

## PALO CEDRO COMMUNITY PARK

### BOARD OF DIRECTORS MEETING MINUTES

August 8, 2007

#### 1. OFFICERS

- A. Present: Pres. Andy Main, Sec. Sandee Blalock, Treas. Gail Batdorf, Director Emilie Reedy, Director Eddie McAllister, Director Ray Toney, Director Nancy Wickland, Director Jean Littleton
- B. Absent: Past Pres. Eileen Fox, Treas. Jeannie Littleton, VP Bryan Cope, Director Glenda Wooten
- C. Guests: Sharyn Cornelius

Meeting was called to order at 6:37 p.m. by Andy Main, President.

#### Secretary's Report

Minutes were made available. Sandee noted one change regarding keys to all board members.

- Ray moved to approve the minutes. Jean seconded the motion. All approved.

Correspondence: Mailer from PC Volunteer Fire Department regarding annual fundraiser. Gail asked if we could entertain the idea of contributing to the fundraiser because of their support of the park. Emilie moved to donate \$50 to the PCVFD, Jean seconded the motion, all voted in favor.

Report on Bylaws – Sandee and Gail: Elected for 2007 – Vice President Bryan Cope, Treasurer Jean Littleton and Directors Ken Burns, Eddie McAllister and Glenda Wooten. Gail Batdorf has assumed the role of Treasurer, Sandee Blalock has assumed the role of Secretary and Jean Littleton has taken Ken Burns spot at a director. For 2008 elections, we need to form a nominating committee during the first meeting of October. Elections will be held the 4<sup>th</sup> Wednesday in January for President, Secretary and three Director positions (Emilie Reedy, Ray Toney and Nancy Wickland).

ACTION: Sandee to create a list of current directors and terms to post in the office and on the website.

#### 4. Treasurer's Report – Gail Batdorf

- A. Gail has not been able to download Quick Books and does not have a report. Andy will get the disc for Gail.
- B. Gail handed out a check request form for discussion. This form would be used for any reimbursement or check issued. The form describes the financial purpose and responsible board member submitting the check request or sign off from the committee chairperson. Ray voiced his opinion that this form should be used in submissions to the Treasurer with the form and the receipt or bill. One recommendation was to add a category for whether this was a budgeted item. All agreed. ACTION ITEM: Gail will bring a revised form to the next meeting.
- C. Nancy had requested a better receipt system for cash. Gail handed out another sample of a Safeguard receipt system. Ray discussed having a generic receipt system. Andy liked the idea of the Safeguard system for events. ACTION ITEM: Gail will visit Palo Cedro Office Supply for prices and will report back.

5. Community Needs—Nancy called two families in the North border of the park regarding the Pumpkin Party and Fun Run. Their only concern was people getting hurt on the uneven ground. Nancy said that Virginia checked on the party in the neighborhood on the other side and Darlene said no objections were raised at the BBQ.

#### 6. Committee Reports

- a. Construction – Ray provided a written report regarding the fence constructions, developing plans with agencies and Wednesday work days.
  - i. ACTION ITEM: Ray to talk with Ken Burns about helping with the Plans for Fish and Game, SWPPP, electrical application and the Corps permit.
  - ii. PG&E Grant—Ray hopes to complete the application into PG&E in the next two weeks. We should expect several weeks before hearing a cost estimate. Ray estimates a total of \$19,000.

- iii. On construction projects, Ray to contact Palo Cedro Rentals new owners. The previous owners had expressed willingness to help.
- b. Fundraising—1) Honeybee Festival: Emilie reported that there is a new logo for t-shirts and handed out a sample. Sandee will provide a press release to the Record Searchlight with the dates. Emilie is reminding food vendors about permits and giving out hold-harmless agreements. Emilie is ordering new banners from Speedpro. She will put one up at Hawes, North Valley Bank, Bishop Quinn and Palo Cedro Feed. Emilie needs volunteers to put up the flags. Tshirt order comes to a total of \$790.96. Regarding polo shirts, Ray made a motion, seconded by Jean that Andy, Gail and Emilie proceed as a committee to order the polo shirts. Motion carried. 2) Pumpkin Party – discussion tabled until next meeting. Committee is meeting tomorrow.
- c. Grants – Bryan was not present. Andy is meeting with him and Enjoy magazine for an October article. Andy asked Gail to attend the meeting with them.
- d. Pledge Committee – Virginia Phelps sent an email on 7/18 asking to be on the agenda, however, she was not present. ACTION: Put on agenda for next time and Andy will get in touch with Virginia.

#### 7. OLD BUSINESS

- a. Saturday Visits – this Saturday is the final Saturday visit. Andy and Eddie will be there and will put up “Park Open” signs.
- b. Parade Trees—the Wisteria and Poplar remain. Continue to send emails out. Gail to send Sandee directions on the email system.
- c. Brick Ordering— Nancy reported that Jeff Burda cannot do filled bricks but brought photos of the Library Park bricks. Gail made a motion to authorize Nancy to contact Jeff Burda and get inscriptions for the bricks, up to 70. Ray seconded. Motion carried.
- d. Plaques – Andy will check with Jim Allen about artistic design and display of plaques. Brass plaques were promised.
- e. Thank you certificates – Eddie has a design and quote from Office Depot to create the volunteer recognition certificates.
- f. Board Structure and Duties: Sandee and Andy will meet to put together a handout for board structure and service on two subcommittees. We will then discuss amending the bylaws or creating job descriptions. If you cannot make a meeting, you should send a report. ACTION ITEM: Eddie will report back on scheduling a meeting with Shasta Cascade Business Center. We will keep this item on the agenda.

#### 8. NEW BUSINESS

- a. Bylaws review – Glenda and Emilie haven’t met yet. Tabled for next meeting.
- b. Definition of our Service Area – Nancy asked for this because she is working on a committee for a grant. Emilie described the original service area as the Sacramento River to the south, Millville to the east, Bella Vista to the north and Stillwater to the west. Discussed having our service area as mirroring the Foothill High School footprint. Jean Littleton is willing to help on this committee. AGENDA ITEM for next time: Grant committee structure

#### 9. OPEN DISCUSSION

- a. Keys: Need keys for five board members.

10. Call to adjourn: Motion made by Ray, seconded by Eddie. Adjourned meeting at 8:35 p.m.

Next meeting: August 22, 2007 6:15 p.m.

Respectfully Submitted,

Sandee Blalock  
Secretary