

GOVERNANCE COMMITTEE OF THE WHOLE

Monday, April 8, 2019

6:00 P.M.

(Meeting Held at Masonic Hall)

MINUTES

CALL TO ORDER T 6:00 pm

ROLL CALL: Becker, Deluca, Gonzales, Norris, Slifcak, Smith Present; Apidone – excused absence; Advisors McWilliams and Sanderson Present

BUSINESS:

PLANNING

- Beth Sanderson reported that we received a \$2,250 ANCA Peer Consult scholarship. The actual peer consult fee is \$3,250 plus travel and lodging costs.
- Trail map is under development with the goal of clearly identifying trail loops, mileage and intensity, as well as, identify distance of rental facilities. Polly Wheeler is volunteering her time and will have a draft in the next few weeks.
- Planning process update – 1) a draft mission statement for the park was prepared and needs to be vetted by the board and stakeholders. It will be used as part of the case statement for fund raising; 2) a steering planning committee will be established with the goal of identifying a 5 year plan that brings the Master Plan to life; and 3) the ANCA consult will be incorporated into the planning process.

GOVERNANCE

- Meeting minute will be available at next meeting.
- Maintenance tech 2019 seasonal employment job has been posted and four applicants have been submitted. Trustees Deluca, Norris and Smith will interview and recommend and applicant for board approval. The goal is to complete by May 1st.
- FoCH Memorandum of Understanding (MOU) – Trustee Gonzales took task of updating the MOU and has made three revisions based on comments received from the board and FoCH. A significant change was clarifying the work project plans and allowing a letter of intent when appropriate. On the initial phase of a project, there may not be enough information developed to complete a work project plan and a letter of interest could be used for an identified project. A second point of clarification was made in connection with intellectual property. The MOU gives ownership to the preparer unless it is agreed to transfer ownership. There was discussion that a space needs to be designated for FoCH materials. The MOU was under review only and needs to have Park Services and Park Operations input. There was further discussion on FoCH fund raising and clarification that they will not be fund raising on behalf of RJRD unless there is a work plan.

- Boating rules on upper lake were prepared by Nicole Shill and were under review only. The goal is to have approved by the April board meeting and have in place for signage for the Memorial Day weekend boating season.
- Oviatt House – Jim Fry has volunteered to repair the roof and paint exterior to buy time for the Oviatt House. He has offered his services for \$1.00 and to install a metal roof cover for the total amount of \$700. FoCH has been asked to donate \$700 for the roof. This is a volunteer project and does not require an MOU.

Norris motioned and Gonzales seconded, to allow Jim Fry, subject to a waiver of liability, to work on Oviatt House. All in favor, Smith not in favor.

FISCAL

- Insurance – Soroczack reported the insurance policy is up for renewal on June 25th. Norris noted there were two losses for PC and Coach House repairs from storm damage. Norris and Gonzales agreed to review the policy.
- Treasure's report – Norris reported the March report was not available, however, \$2,500,000 is in the capital budget and is pretty much spoken for.
- Fiscal policy bylaw review – RJRD Legal Counsel, Bill Hanna, noted the bylaws were amended to clarify and clean up sections for better connectivity. It was agreed to defer review until the Special Meeting immediately following this meeting.
- Credit card policy – Hanna had prepared an updated credit card policy so that we are in compliance with a new state law. The board had approved the policy at the February meeting. Norris had requested the policy be reviewed by the Governance Committee and has asked for additional to time to review and comment.

FUND RAISING SUPPORT


- Historic tax credit research – We have researched the viability of RJRD being eligible to apply for state and federal historic tax credits. As of the initial research, there could be a path to apply for credits pending our listing on the National Registry of Historic Places. This could generate up to 38% of eligible project costs for the renovation of buildings.
- RJRD annual report – a report to the community needs to be created. Ideally we can get this done by year end.

OTHER BUSINESS

- Judy Soroczack as requested the board review her title and job description because of the growing demands from increased use of the park.

ADJOURNMENT: Motion was made by Gonzales, seconded by Deluca to adjourn at 7:07 PM.

Submitted By:

 Date: 6/04/19
Meg Slifcak, Committee Chair