

MARK WEST AREA COMMUNITY FUND -- BOARD OF DIRECTORS

MEETING MINUTES, Not approved

September 12, 2023 1:00 p.m.

Best Western Plus Wine Country Inn & Suites - 870 Hopper Ave Santa Rosa

1. Call to Order: Board member Plamann chaired the meeting beginning at 1:14 pm
2. Introductions
 - Roll call
 - Members present: Plamann, Menzel, Calloway, Berg, Miller and Would
 - Others present: County of Sonoma, Karen Fies, Board Chair MWAMAC; MJ Girard, MW Area Chamber member
 - Members absent: Sherwood
 - A. Agenda corrections or additions
 - Plamann motion to approve, second by Menzel, all in favor (6-0), no abstentions
3. **Approval of Minutes** from August 2023 Heidi Would (ACTION ITEM)
 - Calloway motioned to approve, second by Menzel, all in favor (6-0), no abstentions
4. **Treasurer's Report** – Dimitri Menzel (ACTION ITEM)
 - Thank you to Karen and Ron for assistance with the Saba Foundation for the Grant writing and presentation as they approved funding (see those details in the email)
 - a. Expenses to date:
 - Junk Hauler voted in email to pay \$256 +/-
 - Plamann dump fees waived.
 - b. Open House raised \$5,291 in donations.
 - c. All donors get receipts with taxpayer ID for tax purposes.
 - d. An auditor needs to be secured. The CPA has been identified by Miller.
 - e. Motion presented to approve \$45/90 via Quickbooks and to further investigate Tech Soup to work through this way first at \$75 year once Menzel will explore the limitations of this software and report in October meeting.
 - Motion to approve by Would, second by Calloway, all in favor (6-0)
 - On a motion by Calloway, second by Roni, the treasurer report presented as of September 12, 2023 was approved. The motion carried on a voice vote. (6-0)
5. **President's Report – Brad Sherwood**
 - a. Nothing noted (will report in October meeting)
6. **Board member reports** – All
 - a. Calloway reported Saba Foundation received donation (\$290,885.00), they originally asked for a board position from their organization and then rescinded, instead they would appreciate recognition or naming the playground structure with the "Saba" name.
 - b. Please refer to the email sent earlier et al.
 - "I'm delighted to inform you that the board of directors voted to support the Mark West

Area Community Fund's project. Our office will prepare a grant award letter, but in essence, the grant will provide by the October deadline \$72,505 to acquire the land and \$3,380 in operating costs. Once the land has been acquired, the Saba Foundation will issue a second payment of \$215,000 to develop the playground, which the board of directors would like to be named the Saba Foundation. This second payment will be issued in 2024. The board of directors further request that a bench be installed in the playground area with a plaque that further pays tribute to the Saba Foundation.

The board of directors discussed further Lewis Warren's suggestion that one of the directors from the Saba Foundation join your organization's board, but upon further reflection, this may not be necessary. The board of directors of the Saba Foundation are committed to making this playground a reality and we suspect will provide support for maintenance once the playground has been built."

7. Committee Reports

A. Organization

- i. Board of Directors Insurance: Motion via email was approved to pay \$653 for board of directors' liability insurance. Brad Sherwood paid the premium (\$653); to be reimbursed by the Fund once we receive checks from bank.
- ii. Miller identified Jeff Dryer CPA from Sonoma will handle non-profits \$390 per hour they estimated a "few hours". Looking for the filing and audit piece. The fiscal year is calendar year so we have until March 15 to do taxes but close and finalize books by December including a budget presentation. Checking with other local non-profits. Propose Self file the taxes and then have an auditor 3rd party to review documents. Waiting for further report from Miller.

B. Mark West Area Community Park Update

- i. Acquisition update- KAREN FIES
- ii. Fundraising – DMITRI MENZEL (see treasurer's report)
- iii. Marketing – RONI BERG
See note on Watch this Park sign change (Roni will set up new sign) Roni will update all signage "100%, other idea would be "Thank you Community!" We've met our goal and will continue to raise funds for the development and maintenance of this park.
- iv. Park planning/design, input received to date, reported by Fies; from Open House: Many great suggestions including solar, walkways, play structures, obstacle course, horseshoe pit, trees, plants, see attached document.
A public meeting following the next MWMAC meeting will allow members of the community to continue providing their input for design and features of the park on October 11, 2023 at 7:30 pm.
- v. Saba Foundation Grant, update by Calloway and Fies (see #6 Board Member report)
- vi. Proposed budget, operations and maintenance per Saba Grant reported by Fies
- vii. Recommend to report on the Jeremy Olsan to give update on park acquisition also check in about the logistics about taking title to property.
- viii. Confirm final title transfer (recording date and transfer of title)

- ix. Nor Cal Excavating has volunteered to help with sitework, no charge, clearing and possibly other work. A few landscape design services have offered to help and plan. Dan Rassmussen from Mark West Estates has offered to help as well.

8. Old business

- a. Mark West Area Chamber Mixer – August 8 at park site for community and business awareness.
- b. Community Open House – August 26 at park site for community reported above was successful.
- c. \$1.169M Ag and Open Space grant received

9. New business

A. Fundraising outreach – When do we transition from purchasing to operations fundraising?

ACTION ITEM:

Now all funds should be flagged from acquisitions to operations as of today. Plamann made a motion after today that funding goes to development and operations Calloway second all in favor

Secure property with better chain or closing system to secure property.

- B. Fundraising event(s) – Do we have an October event to celebrate purchase, push for operations \$? Coincide with Gore’s Mark West Field Day per Jen Mendoza?
- C. New ideas: MJ will add a wall or foot path with brick donation.
- D. Future fundraisers: Tile of handprints for a “picture” or “art installation” for park.

10. Public Comment

Nothing noted

11. Adjournment Motion (ACTION ITEM)

Motion to adjourn at 2:47 pm Menzel motion, Plamann second all in favor (6-0)

Next meeting October 10 at 1pm at Best Western Hotel

The Mark West Area Community Fund is recognized as a non-profit cooperative association under section 501 (c) 3 of the United State Internal Revenue Service tax code. Our tax identification number is 92-2669449.