

DES MOINES WATER WORKS PARK FOUNDATION
Board of Directors Meeting
Friday, October 9, 2015 - DMWW 12:00 - 1:30
Meeting Minutes

Attendees: Ryan Flynn, Zac Voss, Kate Byus, Marc Wallace, Kathryn Dickel, Dave Carlson, Randy Reichardt, Zac Voss, Claudia Schabel, Katie Gillette, Dylan Huey, Chad Rasmussen, Todd Ashby, Gunnar Olson, Proctor Lureman.

Staff/Guests:

Sam Carrell – DMWWPF

Josh Faber - RGI.

Pat Boddy, Mike Bell – RDG

Dan Klopfer - DMWW Staff Representative

I. Welcome/Call to order/affirm agenda

- The meeting was called to order at 12:01 PM, by DMWWPF President Zac Voss on Friday, October 9, 2015 at the Des Moines Water Works Administrative Building. 16 members were present and members received notice of the meeting.

II. Approve previous minutes

- The meeting minutes from the board meeting held on Friday, September 11, 2015 were handed out prior to the meeting and reviewed by the board.

Motion: Ashby motioned to approve last month's meeting minutes. Seconded by Reichardt. **APPROVED.**

III. Board Development:

Campaign Update – Josh Faber, RGI

- Faber provided information on the campaign thus far. A few items are still in progress and need to be firmed up prior to going to the public.
- Operational Agreement with DMWW- critical that we are able to assure donors that their donations will be used appropriately and with donor intent
- Once the Operational Agreement is complete the campaign committee will ask for people to pledge. The Campaign Committee will also be distributing a compilation of donations each month.
 - Additionally, Kate, Josh and blank will be sitting down with the volunteers to discuss what they would like to pledge and also who they would like to call on.
 - The Campaign Committee along with Campaign volunteers will be meeting with members of the board and those closest to the board for pledges.
 - Faber plans on sharing tips and advice from past fundraising efforts with committee members and volunteers as he and Carrell meet with them separately.
- Faber and Carrell met to discuss what items will be needed to record gift activity.
 - DonorPerfect has been selected as the donor management tool.

RDG – First Phase design – Pat Boddy/Mike Bell

- Bell reviewed the implementation committee's progress since the last meeting.
 - Spoke on how the process repeatedly examines the Master Plan and how the design team constantly asks the questions: Is it flood resilient? How does it elevate quality of life and the story of clean water through integrating issues surrounding health, accessibility, conservation, education and recreation?
 - RDG and Implementation are ensuring each element has purpose. This group includes multiple technical experts along with DMWW staff and Confluence, the design group in charge of updating Gray's Lake Master Plan to make sure we complement each other's elements and design.
 - Rasmussen, Carrell and Bell had the chance to view the underpass and shared a rendering of the underpass and garden outside the underpass. The rendering was very well received by the board.
 - The committee has gone through multiple case studies, has been working with design professionals, the city and beyond to make sure the plan makes design sense and will bring feasible options to the board to be decided upon and finalized.
- Boddy walked through recent efforts of RDG & the design committee.

- Focusing on the East Active Node, Boddy described how some of the design aspects have been developed.
 - Through exploration and design alternatives they have found that the underpass length could be cut reduced by half
 - A discussion ensued regarding how and when each stakeholder needs to be kept updated on the design/implementation plans so that appropriate input is gained throughout the process.
 - Due to multiple schedules groups and individuals will be approached to make sure they are kept up to date.

IV. Presidents Report

- Operational Agreement with DMWW- one version has been presented and it was not quite what DMWW had envisioned so the board has started from scratch to reconstruct a more simplified agreement.

V. Committee Reports

- **Finance/Treasurers Report (Ryan Flynn)**
 - The Financial Statement on Board activity was distributed to members prior to the meeting. Flynn discussed the statement with the board.
- **Development (Kate Byus)**
 - No further updates
- **Implementation (Chad Rasmussen)**
 - Updates provided in sync with RDG
- **Marketing/Communication (Kathryn Dickel)**
 - No updates.
- **User Groups (Dylan Huey)**
 - Jolly Holiday Lights is no longer able to provide power to events without some type of agreement in place. Carrell and Huey will meet with them to discuss how the process might work in the future.
- **Governance (Claudia Schabel)**
 - Schabel helped coordinate the recommendations for the 2016 DMWWPF Officer Slate (provided below).
- **DMWW Report (Marc Wallace/Dave Carlson/Dan Klopfer)**
 - Dan Klopfer joined the board discussion as an additional representative from DMWW.

VI. Old Business

VII. New Business

- 2016 Officer Slate
 - Schabel facilitated the 2016 Officer Slate. Schabel
 - Reichardt (President): Has been involved with this project for over 4 years now, starting from idea inception and now implementation which is very exciting to Randy to see this come to fruition. This has been Randy's passion and really would like to see this project through and would be honored to take over the amazing work and efforts that Voss has put in.
 - Byus (2nd Vice President): Would love the honor to continue to serve on the Development Committee and formally on the executive committee.
 - Inman (1st Vice President): Has worked for Natural Heritage Foundation and is very eager and passionate about this project.
 - Olson (Secretary): Has been excited to serve on this board and is excited to bring the Strategic Communication piece to the board further as it becomes increasingly important.
 - Farr (Treasurer): Schabel provided Farr's profile on his behalf, Farr has been an integral part of the board thus far with his legal background and board governance knowledge.

Motion: Ashby motioned to approve the slate. Seconded by Rasmussen. **APPROVED.**

- Transition from current Executive members to new Executive members will happen in January.

LAUNCH 2016

- Tabled until November's meeting.

Community Foundation Services

- Carrell and Flynn provided an overview of the options for engaging the Community Foundation to provide fund and accounting services as we move into the campaign. Are recommending we engage them beginning in January with beginning of Fiscal year. Will provide formal agreement at November meeting.

VIII. Announcements

IX. Adjourn

- Adjourned at 1:39PM.

Motion: Huey motioned. Ashby seconded. **APPROVED.**

Upcoming Meetings/Events

DMWWPF BOD Meeting: Friday, November 13 - 12:00 pm - 1:30 DMWW

Community Design Team Meeting – November 10 – 1:00 pm – 2:30 DMWW