

DES MOINES WATER WORKS PARK FOUNDATION

Board of Directors Meeting

Friday, November 14, 2014 - DMWW 12:00 - 1:30

Meeting Minutes

Attendees: Zac Voss (President), Dylan Huey, Morgan Wilcox, Kate Byus, Ryan Flynn, Proctor Lureman, Ryan Hanser, Randy Reichardt, Gunnar Olson, Bill Stowe, Hannah Inman, Kathryn Dickel, Marc Wallace. Claudia Schabel, Katie Gillette, and Chad Rasmussen.

Guests/Staff: Sam Carrell: Staff.

I. Call to order/ confirm quorum:

- The meeting was called to order at 12:04 PM, by DMWWPF President Zac Voss on Friday, November 14th, 2014, at the boardroom of the Des Moines Water Works administrative building, 16 of the 19 members were present and members received notice of the meeting.

II. Approve minutes of prior meeting

- The meeting minutes from the board meeting held on Friday, October 10th, 2014 were handed out prior to the meeting and reviewed by the board.

Motion: Dickel motioned to approve last month's meeting minutes. Seconded by Byus. APPROVED.

III. Presidents Report (Zac Voss):

• The majority of the work that has been done in the past month has been centered around phasing and which steps should come first, second and third.

- The east node was selected as the first area to focus on.
- A beta test (suggested by Renaissance Group) with a panel will be done next week.
 - This testing will help determine some of the phasing and will also provide feedback.
- Please note: the board was invited to review phasing decisions and to make comments in the dropbox.
- The Chair of The Foundation will present to The Water Works board in January in order to sign off on a memorandum of understanding and general principals of how we will engage in our relationship together.

IV. BOD Development Segment:

Bob Riley (Green Ribbon Commission): Bob Riley was unable to attend but is going to try and join for January's meeting.

IV. Committee Reports

i. Development (Kate Byus):

Ruan and Danos have offered to head up development committee Byus emphasized the excitement of having these people join.

ii. Marketing/Communication (Kathryn Dickel):

Dickel provided an overview of the marketing meeting held in November:

- Ballpark budget for 2015.
- Brainstorming for large events in park in 2015 (Jolly holiday lights, volunteering, partnering with DMWW to provide H2O tent for large events)
- Developing a list of events for outreach.
- Build exhibit materials for events.

- Potentially create a master plan marketing postcard to hand out during Jolly Holiday Lights.
- RFP process to January, the committee is looking over RFP for any further changes.
- May will be the first event/unveiling, the committee will be working with partners to development 2-3 events for 2015.
- The new Water Works Grounds Manager, Jessica Barnett has been invited to join the User Group Committee.

iii. User Groups (Dylan Huey):

Huey reported on advancements in the User Group Committee which also overlaps with Marketing Committee:

- Ramp to the river access, on hold for the time being until the point of contact is back in town.
- The board has committed some money to a temporary public art project that The MPO is working on dealing with water trails.
- The User Group Committee has started looking into current uses of the park in the winter time and during brainstorming session find additional events for next winter.

iv. Governance (Claudia Schabel):

Schabel reported on the discussions held in the Governance Committee meeting:

- The committee is exploring ways to formalize the nominations and selection of new board members, which will be especially important for upcoming year.

v. Treasurers Report (Tom Farr):

- Farr was absent for this meeting but Voss reported on behalf of Farr stating that we have moved to Bankers Trust due to Foundation growth.

vi. Implementation (Chad Rasmussen):

- N/A for this month's meeting.

vii. Finance (Ryan Flynn):

Flynn provided the board an update on the finances of The Foundation:

- Filed the 3rd quarter 931
- Flynn passed out The Statement of Financial position prior to the board meeting for review and briefly went over the three page document.

V. Old Business

- Governance – Annual Meeting, BOD commitment, Code of Ethics:
 - The board needed to set the last meeting of the year as the official' meeting of the year, so December will serve as the annual 'official' meeting of the year.
 - A suggestion was made to move the time of December's meeting from 2:00-4:00 PM on the second Friday in December to go over goals and strategies for 2015.

Motion: Schabel motion to approve that December will become the official meeting for the DMWW Foundation. Olson seconded. APPROVED.

- Board of Directors commitment has been revised as well as the Code of Ethics from October's meeting.
 - Clarification is requested around the confidentiality statement in the Code of Ethics.

- The important aspect of the commitment document is so that new members who join have a solid understanding of the role.

Nomination: Todd Ashby from the Metropolitan Planning Organization was nominated to join the board

Motion: Stowe motioned to approve Todd Ashby joining the Board of Directors. Olson seconded. APPROVED.

VI. New Business

- The P.O Box to Des Moines Water Works Park, addressed to Des Moines Water Works Park Foundation.

- Voss introduced 2015 officer slate (a list of the officers is in the Des Moines Water Works Board binder).

- It will be important to roll out succession planning for the future.

Motion: Stowe motioned to approve the 2015 Officer Slate. Seconded by Olson?. APPROVED.

- Phasing Recommendation: The purpose of the phasing was to give The Renaissance Group and potential funders of a roadmap.

- This recommendation is a suggestion for phasing, which can be used as a guide for the feasibility study

Motion: Lureman moves that we move forward with the suggestion for phasing, as a guide for the feasibility study. Gillette seconded. APPROVED.

VII. **Announcements:** The second Friday of December the Board of Directors Meeting will be held from 2:00 PM- 4:00 PM in The Community room at the new DART facility.

ADDRESS:

DART

602 Cherry Street

Des Moines, IA

VIII. Adjourn: The November Board of Directors meeting adjourned at 1:15 PM.

IX. The Board of Directors meeting was followed by an Executive Session: Sam Carrell elected not to attend the following discussion.

- Best practice discussion over a bi-yearly review for Interim Executive Director.

- Three things from each committee: Budget, goals and report.

Upcoming Meetings/Events

Development Committee: Friday, December 5 – 11:30 am - RGI

Marketing Committee: Thursday, December 4 - 1:00 pm - DMWW

Next BOD Meeting: Friday, December 12 - the community room at the new DART facility (602 Cherry Street). We'll adjourn to the Des Moines Social Club following.