

FRIENDS OF THE AUBURN AREA RECREATION AND PARKS, INC. 501 (c) (3)
BOARD MEETING AGENDA

6:00 PM

THURSDAY, JANUARY 27, 2022
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/81988429576>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 819 8842 9576 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

I. Call to Order

Director Lynch _____ Director Gray _____ Director Ferris _____

Director Ainsleigh _____ Director Holbrook _____

President Muscott _____ Treasurer Galbraith _____

Roll Call Vote

II. Review and Approval of the Friends of the Auburn Area Recreation and Parks, Inc. 501 (c) (3) Minutes of the Board of Directors from October 20, 2021. (Page 3)

Motion by _____ Second by _____ to _____

Lynch _____ Gray _____ Ferris _____ Ainsleigh _____ Holbrook _____

Roll Call Vote

III. Review and approval of the 501 (c) (3) Financials & Checks from the 501 (c) (3) account as of September 30, 2021 (see attachment.) (Pages 4-9)

Motion by _____ Second by _____ to _____

Lynch _____ Gray _____ Ferris _____ Ainsleigh _____ Holbrook _____

Roll Call Vote

IV. Public Comment

V. NEW BUSINESS

a. Election of Officers (Pages 10-11)

i. Shall the Friends of ARD Board elect officers for the corporation?

Motion by _____ Second by _____ to _____

Lynch _____ Gray _____ Ferris _____ Ainsleigh _____ Holbrook _____

b. Curt Smith Memorial Bench (Page 12)

i. Shall the Friends of Auburn Recreation and Parks, Inc. fund a memorial bench at Railhead Park in memory of former Auburn Area Recreation and Park District (ARD) board member Curt Smith? The 501(c) (3) Advisory Committee requested that this item be considered.

Motion by _____ Second by _____ to _____

Lynch _____ Gray _____ Ferris _____ Ainsleigh _____ Holbrook _____

V. Adjournment

FRIENDS OF THE AUBURN AREA RECREATION AND PARKS, INC. 501 (c) (3)

This agenda is hereby certified to have been posted as follows:

1/21/2022
Date

12:30 p.m
Time

Cathy Wilson
Secretary to the Board

Friends of the Auburn Area Recreation and Parks, Inc. 501 (c) (3)
Minutes of the
Advisory Committee Meeting
Wednesday, October 20, 2021, 2:45 p.m.
Canyon View Community Center
471 Maidu Drive
Auburn, CA

I. CALL TO ORDER

The Advisory Committee Meeting of the Friends of the Auburn Area Recreation and Parks, Inc. 501 (c) (3) was called to order at 3:07 p.m.

Director Lynch, Director Ainsleigh, President Kahl Muscott, and Advisory Committee Chairman Bud Rietjens were present. Treasurer Veona Galbriath and Advisory Committee Member Heidi Rietjens were absent.

II. PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

None.

III. Review and Approval of the July 21, 2021, Friends of the Auburn Area Recreation and Parks, Inc. 501 c (3) Advisory Committee Minutes

The minutes were reviewed and approved by the Committee.

IV. Review of the 501 (c) (3) Financials and Checks from the 501 (c) (3) account – as of September 30, 2021

The 501 (c) (3) financials and checks were reviewed and approved by the Advisory Committee and forwarded to the October 28, 2021 Friends of the Auburn Area Recreation and Parks, Inc. 501 (c) (3) Board Meeting for review and approval.

V. ADJOURNMENT – As there was no further business, the meeting was adjourned at 3:16 p.m.

Board Secretary

Date

Friends of ARD
VENDOR CHECK REGISTER REPORT

From: 10-1-21 TO: 12-31-21

Check Number	Vendor Check Name	Check Date	Amount
5685	Kelpro Security (DF)	10/7/2021	\$280.00
5686	River City Rentals-Auburn (DF lights)	10/7/2021	\$151.20
5687	US Bank (credit card payment, misc DF expenses)	10/7/2021	\$1,898.20
5688	UpTown Signs & Graphics Inc. (Sign re: pictures)	10/15/2021	\$96.53
5689	ARD (Food Truck wages & Bike Pk donation exp)	10/26/2021	\$2,262.36
5690	ARD (return of refunded DF revenue)	12/27/2021	\$100.00
5691	US Bank (DF credit card charges--plaques)	12/27/2021	\$209.40
5693	ARD (Sesac fees for Ukulele & PIP redistribute to DF & FT)	12/30/2021	\$245.09
5694	Albie Aware (Donation disbursement)	12/31/2021	\$114.00
5695	ARD (Donation disbursement)	12/31/2021	\$19,841.85

Balance Sheet

12/31/2020

ASSETS

First Foundation Bank 501c3

17,159.84

TOTAL ASSETS

17,159.84

LIABILITIES

TOTAL LIABILITIES

0.00

NET POSTION

Retained Earnings

8,863.07

Net Profit (Loss)

8,296.77

TOTAL NET POSITION

17,159.84

TOTAL LIABILITIES AND NET POSITION

17,159.84

Profit and Loss - Detail

1/1/2020 To 12/31/2020

	Current Period	Actual YTD
<u>REVENUE</u>		
<u>Grants and Donations</u>		
Donations	146.40	2,829.59
Donations Bike Park	1,643.07	2,915.67
Donations Dead Fest	9.63	2,509.63
Donations Youth Assistance	234.15	8,305.46
Sponsorship Other	0.00	8,750.00
Donations Breast Cancer Awareness	360.00	390.00
Donations Preschool Program	0.00	1,000.00
Donations Food Truck Fiesta	0.00	500.00
<i>Total Grants and Donations</i>	\$2,393.25	\$27,200.35
<u>Event Revenue</u>		
Food Truck Vendor Revenue	9.63	1,244.63
Concert In The Park Revenue	\$2,380.00	\$2,380.00
<i>Total Event Revenue</i>	\$9.63	\$1,244.63
TOTAL REVENUE	\$2,402.88	\$28,444.98
<u>EXPENSES</u>		
<u>Admin and Professional Services</u>		
Professional Services	350.00	350.00
Legal Expenses	35.00	35.00
<i>Total Admin and Professional Services</i>	\$385.00	\$385.00
<u>Donation Expenses</u>		
Youth Assistance Donations Expense	222.45	7,985.19
Bike Park Donations Expense	1,560.92	2,769.89
Park Improvements Donations Expenses	0.00	1,979.03
Preschool Donations Expense	0.00	950.00

	Current Period	Actual YTD
Harvest Festival Donation Expense	0.00	2,137.50
<i>Total Donation Expenses</i>	<i>\$1,783.37</i>	<i>\$15,821.61</i>
<u><i>Total Event Expenses</i></u>		
Party In The Park Donation Expenses	950.00	950.00
Movies In The Park Donation Expenses	712.50	712.50
Ukulele Festival Donation Expenses	950.00	950.00
Kids Tri Race Donation Expenses	475.00	475.00
Great Am Scramble/Obstacle Donation Expenses	712.50	712.50
Art In The Park Donation Expenses	950.00	950.00
Breast Cancer Awareness Donation Expenses	370.50	370.50
Dead Fest Event Expense	570.00	643.05
Food Truck Fiesta Event Expense	485.00	558.05
<i>Total Event Expenses</i>	<i>\$6,175.50</i>	<i>\$6,321.60</i>
TOTAL EXPENSES	\$8,343.87	\$22,528.21
NET PROFIT (LOSS)	(\$3,560.99)	\$8,296.77

501C-3
 Friends of ARD
 Balance Sheet
 As of Dec 31, 2019

Assets

First Foundation Bank	11,457.07			
			11,457.07	
Total Assets				
Total Assets				11,457.07

Liabilities

Prepaid Sponsorships 2020	1500			
Accts Payable/ ARD	-			
			1,500.00	
Total Liabilities				

Owner's Equity

Owner's Equity	5,939.18			
Revenue for 2019	4,017.89			
			9,957.07	
Total Owners Equity				
Total Liabilities and Owners Equity			11,457.07	

Friends of Auburn Area Recreation and Park District

Profit and Loss

For 10/1/2019 - 12/31/2019

REVENUE	<u>10/1 - 12/31/19</u>	<u>YTD</u>
General Donation	(1,250.00)	-
Youth Assistance Fund Donations	1,837.33	5,448.03
Auburn Bike Park	-	250.00
String Fling (Guitar Fest)	500.00	1,750.00
Movies in the Park Sponsorship	250.00	1,500.00
Party in the Park	250.00	2,250.00
Ain't Necess Dead Fest	250.00	23,154.36
Uke Festival	250.00	750.00
Food Truck Fiesta	-	9,867.84
Obstacle Scramble	250.00	1,500.00
Miss October Donations	(250.00)	-
Auburn Community Festival Revenue	500.00	2,250.00
Improvement Donations	2,237.30	2,237.30
Undesignated Donation (Paypal)	-	57.74
Wheel Chair Swing	-	1,050.00
Rotary Project - Raihead Park	-	9,000.00
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TOTAL REVENUE	4,824.63	61,065.27
EXPENSES		
Misc/Legal / Professional Expenses	19.90	1,180.63
Youth Assistance Donate to ARD	7,559.94	10,990.10
Auburn Bike Park Expenses	2,831.41	3,068.91
Rotary Project - Raihead Park	-	8,550.00
Park Improvements	2,125.43	2,125.43
String Fling (Guitar Fest)	475.00	1,662.50
Party in the Park	237.50	2,137.50
Movies in the Park	237.50	1,425.00
Dead Fest Expenses	-	15,321.68
Uke Fest Expenses	237.50	712.50
Food Truck Fiesta Expenses	-	6,310.63
Obstacle Scramble Expenses	237.50	1,425.00
Miss October Expenses	(237.50)	-
Auburn Community Festival Expenses	475.00	2,137.50
General Events Expenses	(1,187.50)	-
	<hr/>	<hr/>
TOTAL EXPENSES	13,011.68	57,047.38
EXCESS REVENUE OVER EXPENSES	<hr/>	<hr/>
	(8,187.05)	4,017.89

(Unaudited)
45,000 Budget

V.a FRIENDS OF ARD Cover sheet - Election of Officers

Friends of the Auburn Area Recreation and Parks Inc. (“Friends”) Board meeting January 27, 2020

The Issue

Shall the Friends of ARD Board elect officers for the Corporation?

Background

The Bylaws of the Friends of Auburn Area Recreation and Park District, Inc (the “Corporation”) allows for the election of officers. Here are excerpts from the Bylaws:

ARTICLE VII OFFICERS

Section 1. Officers. The officers of the Corporation shall include a President, a Secretary, and a Treasurer. The Corporation, at the Board’s discretion, may also have a Chair of the Board, a Vice Chair of the Board, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed by the Board. Any number of such offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the President or the Chair of the Board.

Section 2. Election, Qualification and Term of Office. The officers of the Corporation shall be elected by and serve at the pleasure of the Board. Vacancies may be filled, or new offices created and filled, at any meeting of the Board.

Section 5. Chair of the Board. If a Chair of the Board is elected, he or she shall preside at all meetings of the Board. The Chair of the Board shall appoint, with the approval of the Board, the Chair of all committees of the Board, serve as an ex-officio member of all standing committees, and report annually to the Board on the current state of the Corporation and plans for the future. The Chair of the Board shall be empowered to call special meetings of the Board as set forth herein, and shall discharge all other duties as may be required by these Bylaws and from time to time may be assigned by the Board.

Section 6. Vice-Chair of the Board. If a Vice Chair of the Board is elected, he or she shall perform the duties of the Chair of the Board in the absence of the Chair of the Board or in the event of his or her death, inability, or refusal to act, and when so acting, shall have the powers of and be subject to all the restrictions upon the Chair of the Board. The Vice-Chair of the Board shall perform such other duties as from time to time may be prescribed by the Chair of the Board or the Board.

Section 7. President.

The President of the Friends Board shall be the District Administrator of the Auburn Area Recreation and Park District. *(information removed here for brevity).*

Section 8. Secretary.

The Secretary of the Friends Board shall be appointed by the Friends Board.

The Secretary shall keep a full and complete record of the proceedings of the Board, shall keep the seal of the Corporation and affix it to those papers and instruments that may be required in the regular course of business, shall make service of those notices as may be necessary or proper, shall supervise the keeping of the records of the Corporation, and shall discharge such other duties of the office as prescribed by the Board.

Section 9. Treasurer.

The Treasurer of the Friends Board shall be the Administrative Services Manager of the Auburn Area Recreation and Park District. *(information removed here for brevity).*

Recommendation

That the Friends of ARD Board elect a Chair, Vice Chair and Secretary.

Fiscal Impact

None

Attachments

None

V.b Cover sheet – Curt Smith Memorial Bench

Friends of Auburn Recreation and Parks, Inc Board of Directors meeting January 27, 2022

The Issue

Shall the Friends of Auburn Recreation and Parks, Inc. fund a memorial bench at Railhead Park in memory of former Auburn Area Recreation and Park District (ARD) board member Curt Smith? The 501(c) (3) Advisory Committee requested that this item be considered.

Background

Curt Smith served as an ARD Board member from 2006 until his passing in 2015. At the June, 2021 ARD Board meeting, the Board discussed purchasing a plaque with donations to be placed on a bench that is already needed in several locations. The most appropriate and already approved location is at the playground at Railhead Park. Attorney Patti Eyres said that this is fine, as long as the plaque is paid for with donations. The cost for an inscribed plaque for ARD's standard memorial bench is \$360. The donation for the bench could come from the Friends Corporation.

Per ARD Policy:

D. Criteria for creating non-living memorials in an individual's name:

1. The memorial should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a bench with a plaque. All costs of the improvement shall be the responsibility of the donor. The donor may submit information and recommendation to the District Administrator regarding relevant history of the person to be memorialized, type of improvement desired and verbiage requested. Final decisions regarding the improvement, including, but not limited to, materials, equipment, location and labor will be made by the District.

Recommendation for the Friends of Auburn Recreation and Parks, Inc Board of Directors

Approve spending up to \$2,700 for the bench.

The cost to pour the concrete pad and install the bench is approximately \$2,500. It is recommended to find a volunteer to do the work and have Friends pay for the concrete.

Fiscal Impact

Approximately \$2,600 for the bench. There is currently \$7,305 available in the Friends account.

Attachments

N/A