staff with the appropriate technical skills consider offering assistance to John. Please contact John directly.

H. Endowment: John deBessonnet was not present, but members were encouraged to consider making a contribution to the endowment fund.

I. Nominating: No report.

XII. ANNUAL MEETING, JULY 14-16, 2007, RICHMOND, VA: President-elect, John Von de Linde will coordinate the Annual Meeting working with Ned Cheeley, as the local contact. The Board meeting will be held on July 14th, the tour on the 15th and Educational Session and Banquet on July 16th. Ron Benson suggested that we secure more sponsors of activities.

XIII. OTHER BUSINESS: The Board discussed selling the membership list to corporate sponsors. Bill Palmer suggested selling the list for \$400 to non members and \$200 to corporate members. Paul Frandsen was concerned about getting too many emails. Tom agreed with Paul, but suggested that Directors are getting emails from vendors already. Mark commented that it was a membership benefit for corporations to receive the mailing list. All agreed it was a good conversation, but felt that sale of the mailing list was appropriate.

Administrative Activities Report

R. Dan Gooch

8/8/06 to 10/13/06

The following is a synopsis of my activities on behalf of NACPRO for a period following the previous NACPRO Board meeting in Chicago to date.

They appear according to duties outlined in the MOU for the position.

A. Manage, in cooperation with the Treasurer, all Association funds, including but not limited to checking accounts, savings accounts and certificates of deposit.

Arranged for new signature card for new Treasurer/ Officers

Deposited checks and cleared Credit Charges (memberships, ads, tour, banquet)

Entries, General Ledger

Maintained expense record

Created Balance Sheet and Cash flow Report for third Quarter

Filed annual Secretary of State Incorporation Report

Created, addressed and mailed requested invoices, purchase orders, w-9's

Reported on Financial condition to Treasurer

B. Prepare a proposed annual budget for consideration by the Board of Directors. Upon budget approval, prepare the final budget, regularly monitor and review expenditures for compliance.

Developed proposed revised 07 budget

C. Handle daily communication, correspondence and central office tasks for NACPRO and the Board of Directors.

Addressed and mailed requested invoices, Purchase orders and w-9's

Responded to several NACPRO e-mails

Had a requested award replicated and mailed, prepared invoice

Purchased supplies

D. Assist and support committee chairs and committee members in the performance of office and administrative functions of the committees.

Arranged for Bus for Seattle Tour

Assisted with Seattle Educational tour (Booked Bus, ordered lunches, received and tracked reservations, sent requested receipts.)

Discussed membership renewal invoices with membership chairman

E. Coordinate all functions and requests for services and information of NACPRO with the President.

Numerous correspondences with president and President-Elect.

F. Maintain NACPRO records related to finances, reports, membership and Board Minutes.

Received and sent out draft minutes

G. Maintain and update current membership lists, distribute timely renewal notices and respond to membership related inquiries.

Prepared membership report for membership co-chairs and Board

H. Prepare regular as well as requested reports for Board meetings and the Board of Directors including but not limited to quarterly financial reports, membership reports and Executive Director activity reports.

Prepared Administrative Activities Report for Board

Prepared Financial Position Report for Board

Prepared Membership Report for Board

I. Perform other appropriate duties, services and tasks as assigned by the President of NACPRO.

Attended NACPRO Board meeting in Chicago

J. Research, Edit and Distribute NACPRO Quarterly Newsletter

Prepared 22 page news rich September newsletter featuring Award Recipients

FY 06 Budget to Actual (January thru July)

Available Funds

	Budget 06	YTD July 30	Detail/Notes
Cash Carried Forward	14,751	19,105	
Endowment Carried Forward		1,929	Endowment not in original budget
Dues			
General Membership	13,000	10,990	
Corporate Membership	900	1,875	Invoiced in June, beginning to come in
Interest	25	1	
Newsletter Advertising	900	0	
Web Advertising	1,200	300	
Awards Application Fees	2,000	1,785	
Conference Registration Fees			
Workshop	0	0	No workshop
Banquet	1,200	1,803	
Tours			
Summer Tour	1,200	685	
Fall Tour	1,200	0	
Donations to Endowment	0	0	
Grants	0	0	
Sponsorships	1000	0	Invoiced but not yet paid for 06
Total new annual income	22,625	19,843	
Total Available	37,376	42,439	

Expenses

	Budget 06	Actual 06	Detail/Notes
Executive Director Fee	7,200	4,200	
Travel and Mileage	500	156	
Office Supplies	500	629	
Postage and Mailing	300	262	Increase in postage rates
Credit Card Processing (COSTCO)	500	158	
Bank Charges	50	51	
Website	400	0	
NRPA Affiliate Dues	250	0	None invoiced
NACo Board Liaison	1,200	0	
Corporate Filing	50	0	Member paid
Scholarship	200	0	
Newsletter			

printing and distribution	1,200	0	
production and editing	8,000	2,000	
Conference (rooms, printing, video, supplies)	400	0	
Tours (bus, lunch, guides, misc.)		00	
Summer Tour	700	0	Invoice expected
Fall Tour	1,000		
Awards Program			
Banquet (rooms, food)	1,600	500	06 Banquet further invoice expected
Awards (plaques, graphics, printing)	1,800	0	Invoice expected
Contingency	1,200	0	
Total annual expenditures	26,750	15,268	
Cash Carried Forward	10,626		Amount known at year end
Endowment Carried Forward			Amount known at year end
Total	37,376		

Proposed Budget

The 07 Budget may be considered at our October 06 meeting in Seattle. This was prepared in accordance with input from the August Chicago Board meeting. Actual expenditures approximate a recent 12 month period July 05 through June 06.

Available Funds

	Budget 07	Actual 05-06	Detail/Notes
Cash Carried Forward	27,038	20,436	
Endowment Carried Forward	2,000	1,929	
Revenues:			
Dues:			
General Membership	13,000	12,450	
Corporate Membership	5,000	1,125	
Interest	0	26	
Newsletter Advertising	900	0	
Web Advertising	1,200	1,100	
Awards Application Fees	2,500	2,260	
Conference Registration Fees:	00	0	
Workshop	0	0	No workshop planned?
Banquet	4,500	3,852	
Tours:			
Summer Tour	1,200	117	
Fall Tour	1,200	959	
Donations to Endowment	50	0	
Grants	0	0	
Sponsorships	1,000	0	\$900 invoiced
Total new annual income	30,550	21,889	
Total Available	59,588	44,254	

Expenses	Budget 07	Actual 05-06	Detail/Notes
Executive Director Fee	7,200	6,200	12 x \$600 per MOU
Travel and Mileage	1,800	779	06 meeting was in Chicago where Director lives, also reflects attendance at some NACo meetings
Office Supplies	500	629	
Postage and Mailing	300	262	Increase in postage rates
Credit Card Processing (COSTCO)	500	474	
Bank Charges	50	66	
Website	200	189	
NRPA Affiliate Dues	500	0	None invoiced for 06, double?
NACo Board Liaison	3,000	0	Previously member paid
Corporate Filing	50	0	Member paid in 06
Scholarship	200	0	
Newsletter			
printing and distribution	1,200	0	Fall Awards announcement issue
production and editing	8,000	2,000	Reflects added pay for added Ad

	00		sales
Conference (rooms, printing, video, supplies)	400	0	
Tours (bus, lunch, guides, misc.)			
Summer Tour	1,200	79	
Fall Tour	1,200	1,003	
Awards Program	00	00	
Banquet (rooms, food)	4,200	3,491	
Awards (plaques, graphics, printing)	800	150	Awards for 06 not yet paid for
Contingency	1,200	0	
Total planned annual expenditures	32,500	15,322	
Cash Carried Forward	25,038	27,038	
Endowment Carried Forward	2,050	1,929	
Total	59,588	37,617	

Income and Expense Report Third Quarter 06

Monthly Income and Expenses

7/1/2006 through 9/30/2006

Subcategory	7/2006	8/2006	9/2006	Total
Income				
Advertising				
Web			100.00	100.00
Total Advertising			100.00	100.00
Award Application Fee			120.00	120.00
Conference Registration				
Banquet	1,389.00	1,242.00	69.00	2,700.00
Fall Tour			820.00	820.00
Summer Tour	528.00	115.92	65.50	709.42
Total Conference Registration	1,917.00	1,357.92	954.50	4,229.42
Dues				
Corporate Membership	750.00	450.00		1,200.00
General Membership	130.00			130.00
Total Dues	880.00	450.00		1,330.00
Income - Unassigned		0.00	0.00	0.00
Total Income	2,797.00	1,807.92	1,174.50	5,779.42
Expenses				
Administrative Services	600.00	600.00	600.00	1,800.00
Awards Expenses				
Awards		0.00	1,179.97	1,179.97
Banquet		3,639.88		3,639.88
Total Awards Expenses		3,639.88	1,179.97	4,819.85
Corporate			5.00	5.00
Newsletter				
Production and Editing			1,000.00	1,000.00
Total Newsletter			1,000.00	1,000.00
Office Supplies		384.97	91.86	476.83
Postage, Mailing & Printing		112.76	485.22	597.98
Refund		108.00		108.00
Tours				
Summer		1,091.39	253.31	1,344.70
Total Tours		1,091.39	253.31	1,344.70
Travel and Mileage		86.42	317.90	404.32
Total Expenses	600.00	6,023.42	3,933.26	10,556.68
Income less Expenses	2,197.00	(4,215.50)	(2,758.76)	(4,777.26)

Net Worth end of 3rd Quarter 06

As of 9/30/2006

Account	Total
Assets	
Bank and Cash Accounts	
Sacramento CU 800 Savings	0.00
Sacramento CU 800 Checking	0.00
Sacramento CU 800 CD	0.00
Sacramento CU 455 Savings S1	0.00
Sacramento CU 455 Checking (S23Main)	0.00
Sacramento CU 455 Endowment S1.1	0.00
Oak Brook Bank Banking	22,241.85
Total Bank and Cash Accounts	22,241.85
Total Assets	22,241.85
Net Worth	22,241.85

Please note that the Oakbrook Banking account contains \$ 1,929 dedicated to the endowment fund. I have researched a safe and reasonably yielding (5+%) CD at Oakbrook and will set up an account upon Board approval.

Adjusted and Approved Budget--07

(Revised per Board meeting in Seattle October 13, 06)

Available Funds

	Budget 07	Actual 05-06	Detail/Notes
Cash Carried Forward	2,000	20,436	
Endowment Carried Forward	2,000	1,929	
Revenues:			
Dues:			
General Membership	13,000	12,450	
Corporate Membership	5,000	1,125	
Interest	0	26	endowment
Newsletter Advertising	900	0	
Web Advertising	1,,200	1,100	
Awards Application Fees	5,000	2,260	Increased fee?
Conference Registration Fees:			
Workshop	2,000	0	
Banquet	5,000	3,852	Raise by \$10-15 above cost
Tours:			
Summer Tour	1,200	117	
Fall Tour	1,200	959	
Donations to Endowment	50	0	
Grants	0	0	
Sponsorships	2,500	0	\$900 invoiced
Total new annual income	37,050	21,889	
Total Available	59,050	44,254	

Expenses	Budget 07	Actual 05-06	Detail/Notes
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Office Supplies	500	629	
Postage and Mailing	300	262	Some mailings sponsored
Credit Card Processing (COSTCO)	500	474	
Bank Charges	50	66	
Website	200	189	
NRPA Affiliate Dues	500	0	None invoiced for 06, double?

NACo Board Liaison	3,000	0	Previously member paid
Corporate Filing	5	0	Member paid in 06
Scholarship	200	0	
Newsletter			
printing and distribution	1,200	0	Fall Awards announcement issue
production and editing	4000 00	2,000	
Conference (rooms, printing, video, supplies)	1000	0	
Tours (bus, lunch, guides, misc.)			
Summer Tour	800	79	
Fall Tour	800	1,003	
Awards Program	00	00	
Banquet (rooms, food)	4,200	3,491	
Awards (plaques, ... graphics, Printing)	800	150	
Contingency	1,200	0	
Total planned annual expenditures	28,255	15,322	
Cash Carried Forward	28,745	27,038	
Endowment Carried Forward	2,050	1,929	
Total	59,050	37,617	