

**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, August 14, 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 June 12, 2024, and July 10, 2024

Pg.1-4

**B. Monthly Financial Report**

Monthly financial report presented to the Board for information.

Pg.5-11

Approval of the financial report for July 2024.

**6. NEW ITEMS – DISCUSSION/ACTION**

**A. FY24-25 Budget**

Board to review FY24-25 budget for approval.

Pg.12-14

**B. Strategic Planning**

I. Review updated logos for rebranding presented by Board Member Brett DeCarlo.

II. Review of board member application received and board matrix.

**C. Cornhole Tournament Proceeds**

Board to revisit discussion on allocating use of cornhole tournament proceeds of \$1,298.78.

- I. Review options for District needs.

**D. Donation for Nature Education Center**

Board to discuss use of \$200 donation received from Camarillo Amber's Light Lions Club for the Nature Education Center.

- I. District needs include a display case for owl or wall fossil displays

**E. Event Committee Updates**

- I. Party for the Parks, September 27, 2024
  - a. Update on budget/costs
  - b. Update on board members purchase of table
  - c. Update on sponsors and levels
  - d. Discussion of opportunity prizes
- II. Games Galore for Adults, February 8, 2025
  - a. Update on Aces & Eights Casino Nights tables
  - b. Review costs for games
    - Axe throwing
    - Lazer tag
    - Mini golf
  - c. Discuss Lazertag Axetreme

**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.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**

**Conference Room**

**1605 E. Burnley Street, Camarillo, CA 93010**

**FOUNDATION FOR PLEASANT VALLEY  
RECREATION & PARKS**

**REGULAR BOARD MEETING**

**MINUTES**

**Wednesday, June 12, 2024**

**5:30 PM**

1. **CALL TO ORDER** - Meeting was called to order at 6:40pm 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, 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 Peña. The motion carried 7-0.
4. **PUBLIC COMMENT** – A couple came to check out the Foundation and shared how their business is working on an app for a meet up for sports games.
5. **CONSENT AGENDA** - A motion was made by Board Member Peña to approve the Consent Agenda and seconded by Board Member Navarro. The motion carried 7-0.

**A. Minutes for Board Meeting – May 8, 2024**

**B. Financial Report – May 2024**

**6. NEW ITEMS – DISCUSSION/ACTION**

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

- I. Cornhole Tournament / Summer Palooza Derby Races – A motion was made by Board Member DeMartini for an approval of \$500 to purchase an order of adhesive vinyl for sponsor logos to be attached to the cornhole boards and was seconded by Board Member DeCarlo. The motion carried 7-0.
  - a. There are currently 4 teams registered for the tournament. Friday will be a demonstration day with Saturday as the tournament day.
  - b. Rusty’s House Designs has donated 2 sets of custom cornhole boards for the winners of the tournament.
  - c. The board also discussed charging for the derby races and the need for liability waivers.
- II. Party for the Parks – Next month information on the DJ (no band) will be presented.
- III. Parks & Rec Month of Giving (July)- Once a week the Foundation for Pleasant Valley Rec & Parks will be sharing posts on social media.

**B. Grant Award**

- I. Enterprise Mobility Giving - \$2500 grant received.
- II. The board chose to allocate \$500 to the cornhole tournament, \$500 to the pop-up tent, and \$1500 to Party for the Parks.

**C. Strategic Planning**

- I. Adult Night Out / Game Night – Games Galore for Grown Ups will be held on February 8, 2025, at the Community Center featuring elevated carnival type games, game trucks, golf simulation, and food trucks.
- II. The board reviewed rebranded logos.
- III. The board tabled the discussion to 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 for the Jimmy John’s May Food Fundraiser totaling \$90.86.
- B. Board Liaison Gage shared that the next food fundraiser will be held all day on July 5, 2024, at the Mister Softee’s storefront.
- C. Board member DeCarlo brought up the possibility to explore doing golf tournaments as a fundraising opportunity.

**8. ADJOURNMENT - Meeting was adjourned at 7:15pm by Chair Magner.**

**Respectfully submitted,**

**Approval,**

**Bev Dransfeldt  
Secretary**

**Elaine Magner  
Chair**

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**1605 E. Burnley Street, Camarillo, CA 93010**

**FOUNDATION FOR PLEASANT VALLEY  
RECREATION & PARKS**

**REGULAR BOARD MEETING**

**MINUTES**

**Wednesday, July 10, 2024**

**5:30 PM**

1. **CALL TO ORDER** - Meeting was called to order at 5:31pm by Vice-Chair Julie Navarro.
2. **MEMBERS IN ATTENDANCE** - Board Member Julie Navarro, Board Member Bev Dransfeldt, Board Member/General Manager Mary Otten, Board Member Jodie Peña, Board Member Ann DeMartini, Board Member Brett DeCarlo  
  
**STAFF:** Board Liaison Kaleen Gage, CFO Justin Kiraly
3. **APPROVAL OF AGENDA**- A motion was made by Board Member Peña to approve the agenda and seconded by Board Member Dransfeldt. The motion carried 6-0.
4. **PUBLIC COMMENT** – None
5. **CONSENT AGENDA** - A motion was made by Board Member Otten to approve the Consent Agenda and seconded by Board Member Peña. The motion carried 6-0.
  - A. **Financial Report – June 2024**
  - B. **Annual Financial Report FY2023-2024**
6. **NEW ITEMS – DISCUSSION/ACTION**
  - A. **Temporarily Appointed Chair** - A motion was made by Board Member Otten to accept Elaine Magner’s resignation from the board and as chair, seconded by Board Member Peña. The motion carried 6-0.

A motion was made by Board Member Peña to temporarily appoint Board Member Navarro as Acting Chair of the Board for July-December 2024 and seconded by Board Member DeCarlo. The motion carried 6-0.
  - B. **Event Committee Updates** - Board Liaison, Kaleen Gage, presented updates on the 2024 fundraisers:
    - I. Cornhole Tournament – The expenses from the tournament are \$1,375.74 with revenue at \$2,634.03 totaling \$1258.29 in profit.
      - a. Funds will be designated to a specific purchase of playground equipment once a list is provided in coming months.
    - II. Party for the Parks, September 27, 2024
      - a. A motion was made by Board Member Otten for an approval of spending up to \$1,200 to book a DJ and seconded by Board Member Peña. The motion carried 6-0.
      - b. A motion was made by Board Member DeMartini to cover the expenses of sending invitations to attendees for Party for the Parks over the past 3 years and to dignitaries, seconded by Board Member Peña. The motion carried 6-0.
      - c. Partner and board member awards were discussed.

III. Games Galore for Grown-Ups, February 8, 2024

- a. Reviewed casino tables and costs.
- b. Additional game ideas and costs discussed.

- C. **Grant Award** – A motion was made by Board Member Otten to allocate the Enterprise Mobility Giving Grant of \$2,500 to ADA swings and/or ADA inclusive fitness equipment seconded by Board Member Peña. The motion carried 6-0.
- D. **Annual District Board Meeting Presentation** – Board Member Peña will present updates at the District’s Board of Directors meeting on Wednesday, September 4, 2024, at 6pm.
- E. **Strategic Planning** – Board Member DeCarlo presented various options for a rebranded logo. Based off the board’s feedback, he will present revised versions at the next meeting.

7. ORAL COMMUNICATION – None

8. ADJOURNMENT - Meeting was adjourned at 7:16pm by Vice-Chair Navarro.

Respectfully submitted,

Approval,

Bev Dransfeldt  
Secretary

Julie Navarro  
Vice-Chair

# Management Report

Foundation for Pleasant Valley Recreation and Parks  
For the period ended July 31, 2024



Prepared on  
August 9, 2024

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# Statement of Activity Detail

July 2024

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
<b>Ordinary Revenue/Expenditures</b>							
<b>Revenue</b>							
<b>Contributed income</b>							
<b>Fundraiser</b>							
<b>Cornhole Tournament</b>							
<b>Sponsors</b>							
07/26/2024	Deposit		Pleasant Valley Lions Club	Cornhole Tournament Board Sponsor	VCCU Checking	500.00	500.00
<b>Total for Sponsors</b>						<b>\$500.00</b>	
<b>Total for Cornhole Tournament</b>						<b>\$500.00</b>	
<b>Party for the Parks</b>							
<b>Tickets</b>							
07/26/2024	Deposit		Ann DeMartini	Party for the Parks 2024: Table Purchase	VCCU Checking	1,750.00	1,750.00
<b>Total for Tickets</b>						<b>\$1,750.00</b>	
<b>Total for Party for the Parks</b>						<b>\$1,750.00</b>	
<b>Total for Fundraiser</b>						<b>\$2,250.00</b>	
<b>In-Kind Donation</b>							

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
07/24/2024	Deposit		Mitty Rose	Online Donation	VCCU Checking	23.97	23.97
07/26/2024	Deposit		Ambers Light Lions Club	Nature Education Building Donation	VCCU Checking	200.00	223.97
<b>Total for In-Kind Donation</b>							<b>\$223.97</b>
<b>Total for Contributed income</b>							<b>\$2,473.97</b>
<b>Total for Revenue</b>							<b>\$2,473.97</b>
<b>Expenditures</b>							
<b>Office expenses</b>							
<b>Software &amp; apps</b>							
<b>QuickBooks</b>							
07/05/2024	Expenditure		Intuit QuickBooks	QuickBooks Online Renewal	VCCU Checking	590.00	590.00
<b>Total for QuickBooks</b>							<b>\$590.00</b>
<b>Total for Software &amp; apps</b>							<b>\$590.00</b>
<b>Total for Office expenses</b>							<b>\$590.00</b>
<b>Uncategorized Expense</b>							
<b>Dedication</b>							
<b>Bench</b>							
07/16/2024	Expenditure		Kirby Built	Dedication Bench for Pitts Ranch	VCCU Checking	1,306.56	1,306.56

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
<b>Total for Bench</b>							<b>\$1,306.56</b>
<b>Total for Dedication</b>							<b>\$1,306.56</b>
<b>Fundraiser</b>							
<b>Cornhole Tournament</b>							
<b>Cornhole Boards</b>							
07/16/2024	Expenditure		Canon Solutions America, Inc.	Cornhole Tournament 2024: Vinyl	VCCU Checking	459.51	459.51
<b>Total for Cornhole Boards</b>							<b>\$459.51</b>
<b>Total for Cornhole Tournament</b>							<b>\$459.51</b>
<b>Party for the Parks</b>							
<b>Rentals</b>							
07/30/2024	Expenditure		Standard Site Rentals	Party for the Parks 2024: Portable Restrooms Deposit	VCCU Checking	287.22	287.22
<b>Total for Rentals</b>							<b>\$287.22</b>
<b>Total for Party for the Parks</b>							<b>\$287.22</b>
<b>Total for Fundraiser</b>							<b>\$746.73</b>
<b>Total for Uncategorized Expense</b>							<b>\$2,053.29</b>
<b>Total for Expenditures</b>							<b>\$2,643.29</b>

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
	Net Ordinary Revenue					\$ -169.32	
	Other Revenue/Expenditure						
	Other Revenue						
	Interest Earned						
07/01/2024	Deposit		VCCU	Dividend Rate Earned 0.90%	VCCU Money Market	45.83	45.83
07/01/2024	Deposit		VCCU	Dividend Rate Earned 0.11%	VCCU Savings	0.01	45.84
	<b>Total for Interest Earned</b>					<b>\$45.84</b>	
	<b>Total for Other Revenue</b>					<b>\$45.84</b>	
	<b>Net Other Revenue</b>					<b>\$45.84</b>	
	<b>Net Revenue</b>					<b>\$ -123.48</b>	

# Statement of Financial Position

As of July 31, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
VCCU Checking	8,121.72
VCCU Money Market	62,006.38
VCCU Savings	107.01
<b>Total Bank Accounts</b>	<b>70,235.11</b>
<b>Total Current Assets</b>	<b>70,235.11</b>
<b>Fixed Assets</b>	
Improvements	
Inclusive Park Equipment Fund	-2,500.00
<b>Total Improvements</b>	<b>-2,500.00</b>
<b>Total Fixed Assets</b>	<b>-2,500.00</b>
<b>TOTAL ASSETS</b>	<b>\$67,735.11</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening balance equity	100,519.45
Retained Earnings	-32,660.86
Net Revenue	-123.48
<b>Total Equity</b>	<b>67,735.11</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$67,735.11</b>

**FOUNDATION**  
**FY2024-2025 ANNUAL BUDGET - DRAFT**  
**Account Summary**

Account Name Description	FY23-24	FY24-25
<b>EXPENDITURES</b>		
Computer Hardware/Programs	\$ 2,714.00	\$ 954.00
Memberships/Conferences	\$ 800.00	\$ 800.00
Office Supplies	\$ 1,000.00	\$ 700.00
State License & Tax Fees	\$ 45.00	\$ 295.00
Uniform Allowance	\$ 1,075.00	\$ 560.00
Advertising/Marketing	\$ 1,000.00	\$ 1,200.00
Event Fundraisers	\$ 10,550.00	\$ 9,500.00
<b>REVENUE</b>		
Sponsorships	\$ 4,000.00	\$ 11,500.00
Park Dedications	\$ 1,000.00	\$ 4,500.00
Event Fundraisers	\$ 13,525.00	\$ 11,000.00
Dine-In Fundraisers ( <i>for scholarship fund</i> )	\$ 1,800.00	\$ 1,200.00
<b>Total Expenditures</b>	<b>\$ 17,184.00</b>	<b>\$ 14,009.00</b>
<b>Total Projected Revenue</b>	<b>\$ 20,325.00</b>	<b>\$ 28,200.00</b>
<b>Total FY24-25 Funding Raised</b>		<b>\$ 14,191.00</b>
<b>Total FY24-25 Project Funding Raised</b>		<b>\$ 12,991.00</b>
<b>(after scholarship fund)</b>		

**FOUNDATION**  
**FY2024-2025 ANNUAL BUDGET - DRAFT updated 7/11**  
**REVENUE**

Account Name Description	Notes	FY23-24	Proposed FY24-25	Approved	Total
<b>Sponsorships</b>					
Party for the Parks		\$ 5,000.00	\$ 8,000.00		
Cornhole Tournament		\$ -	\$ 3,500.00		
Adult Night		\$ -			
					<b>\$ 11,500.00</b>
<b>Park Dedications</b>					
Benches			\$ 4,000.00		
Trees			\$ 500.00		
Bricks					
					<b>\$ 4,500.00</b>
<b>Event Fundraisers</b>					
Party for the Parks	<i>1 x year</i>		\$ 8,000.00		
Cornhole Tournament	<i>1 x year</i>	\$ -	\$ 200.00		
Adult Night	<i>1 x year</i>	\$ -	\$ 2,500.00		
Rummage Sale	<i>1 x year</i>		\$ 300.00		
					<b>\$ 11,000.00</b>
<b>Dine-In Fundraisers</b>					
Restaurant/Fast-Food Fundraisers	<i>12 x year (\$100 each)- allocated to scholarship fund</i>	\$ -	\$ 1,200.00		
					<b>\$ 1,200.00</b>
<b>TOTAL REVENUE</b>					<b>28,200.00</b>

**FOUNDATION**  
**FY2024-2025 ANNUAL BUDGET - DRAFT updated 7/11**

**EXPENSES**

Account Name Description	Notes	FY23-24	Proposed FY24-25	Approved	Total
<b>Computer Hardware/Programs</b>					
Event & Fundraising Platform (Give Lively)	<i>No Annual Fee</i>	\$ -	\$ -		
Stripe	<i>No Annual Fee</i>	\$ -	\$ -		
Quickbooks Online	<i>Renews in July</i>	\$ 590.00	\$ 590.00		
Quickbooks Card Reader	<i>Only if one is needed</i>	\$ 100.00	\$ 100.00		
Website (Wix)	<i>Renews Oct. 2025 - 3 yr. cycle</i>	\$ 264.00	\$ 264.00		
					<b>\$ 954.00</b>
<b>Memberships/Conferences</b>					
CLU Center for Nonprofits	<i>Renews in October</i>	\$ 350.00	\$ 350.00		
The National Association of Parks Foundations	<i>Renews in February</i>	\$ 450.00	\$ 450.00		
					<b>\$ 800.00</b>
<b>Office Supplies</b>					
Envelopes/Cards/Labels		\$ 1,000.00	\$ 200.00		
Binders/Dividers	<i>As needed for board members</i>		\$ 100.00		
Storage Bins			\$ 400.00		
					<b>\$ 700.00</b>
<b>State License &amp; Tax Fees</b>					
Registry of Charitable Trusts (RRF-1)	<i>Annual November Fee</i>		\$ 20.00		
Secretary of State	<i>Annual/Every 2 Years Fee</i>		\$ 25.00		
Tax Filing CPA Fees	<i>Currently No Charge</i>	\$ -	\$ -		
Raffle Registration Fees (CT-NRP-1)		\$ -	\$ -		
ABC License	<i>\$75 Fee per Event</i>	\$ -	\$ 150.00		
CA Gambling Permit	<i>\$100 Fee per Event</i>	\$ -	\$ 100.00		
					<b>\$ 295.00</b>
<b>Uniform Allowance</b>					
Board Shirts		\$ 1,000.00	\$ 500.00		
Name Tags	<i>\$20 Each</i>	\$ 75.00	\$ 60.00		
					<b>560.00</b>
<b>Advertising/Marketing</b>					
Printing Supplies (banners, flyers, brochures)		\$ -	\$ 500.00		
Branded Canopy Replacement	<i>As needed for replacement top or frame</i>	\$ -	\$ 500.00		
Branded Tablecloth Runners	<i>As needed for replacement</i>	\$ -	\$ 200.00		
Promotional Items	<i>Do we want to set a budget?</i>	\$ -	\$ -		
					<b>\$ 1,200.00</b>
<b>Event Fundraisers</b>					
Other Events					
Cornhole Tournament		\$ -			
Party for the Parks		\$ 9,550.00	\$ 9,500.00		
	<i>Food &amp; Beverage</i>		\$ 4,500.00		
	<i>Entertainment</i>		\$ 1,200.00		
	<i>Rentals</i>		\$ 2,500.00		
	<i>Decorations</i>		\$ 500.00		
	<i>Other Supplies (invites, supplies, etc.)</i>		\$ 500.00		
	<i>Annual Recognition Awards</i>		\$ 300.00		
					<b>\$ 9,500.00</b>
<b>TOTAL EXPENSES</b>					<b>14,009.00</b>