



Regular Board Meeting

Monday, September 24, 2018 6:30 pm

(Meeting held at the Richfield Masonic Hall)

Call to Order: Meeting was called to order at 6:30pm by Chairman Bob Becker.

Roll Call: , Sandy Apidone, Bob Becker, Jeff DeLuca, Pat Norris, Ralph Waszak, Administrative Coordinator, Judy Soroczak

Delayed arrival: Meg Slifcak 6:32 pm

Excused Absences: Bill Smith

Work Session

- Donor Recognition plan was introduced by FoCH requesting feedback from RJRD Board. Recommendation was forwarded from the RJRD Fundraising & Governance Committee.
- FoCH is providing a written instruction / informed consent form to volunteers considering participation in barberry removal. Approved by the Governance Committee on 9/17/18
- Mr. DeLuca presented and asked for board approval to implement and prepare for the use of non-motorized watercraft on both lakes for the 2019 season.

REGULAR MEETING

Approval of Minutes:

June 25, 2018; August 27, 2018 Pending

Standing Committee Reports

- *Governance - Meg Slifcak*
Ms. Slifcak reported the Bond review came in at an A2 rating for the Bond Refinance. Tim Clymer is in full swing with our Fiscal Reporting and payroll. Trustees were asked to give consideration to the 2019 Budget to be reviewed in the near future. The Park Office is awaiting the HVAC inspection, the students from CVCC had returned to complete the project. The Board was asked to consider utilizing the ANCA - American Nature Centers Association mentoring program. The possible development of an internship program was introduced, the program would assist in park needs as well as to help build recent grads resumes and portfolios.
- *Park Operations - Jeff DeLuca*
Boats have been moved from the Winter Barn readied for disposal or repurposing. Meeting with Great Lakes fence to have damaged areas repaired and installation of man gate.

Motion made by Mr. DeLuca, second by Mr. Norris to change location of Mangate from Gas Cut area to the Gemini Road location.

Discussion: None

Vote taken by voice: Aye - Unanimous

Motion Approved

Mr. DeLuca requested all park volunteers and partners notify him or Ms. Apidone when on property working on specific projects on a daily basis.

- *Park Services - Sandy Apidone*
TOTOTT - Trick or Treat on the Trail has collected \$1,800 in donations, many residents and students have already volunteered to assist with the event. A Volunteer Appreciation event is being planned for repeat volunteers November 29, 2018. The parks first wedding at Gund Hall was held on September 22, both sides of the family are local residents.

- *Capital Projects Committee - Ralph Waszak*
Mr. Waszak updated we are still awaiting approval from the Ohio EPA to move forward on the WWTP and lower lake Kirby Dam improvements.
- *Fundraising Committee - Pat Norris*
Referenced the approved donation plan discussed in the work session.
- *Projects and Priorities Committee - Ralph Waszak*
Mr. Waszak informed the #1 priority was the Amity sill plate. Safety Issues to consider taking action on: swimming pool and Oviatt House. Findings after reviewing the sites hope to be presented at the October meeting; possible HVAC updating in buildings. Currently Amity house has the only operable system, activating the HVAC will help with moisture issues the buildings. Kirby House has boiler needs to be looked at, seeking individuals with experience in this area.

Administration Report - Attached**Volunteer Coordinator Report - Attached****Treasurer's Report Attached****New Business**

Motion made by Mr. DeLuca, second by Ms. Slifcak to approve the use of non-motorized watercraft on both lakes in compliance with the RJRD Watercraft Safety Rules and after completion of identified tasks.

Discussion: None

Motion Approved: Vote take by voice: Aye-Unanimous

Partner Reports -

Foch Report - Attached

OHC-Molly Eastwood advised the bridle trails are open, riders can contact the OHC for more information and rules, Richfield residents can contact her for gate access while the trails are open until December.

Executive Session

Motion by Mr. Norris, second by Mr. DeLuca to move into Executive Session to consider the compensation of a public employee per ORC 121.22(g) at 7:41 pm

Motion Approved Vote taken by Roll Call : Yes- Unanimous

The Board returned from Executive Session at 7:56 pm by motion to reconvene made by Mr. Waszak second by Ms. Mr. Norris

Motion Approved Vote taken by Roll Call in Executive Session Yea - Unanimous

Next Meeting scheduled for October 22, 2018 at 6:30pm

Adjournment

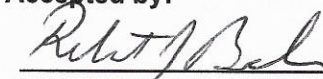
Motion to Adjourn by Mr Norris, second by Mr. Waszak

Meeting Adjourned by 7:57 pm

Submitted by:

 Date 10-25-18
Judy Soroczak, Administrative Coordinator

Accepted by:

 Date 10/25/18
Bob Becker, Chairman



Administrative Coordinator Report

September 24, 2018

JUDY SOROCZAK

Administration:

- Working with new Fiscal Agent Tim Clymer to implement new procedures and invoice payment processing.
- Nason Landscaping Contract renewed for snow removal services 2018-2019
- Website development continuing
- Trick or Treat on the Trail continues to be supported with donations totaling \$1800.00 to date.
- Reminder: Week of October 1 Chipper to be used by Township

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### **Use Agreements:**

- First wedding held at Gund Hall 9/22/18
- Flash from the past visit from troop visited the park, permission granted to peak into the buildings (escorted by Corey Ringle)
- High Lea shelter will be used by Girl Scouts and BSA Troop in October
- Film Request by the 48 Hour Film Club pending

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Upcoming Events:

- Sat. Oct 6th, Richfield Fire Department Annual Clambake
- Sun. Oct 14, 50K (31 mi) ½ marathon event; Crowell Hilaka, Trail Run 8:00am-5:00pm
- October: Possible filming of 48 Hour Film Crew
- High Lea Shelter in use by GSA and BSA Troops

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### **Weekly Work/Task Plan ongoing: (Subject to change hourly)**

**Daily:** Emails, Trustee request, follow ups, research.

**Monday:** Meeting prep, minutes and doc follow up, board packet prep:Field weekend calls or needs

**Tuesday:** Reconcile, scan, post invoices deliver to Finance for payments; Complete minutes

**Wednesday:** Work with Use Agreements, Public Records file or complete other task set up

**Thursday & Friday:** Project or topic of the week, weekend event prep,

100 new volunteers were engaged in 2018

**Park volunteers:**

- Cleared vegetation from the Waste Water Treatment Plant, an area behind the Winter Barn, Hilltop, and five Adirondacks units
- Cleaned gutters at Gund and Hilltop
- Cleaned roofs of five Adirondack units
- Cleaned the interiors of Gund, Hilltop, and five Adirondacks units
- Painted one site sign and two latrine doors
- Planted fall flowers at the Broadview Road entrance
- Cleared tree stumps and roots on the bridle trail from Wonken Tonken to the Secret Waterfall bridge
- Assisted with bridle trail marker installation
- Moved two spools of wire from the horse fence to storage
- Removed 50 fence posts
- Emptied garbage and checked latrines
- Six park volunteers completed a 1st Aid training class
- Moved firewood from Waterfront to High Lea
- Installed two way finding sign posts
- Cleared a portion of the Buckeye Trail
- Removed barberry

Thank you to Jeff Deluca and the park volunteers for their hard work and dedication accomplishing numerous projects at the park!

Submitted by Susan Czaplicki, Volunteer Coordinator

**TO: All RJRD board members**

**FROM: FoCH**

**RE: Donor Recognition Plan for upcoming capital campaign**

**Date: September 19, 2018**

| ACTION BEING REQUESTED  | TYPE OF REQUEST     |
|-------------------------|---------------------|
| Work session discussion | Feedback from Board |

### **BACKGROUND INFORMATION**

*Donor Recognition is an important component of a fundraising plan. There are endless variations possible. The FoCH fundraising committee has reviewed several options and is recommending a relatively simple plan for the first capital campaign.*

*We are now to the point of needing feedback from the RJRD. Once a concept is approved, FoCH we will research further specifics to present to the RJRD board. The final plan to be incorporated into the case statement distributed to donors.*

**OTHER CONSIDERATIONS** - Recommendations attached separately. FoCH would be responsible for arranging & paying for implementation of the plan

**BOARD** - work session discussion

### **COMMITTEE RECOMMENDATION**

*Approved by RJRD Fundraising & Governance Committees.*

**OTHER STANDING COMMITTEE ACTION ITEMS** - n/a

**LEGAL** - n/a.

**EXTERNAL COMMUNICATIONS** - not at this time. Discussion only

### **BOARD ACTION BEING REQUESTED**

*Feedback.*

**MOTION TO APPROVE** not at this time. The final plan incorporating RJRD input will be presented for approval at a later time.

## Report from FoCH fundraising committee - donor recognition meeting

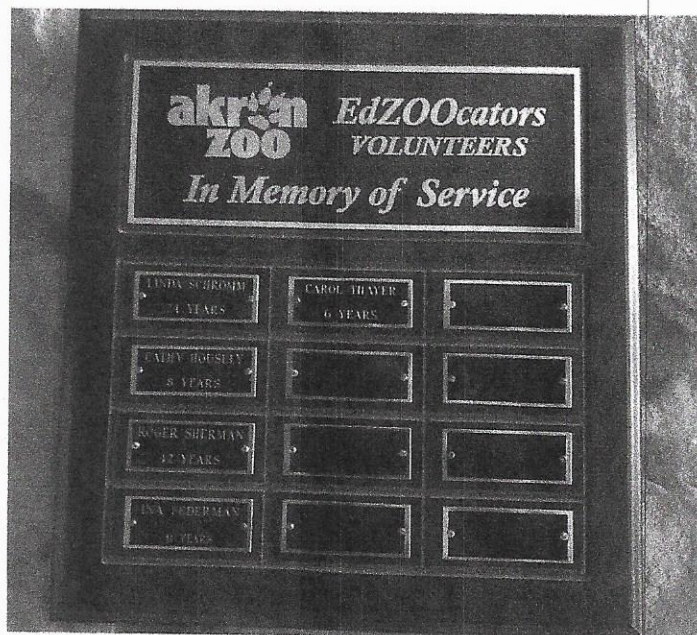
The committee reviewed several forms of creative donor recognition including donor gardens, walls, walkways, plaques, etc. Many were noted very impressive & unique to the projects they supported.

### Committee conclusions:

1. Donors should know how much they are appreciated and are part of the project.
2. Donors might not approve spending an excessive percentage of their donation on an elaborate plaque, especially as the park is still so new & has so many needs.
3. Opening naming privileges of park features in exchange for funding might not be desirable at this time. However, if a donor really wants to have a feature named after themselves, we will help them bring that request to the RJRD.

### Recommended donor recognition plan:

1. Donors should be featured on the FoCH website & listed in the Annual Reports to the Community
2. Each component of the Mill restoration and Historic House stabilization should be offered for a sponsorship. Exact amounts to be determined. As an example : each nail could be sponsored for, say, \$10. A board in the wheel deck for \$300. The entire swinging bridge might be sponsored for \$50,000. Each sponsor would be given a certificate with a picture and description of the item they sponsored.
3. Donors at a certain level ( TBD ) would have their names included in a simple plaque in a central, protected location. Gund Hall is recommended. An example of the type of plaque is shown:



**TO:** Members of the Board  
**FROM:** Jeff DeLuca  
**RE:** Watercraft  
**Date:** September 24, 2018

| ACTION BEING REQUESTED | TYPE OF REQUEST |
|------------------------|-----------------|
| Motion                 | Approve Motion  |

## **BACKGROUND INFORMATION**

*We want to allow the use of non-motorized watercraft on both lakes. Attached Watercraft Safety Rules.*

## **OTHER CONSIDERATIONS**

*n/a*

## **BOARD**

*Board approval of the use of non-motorized watercraft on the lakes and users must comply with standard state watercraft rules and regulation (life vest, at your own risk, etc.)*

## **COMMITTEE RECOMMENDATION**

*Governance – results of discussion.*

## **OTHER STANDING COMMITTEE ACTION ITEMS**

*n/a*

## **LEGAL**

*Per review.*

## **EXTERNAL COMMUNICATIONS**

*Marketing communication committee to draft notices and PSA for print, electronic public notification. .*

## **OPTIONS -identified tasks**

*Signage, spillway identification markers, load/ unload area designated on map, Watercraft Safety Rules, update park rules and regulation document to reflect this change.*

## **BOARD ACTION BEING REQUESTED**

*Approval of motion, effective upon approval and completion of identified tasks.*

**MOTION TO APPROVE** *Motion to approve the use of non-motorized watercraft on both lakes in compliance RJRD Watercraft Safety Rules and after completion of identified tasks.*