**EASTERN PLUMAS RECREATION DISTRICT BOARD OF DIRECTORS**

**DRAFT MINUTES**

**THE REGULAR MEETING OF APRIL 20, 2016**

**MOHAWK COMMUNITY CENTER, BLAIRSDEN, CALIFORNIA**

1. **CALL TO ORDER AND ROLL CALL:** The meeting started at 6:34. Directors Don Fregulia, John Rowden, and Margaret Garner were present. Jennifer Condliffe called in at 6:37 and participated by phone.
2. **APPROVAL of AGENDA.** *The Agenda was approved without changes. The motion was made by Director Garner and seconded by Director Rowden.*
3. **APPROVAL OF MINUTES.** *Minutes from the regular meetings held on February 17 and March 16 were approved under two motions. Both motions were made by Director Garner and seconded by Director Rowden.*
4. **LINDA ENGLISH OATH OF OFFICE.** Chairperson Fregulia administered the oath of office to Linda English. Director English will fill the position vacated by John Olofson in January.
5. **PUBLIC COMMENT:** There were no comments from the public.
6. **COMMUNICATION:** Director Garner informed the Board that the Chilcoot property was not secure. At the suggestion of Director English, Director Fregulia will ask the Chilcoot Volunteer Fire Department, whose station is located near the property, to help secure the property.
7. **FINANCIAL REPORT and RELATED ACTIONS:** 
   1. **Treasurers Report.** Chairperson Fegulia presented the report. The report is included with these minutes. The report was changed to show an outstanding invoice from the Brewing Lair in 2015 from $200 to $400. Further discussion focused on a check to the Nakoma Resort, uncashed for over a year, for expenses relating to the installation of the water well at the Ski Bowl. *Director Garner moved that the check be removed from the Treasurers Report; Director English seconded the motion. After a discussion,a vote was taken. The motion failed four (4) to one (1).*  Director English suggested that a letter be written to Nakoma stating that they need to rebill the Board within thirty (30) days of the date of the letter or the money will be considered a donation to the Board. Director English volunteered to draft the letter for Chairperson Fregulia’s signature.
   2. **Audit.** Chairperson Fregulia reported that the audit had not been completed and that the auditor had asked for more financial information from two (2) and three (3) years ago. Kathy Burton, the Board bookkeeper is working to fulfill the request. The auditor has not submitted any bills or invoices.
   3. **Payments.** Chairperson Fregulia stated that the rent and accounting services bills were paid through the end of April and that the Board would be vacating the office at Eastern Plumas Chamber of Commerce at the end of the month and Kathy Burton is willing to maintain the Board’s books for free through June. Chairperson Fregulia identified two other unpaid invoices. One from the Brewing Lair for $400. Director Rowden pointed out that the Board had voted to pay the bill at the October 21, 2015 meeting. The other invoice is from Plumas Sanitation for the first Sledding Days event. Chairman Fregulia is negotiating with the Plumas Ski Club to help pay some or all of that invoice. Director Garner suggested asking Plumas Sanitation to donate the service to the Board. Chairperson Fregulia explained that the company had already provided significant discounts in the past and was not willing to do more. *Director Garner moved to pay the Brewing Lair and half (1/2) of the Sanitation invoice and direct the Chairperson to negotiate with the Ski Club to pay of the other half. Director Rowden seconded the motion. The motion carried unanimously.* Chairperson Fregulia suggested that the Board pay $20 for annual dues to remain in the Plumas County Special Districts Association. *Director Garner move to pay the $20 for the annual dues to the Plumas County Special Districts Association; Director Rowden seconded the motion. The motion carried unanimously.*
8. **SKI HILL COMMITTEE:** Director Rowden reported that the Ski Hill committee discussed the recruitment of a new member to fill the one remaining opening on the committee, a more formalized arrangement with the Plumas Ski Club, the possibility of hosting a terrain park for next winter, the need to come up with revenue generating plan, the maintenance of the groomer, removal of brush and trees from different areas of the Ski Bowl, and fund raising. Director Rowden reported that the Plumas Ski Club was going to sponsor the Pizza Throwdown scheduled for May 22 and that the Ski Club, not EPRD, had been approached by the promoter of the Lost Sierra Hoe Down to sponsor that event. Director Garner noted that if the EPRD puts up funds or insurance the District name should be listed as a sponsor to the public. Director Rowden responded that the ski club, not EPRD, paid all expenses at last year’s Throwdown and that the EPRD had no authority over events that were not winter operations. Director Garner did not agree with Director Rowden’s explanation and wanted that fact in the minutes. Director Garner also stated that she wants an accounting of costs for the Hoe Down. Jennifer asked if there was a reason Azariah (Reynolds), the promoter of the Hoe Down, wanted to work with the Ski Club and not the EPRD. Director Rowden stated the he believed that Mr. Reynolds found it too difficult working with the Board and that he did not need to so.Director Garner reiterated her strong opinion that the Board should have greater control over these events and that they should have greater financial accountability to the Board. Director Rowden again explained that these events were not under the operating agreement the District has with the State Department of Parks and Recreation. Director Garner remained unsatisfied with the explanation.
9. **OLD BUSINESS.** 
   1. **Rules and Regulations Improvements.** Director Rowden reported that the Board had reviewed the entirety of the current Rules and Regulations and voted on changes. The next step is to determine what else needs to be covered in the Rules and Regulation and what belongs in the Policy Handbook. Director Rowden will make the changes to the Rules and Regulations voted on at the last two regular meetings and send them to the Directors. Director Garner had submitted a number of suggestions for additions and changes to the Rules and Regulations. Director Rowden suggested that Director Garner’s suggestions be used to stimulate discussion for the next steps. Director Garner agreed to send her suggestions to the Board members to be reviewed in conjunction with the revised rules and regulations. This issue will be on the next agenda.
10. **NEW BUSINESS.** 
    1. **Policy Handbook.** Discussion about the review of the Handbook was covered in the previous agenda item, Item 9A.
    2. **Training on SB 272 requirements.** Chairperson Fregulia and Director English attended the training relating to data management of public records. The two directors were favorably impressed with a web building software called Streamline. The software is economic at a cost of $10 per month, could help the improve the Board’s website and could allow the Board records more accessible to the public. The Streamline company is affiliated with the California Special Districts Association. Director English agreed to take the lead in reviewing and making recommendations at the next regular meeting.
    3. **Marketing Plan.** Director Garner presented a Marketing Plan she submitted in February. The plan identified a number of actions under the following headings: 1. Establish New Projects and Maintain Current Projects, 2. District Website, 3. Private Funding from Donations (Carry Donor Application with you)\* 4. Merchandising and product sales, 5. Social media, 6. Crowd funding, 7. Government fundraising, 8. Grant fundraising, 9. Event fundraising, 10. Local Charity, Schools and Business Organizations Fundraising, 11. Link the District’s website to other websites, 12. Newsletter, Direct eMail and Snail Mail Marketing Campaigns, Survey Campaigns, Advertising, Press Release and Publicity Campaigns, TV Documentary, 13. Calendar of Events 14. Flyers, Stationery and Business Cards for District. Chairperson Fregulia expressed his concern about the number of activities, the lack of resources to do them, the lack of direction from the Plan, and that there was no marketing study to back up the plan. Director English suggested that this was a good list of marketing activities, but needed more work to provide needed guidance. Director Rowden read from a Marketing Plan template that he had pulled of the internet that showed a structure and contents of a marketing plan. Director Garner became frustrated by the tone and content of the feedback from other Board members and left the meeting. Further discussion among the remaining Board members concluded that the marketing concepts should be discussed further at the next meeting.
11. **ITEMS AND DATE FOR NEXT MEETING.** Items for the next regular meeting scheduled for May 18, 2016 will include: 1) filling the Treasurer position, 2) Rules and Regulations review, 3) Policy Handbook review, 4) considering a contract with Streamline for web services, and 5) Marketing suggestions submitted by Director Garner.
12. **ADJOURN.** The meeting was adjourned at 8:30 PM.

Signature of Person Taking Minutes

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