

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, December 11, 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 October 8, 2024, and November 12, 2024.

Pg. 1-3

B. Monthly Financial Report

Monthly financial report presented to the Board for information.

Pg. 4-9

Approval of the financial report for November 2024.

6. NEW ITEMS – DISCUSSION/ACTION

A. Election of Officers

Board to elect officers for the 2025 term.

B. Strategic Planning

I. Revisit 2025 calendar for event fundraisers and goals to support the District.

a. Bingo Bash- Every other month starting January 3, 2025

b. Cornhole Tournament – March 22, 2025 at Spring into Summer Showcase

c. Rummage Sale- May 3, 2025

d. Party for the Parks- redesign vs. renaming for largest annual event

II. Revisit discussion on two logos versus one.

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

Conference Room

1605 E. Burnley Street, Camarillo, CA 93010

**FOUNDATION FOR PLEASANT VALLEY
RECREATION & PARKS**

REGULAR BOARD MEETING

MINUTES

Wednesday, October 9, 2024

5:30 PM

1. **CALL TO ORDER** - Meeting was called to order at 5:38pm 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 Ann DeMartini

ABSENT - Board Member Jodie Peña, 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 Dransfeldt. The motion carried 4-0.
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 DeMartini. The motion carried 4-0.
 - A. **Minutes – September 2024**
 - B. **Monthly Financial Report – September 2024**
6. **NEW ITEMS – DISCUSSION/ACTION**
 - A. **Event Committee Updates** - Board Liaison, Kaleen Gage, presented updates on the 2024 fundraisers:
 - I. Party for the Parks, September 27, 2024
 - a. The Board received a post-event review. The Board also discussed how to move forward with future fundraising and events.
 - II. Cornhole Tournament 2024 Winner Boards
 - a. The sponsor of the cornhole board winners has been unresponsive. A motion was made by Board Member DeMartini to approve purchasing two sets of boards for the winning team at cost of \$600 from Cornhole Good and seconded by Board Member Otten. The motion carried 4-0.
 - III. Cornhole Tournament 2025
 - a. Instead of Summerpalooza, the District will be hosting A Spring into Summer Showcase on March 22, 2025.
 - IV. Request of Supplies
 - a. A motion was made by Board Member DeMartini to approve purchasing storage container bins at the cost of \$172.62 to come out of the \$400 approved storage bin office supplies FY24-25 budget and seconded by Board Member Otten. The motion carried 4-0.

B. Forming of Committees

I. Bingo Committee

- a. General Manager Mary Otten presented an opportunity to have the Foundation oversee bingo (formerly managed by the District).
- b. A motion was made by Board Member Otten to approve having the Foundation formally hold the bingo license and to establish a Bingo Committee to run bingo. The motion was seconded by Board Member DeMartini. The motion carried 4-0.
- c. Board Member Otten volunteered to be on the Bingo Committee that will also have 2 volunteers who currently help with the District-run bingo.

II. PR Committee – The item was tabled for discussion at the next Board meeting.

C. Strategic Planning – The Board was presented with a calendar for potential planning in 2025 around the new Cornhole Tournament date in March.

D. Purchase of Branded Table Runner – A motion was made by Board Member Navarro to approve the purchase of two table runners with the new logo at the cost of \$128.70 to come out of the \$200 approved branded tablecloth runners marketing FY24-25 budget and seconded by Board Member DeMartini. The motion carried 4-0.

E. Letterhead – The Board reviewed new digital letterheads. A motion was made by Board Member Navarro to approve the letterhead featuring the rounded tree logo with three points and seconded by Board Member DeMartini. The motion carried 4-0.

7. ORAL COMMUNICATION – Board Liaison Gage reported that the Foundation’s Presto Pasta Food Fundraiser held on October 2, 2024, raised \$95.65.

8. ADJOURNMENT - Meeting was adjourned at 6:52pm by Vice-Chair Navarro.

Respectfully submitted,

Approval,

**Bev Dransfeldt
Secretary**

**Julie Navarro
Vice-Chair**

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1605 E. Burnley Street, Camarillo, CA 93010

**FOUNDATION FOR PLEASANT VALLEY
RECREATION & PARKS**

REGULAR BOARD MEETING

MINUTES

Wednesday, November 13, 2024

5:30 PM

1. **CALL TO ORDER** - Meeting was called to order at 5:33pm by Vice-Chair Julie Navarro.

MEMBERS IN ATTENDANCE - Board Member Julie Navarro, Board Member Bev Dransfeldt, Board Member/General Manager Mary Otten, Board Member Brett DeCarlo

ABSENT - Board Member Jodie Peña, Board Member Ann DeMartini

STAFF - Board Liaison Kaleen Gage

2. **APPROVAL OF AGENDA**- A motion was made by Board Member Otten to approve the agenda and seconded by Board Member DeCarlo. The motion carried 4-0.
3. **PUBLIC COMMENT** – None.
4. **CONSENT AGENDA** - A motion was made by Board Member Otten to approve the Consent Agenda and seconded by Board Member DeCarlo. The motion carried 4-0.
 - A. **Monthly Financial Report – October 2024**

5. **NEW ITEMS – DISCUSSION/ACTION**

- A. **Bingo Committee Update**

- I. The board met Tom Birkimer who is the main bingo caller. There are 2 more volunteers who were not able to attend: Kerry Bates and Jan Dorr. There is a need for additional bingo callers.

- B. **Strategic Planning**

- I. The Board tabled the discussion to revisit the 2025 calendar for event fundraisers and goals to support the District to the next board meeting.
- II. The Board tabled the discussion regarding adopting one logo versus two logos to the next board meeting.

6. **ORAL COMMUNICATION** – Board Liaison Gage reminded the Board that officer appointments will be held at the December meeting. Board Member DeCarlo inquired about the possibility of working with a youth-led Camarillo Community radio station.
7. **ADJOURNMENT** - Meeting was adjourned at 6:50pm 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 November 30, 2024



Prepared on
December 7, 2024

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Statement of Activity Detail

November 2024

| Date | Transaction Type | Num | Name | Memo/Description | Split | Amount | Balance |
|---|------------------|-----|--------------|--------------------------------|---------------|-----------------|---------|
| Ordinary Revenue/Expenditures | | | | | | | |
| Revenue | | | | | | | |
| Contributed income | | | | | | | |
| Fundraiser | | | | | | | |
| Restaurant Fundraiser | | | | | | | |
| 11/05/2024 | Deposit | | Presto Pasta | October 2024 Presto Fundraiser | VCCU Checking | 95.65 | 95.65 |
| Total for Restaurant Fundraiser | | | | | | \$95.65 | |
| Total for Fundraiser | | | | | | \$95.65 | |
| In-Kind Donation | | | | | | | |
| 11/26/2024 | Deposit | | Stripe | Monthly Donation | VCCU Checking | 23.71 | 23.71 |
| Total for In-Kind Donation | | | | | | \$23.71 | |
| Total for Contributed income | | | | | | \$119.36 | |
| Total for Revenue | | | | | | \$119.36 | |
| Expenditures | | | | | | | |
| Contract & professional fees | | | | | | | |
| Legal fees | | | | | | | |
| Bingo License | | | | | | | |

| Date | Transaction Type | Num | Name | Memo/Description | Split | Amount | Balance |
|---|------------------|------|--|--|---------------|-----------------|---------|
| 11/21/2024 | Check | 1173 | Pleasant Valley Recreation & Parks District | Annual Bingo License Fee Reimbursement | VCCU Checking | 50.00 | 50.00 |
| Total for Bingo License | | | | | | \$50.00 | |
| Total for Legal fees | | | | | | \$50.00 | |
| Total for Contract & professional fees | | | | | | \$50.00 | |
| Office expenses | | | | | | | |
| 11/05/2024 | Expenditure | | Amazon | Storage Bins | VCCU Checking | 57.90 | 57.90 |
| 11/05/2024 | Expenditure | | Amazon | Storage Bins | VCCU Checking | 43.56 | 101.46 |
| 11/05/2024 | Expenditure | | Amazon | Storage Bins | VCCU Checking | 98.73 | 200.19 |
| Total for Office expenses | | | | | | \$200.19 | |
| Uncategorized Expense | | | | | | | |
| Fundraiser | | | | | | | |
| Party for the Parks | | | | | | | |
| Rentals | | | | | | | |
| 11/06/2024 | Check | 1175 | Standard Site Rentals | Party for Parks 2024: Portable Restrooms Balance | VCCU Checking | 287.21 | 287.21 |
| Total for Rentals | | | | | | \$287.21 | |
| Total for Party for the Parks | | | | | | \$287.21 | |
| Total for Fundraiser | | | | | | \$287.21 | |

| Date | Transaction Type | Num | Name | Memo/Description | Split | Amount | Balance | |
|--|------------------|-----|-----------------------------|------------------|-------------------|--------|-------------------|--|
| Total for Uncategorized Expense | | | | | | | \$287.21 | |
| Total for Expenditures | | | | | | | \$537.40 | |
| Net Ordinary Revenue | | | | | | | \$ -418.04 | |
| Other Revenue/Expenditure | | | | | | | | |
| Other Revenue | | | | | | | | |
| Interest Earned | | | | | | | | |
| 11/01/2024 | Deposit | | Ventura County Credit Union | Interest Earned | VCCU Savings | 0.01 | 0.01 | |
| 11/01/2024 | Deposit | | Ventura County Credit Union | Interest Earned | VCCU Money Market | 47.50 | 47.51 | |
| Total for Interest Earned | | | | | | | \$47.51 | |
| Total for Other Revenue | | | | | | | \$47.51 | |
| Net Other Revenue | | | | | | | \$47.51 | |
| Net Revenue | | | | | | | \$ -370.53 | |

Statement of Financial Position

As of November 30, 2024

| | Total |
|-------------------------------------|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| VCCU Checking | 2,800.70 |
| VCCU Money Market | 64,694.65 |
| Inclusive Park Equipment Fund | 4,673.00 |
| Total VCCU Money Market | 69,367.65 |
| VCCU Savings | 107.05 |
| Total Bank Accounts | 72,275.40 |
| Total Current Assets | 72,275.40 |
| TOTAL ASSETS | \$72,275.40 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Total Liabilities | |
| Equity | |
| Opening balance equity | 100,519.45 |
| Retained Earnings | -32,660.86 |
| Net Revenue | 4,416.81 |
| Total Equity | 72,275.40 |
| TOTAL LIABILITIES AND EQUITY | \$72,275.40 |