

GOVERNANCE COMMITTEE

Monday, December 2, 2019

MEETING MINUTES

CALL TO ORDER: 6:30 PM

ROLL CALL: Art Gonzales, Pat Norris, Meg Slifcak, Beth Sanderson present, Cynthia McWilliams excused absence

BUSINESS:

- **Meeting minutes** – not available
- **2020 Budget**

Reviewed year to date financials through November 2019. The 2019 operating budget is 96% of projections as of November 2019 and is expected to be balanced at year end.

The 2020 budget overview:

- RJRD has a cash balance of \$186,000 and needs to maintain a minimum balance of 30% of the annual operating (or \$80,000).
- Governance Committee is recommending using \$50,000 per year of cash to balance the budget over next 24 months to transition the increased revenue from Gund Hall and the expectation of the new park director position raising grant funds for park improvements.
- Primary budget increase is salary for fulltime park director (\$48,000 plus benefits) and marketing and strategic plan.
- Recommendations:
 - Based on the existing budget (\$182,000 per year) and cash available for 24 months – **it is projected that the annual budget cannot exceed \$232,000 until Gund revenue is stabilized.**
 - Add \$8,000 for marketing and strategic plan
 - **Need breakdown of improvement and capital budgets (Gund Hall bathroom, kiosk, signage, entryways, dams, etc.)**
 - **Have start date of new director in April 2020**

- **Personnel**

- Reviewed park director job description

- Once board approves 2020 budget then post the position for 30 days with ANCA, Cleveland and Summit Metroparks, Cuyahoga National Park, Ohio Park Association and newspaper

- Identify search committee and hold interviews in February and March

- Conduct two rounds of interviews

- ANCA recommends seeking skill sets for a long term vision and not short term issues

OTHER BUSINESS

- Ohio's Hidden Treasure tag line – get registered. FoCH offered to pay \$250 registration fee

- By Law update – Pat Norris will distribute Governance Committee recommendations to the board for approval.

- FoCH Memorandum of Understanding – FoCH board has approved signing the MOU

- National Park Service consult – will focus on mission, vision statements, provide guidance on strategic plan, and community engagement through trail connectivity.

- ANCA consult cost was \$3,274 which will be split 50/50 with FoCH board.

- Communication – request Mindy create a tool to keep all informed of park events and projects

- Draft 2020 committee goals:

- Conduct search for park director

- National Park Service Project – Mission/Vision/Strategic Plan

- Identify and implement ANCA consult recommendations

- Update job descriptions

- Amend bylaws

- Marketing

- Annual reports

ADJOURNMENT: Art Gonzales motioned and Pat Norris seconded adjournment at 8:50 PM.

Submitted By:

Charles P. Norris