

## **MCRF Executive Board Minutes, 1-08-2020**

*MCRF Executive Board:* Bill Almond, Ben Boeke, Joe Crookham, Carl Drost, Scottie Moore, Bob Morris, Steve Parker, Jennifer Peterson, John Pothoven, Todd Roach, Heidi Scholes, Paula Wright, & Sherry Vavra. Also present: MCRF staff members, MaKenzie McCarty.

John Pothoven called the meeting to order at 6:50 p.m.

John noted the need for approval of the Oct 2<sup>nd</sup>, 2019 Executive Board minutes and December 4<sup>th</sup>, 2019 Executive Committee Minutes. Carl noted that on the Executive Committee minutes 5c. read "Carl reported that he has a tractor to trade with MCRF"...but it should read "an international tractor for a John Deere tractor". Carl made a motion and Joe seconded to approve the minutes as amended. Motion carried.

John gave treasurer's report. Handouts were given: Banking summary (*2019 annual income & expenditure totals by category*) and all checks written in 2019. No checks have been written to date in 2020. John asked for questions, none stated. Scottie made a motion to accept, Todd seconded. Motion carried.

Bob Morris gave report for 2019 in-house audit (handout) conducted by Bob Morris and Todd Roach. Bob stated random selection of bills, checks, and deposits are drawn during the audit and there was one minor finding: a bill was not pre-approved by Facilities' chair, Carl Drost, because it was a bill to a company in which he is affiliated. Conceivably he didn't sign to avoid the appearance of conflict of interest from prior and family relationships but another officer's signature was not received on that same bill. No other findings thus the audit showed procedures are being followed. Carl then shared the procedure of bill approval to clarify.

Carl shared MCRF's 5-year project spectrum (handout), sharing 2020 planned projects per line item. Carl reviewed annual projected budget (handout) which includes actual income & expenditures for calendar year 2019. Carl asked for questions on the reports. Bob Morris asked if there was any new planning on building new fields or taking over Vanderwilt fields. Joe noted that 2019 was the 50 yr anniversary of the Vanderwilt fields and Carl stated that it was still in the works reviewing the fields or building new. Steve asked what the \$200,000 marked for property in 2023 was, and Carl stated it is in the 5-yr plan for project ideas for a later decision, following the current pattern. John thanked Joe Crookham and Musco for consistent support.

Discussion followed regarding 2020 officers. Carl made a motion to elect/re-elect these officers: John Pothoven as President, Heidi Scholes as Vice President, Joe Crookham as Treasurer; and Sherry Vavra as secretary. Scottie seconded. Nominations ceased. Voice vote, all officers were elected. John thanked Bob N stating that though he has moved to Des Moines, he has agreed to stay on another year as a board member although he will step off as an officer. Carl noted Heidi has been serving the executive committee and it was natural to put her in the Vice President position. Sherry shared that we have also added Nik Rule as a member of the executive committee. Joe added that MCRF needs to plan for long term and added the new people to keep building the team to *make it happen*.

Paula Wright reported for the schools. The school has partnered with city for the early childhood learning center which is moving forward, revitalizing of the old stadium is almost complete. This will be used for Middle School track meets and community. She added that they are about halfway through winter sports.

Scottie Moore reported for city and shared that the city is excited and they are hoping that the early childhood learning center will be shovel ready in March. She added that they are reviewing raising the hotel-motel tax so there will be more funds for recreation. This will go to a vote. Sherry asked if the increase would be designated to MCRF, the same as the current Hotel-Motel tax, and Scottie said that FACE has asked for a portion. Paula asked if there was a "Purpose of Spending" on file. Scottie stated it is currently designated to go to the city and the city disburses the funds but she did not know if an agreement existed.

Steve gave the report for the county. The county is moving forward with the towers for the video system.

Currently there is no representative for the hotel/motels-tourism, No report given

Joe gave a report for Daily Trust, stating that they have not as many requests in volume at this time but they have a higher request in funding from the larger project of the Y and Early Childhood project. He added that Daily Foundation continues to be healthy and that Randy DeGeest has joined as a new board member.

Carl gave a trail and activities update, sharing the youth soccer restroom/concessions is complete and that equipment, trash cans and picnic tables would be ordered in the spring. He reminded all that the Sun Dome was complete and 450 loads of dirt would allow Pluto to be complete. A portion of trail was completed at Woodland Ave and the Rotary paved the trailhead drive at the Gazebo on 92. He stated that other projects for completion were in the project spectrum. Joe added that projects such as the 450 loads of dirt for the solar system come together with help and Carl donates a tremendous amount of work. He expressed his and MCFR's appreciation for the work that Carl donates.

MaKenzie gave tram tours report noting that donations given to the program in 2019 totaled \$1,654.59. 173 tours were given, serving 1,259 people with 56 cancellations for weather (which would have added at least 224 additional riders. The farthest riders came from 1,706 miles (El Centro California). The program has 14 drivers and 516 volunteer hours went into the program in 2019. She shared a handout with additional fun facts and added that she is looking for additional drivers if anyone knows of someone. John thanked MaKenzie for the good job she does with the tram tour program.

Sherry gave the report for the Lacey Committee Updates & Urban Park (handout given). **Finance and Operations** committee is getting ready for the safety meeting and will review manual at the next meeting. **Facilities Development Committee** meets in January, and will review all of the facilities at the Complex before the season starts. A new member, Bob Drost, has joined the committee. **Promotion & Fundraising** is planning this year's bowling fundraiser. **Youth fulfillment** will meet in February. Sherry noted that through "Play It Forward" Program, 89 youth received recycled sports equipment in 2019. This was up 15 items from last year, and last year it was up 11 items so more families are being helped annually. Sherry noted that the **Urban Park** needs a new picnic bench and Carl stated the funds are in the budget with the picnic equipment. Sherry also report that the retaining wall has loosened and a portion has fallen and needs repair.

No old business to report.

#### **New Business**

Sherry shared Bylaw revisions and handouts were given. The Board President and Sherry reviewed bylaws and revised per normal operations today. The board reviewed the changes. One noted change is the second signature for checks. Currently we provide two signatures on all checks over \$1,000 but the revision will allow two signatures after \$25,000. Reports of all checks will continue to be sent to the executive committee members each pay period. Scottie made a motion and Bill seconded to accept by law changes as presented. Motion carried. John reminded Sherry to fill out a new signature form at the bank as officers have changed.

Having no additional new business, John adjourned meeting at 7:37PM.

Sherry will send a reminder via email for next meeting, *tentatively in July*  
*Svavra, MCRF, 1-10-19*