

PARKS & RECREATION FOUNDATION FINANCE SUB-COMMITTEE**MINUTES****Monday April 4, 2016****Beef O'Brady's****12 Noon****1. Call to Order**

- a. Finance Sub-Committee Chairperson Beverly Evans called the meeting to order.

2. Welcome & Introductions – Chairperson Beverly Evans

- a. Present: Bari Neff, Beverly Evans, Danny Essner, Percy Hutson, Scott Williams, Julia Thompson, Brock Davis, Penny Williams, Stacey Welter

3. Approval of Minutes

- a. Finance Sub-committee Chairperson Beverly Evans asked for the approval of the minutes on October 8, 2015. Danny Essner made a motion, seconded by Bari Neff. Motion passed.

4. New Business

- a. Review of 2015-16 Mid-Year Financial Report
 - i. Administrative Coordinator, Stacey Welter gave an overview of the report. The Finance Sub-Committee reviewed the report and asked questions if they had them. Chairperson Evans asked for a motion to approve the transfer of Capaha Funds from the parks restricted account 502 to the Shawnee restricted account 513. Board member Danny Essner made a motion, seconded by Percy Huston. Motion passed.
- b. Review of 2016-2017 Proposed Operating Budget, Expense & Revenue Budget
 - ii. Division Manager Scott Williams reviewed the budget with the board. He informed the board that the budget was in draft form and the full board will approve the budget in July. The YTD column will be updated for the next meeting which may change the budget column. Manager Williams then reviewed the foundation equipment purchased and gave a status update on each. Some of these items could be funded by the PRS equipment funds. The board is to review the budget and email any questions or changes.
- c. Review and Approval of Special Appropriations for 2015-2016 Projects
 - iii. Division Manager Scott Williams informed the board that they are planning on placing and shelter and playground by the quad baseball fields at Arena Park. Potentially it could be funded by several sources. The foundation could fund \$15,000 from the payroll deduction fund, and \$5,000 from spaghetti day funds. PRS 1 could fund \$5,000 from the parks

account and \$5,000 from the trail improvement account. Chairperson Evans requested a motion to recommend to the full board, \$20,000 of foundation funds to be used towards this project. Board member Danny Essner made a motion, seconded by board member Bari Neff. Motion passed.

5. Old Business

- a. 2015-2016 Friends of the Parks and Recreation Membership Update
 - i. Division Manager, Scott Williams reported that the membership progress is where it was this time last year. He wants to make one more push to get more corporate sponsors.

6. Other Updates /Reports

- a. The next meeting will be held mid-June to go over more details of the budget before the full foundation meeting.

7. Adjourn

- a. There being no further business, the meeting was adjourned with a motion from Bari Neff and seconded by Percy Huston. Motion passed.