

**DES MOINES WATER WORKS PARK FOUNDATION**  
**Board of Directors Meeting**  
**Friday, April 10, 2015 - DMWW 12:00 - 1:30**

**Meeting Minutes**

**Attendees:** Zac Voss (President), Morgan Wilcox, Randy Reichardt, Marc Wallace, Ryan Flynn, Dylan Huey, Gunnar Olson, Chad Rasmussen, Kathryn Dickel, Dave Carlson, Tom Farr, Proctor Lureman, Katie Gillette, Ryan Hanser, Claudia Schabel and Kate Byus.

**Guests/Staff:** Sam Carrell: Staff. Teva Dawson, Josh Faber

**I. Call to order/ confirm quorum**

- The meeting was called to order at 11:58 PM, by DMWWPF President Zac Voss on Friday, April 10th, 2015 at the Des Moines Water Works Administrative Building, 16 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, March 6th, 2015 were handed out prior to the meeting and reviewed by the board.

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

**III. Presidents Report (Zac Voss):**

- Zoss updated the board on the feasibility study and stated it would be completed in May. We will report the findings to the Community Foundation later that month.

**IV. BOD Development Segment:**

**Teva Dawsonm & Jessica Rowe, Public Art Installation & Water Trails Plan Background:**

1. Water Trails: Teva Dawson provided an overview of the MPO's water trails' project and its different phases and how it was connected to Water Works Park and the LAUNCH event. She explained how it would provide a vision for future development of water trails, public green spaces and urban waterfront areas.
2. Boat Launch Project with DNR: Teva also updated the board regarding the boat launch installation in the park. DNR is moving forward with the designs.

## **Josh Faber, Feasibility Study update**

- Looking to complete a majority of the small group meetings by the beginning of May. This timeline should provide enough time in case any adjustments are needed.
- Byus mentioned that Development Committee has been working with User Group committee to put in place a 'friends of the park' and a mechanism in which to donate to The Foundation on line.
- Question: Is there an add on function for donations for our email lists? Inman recently conducted some research around on line donation programs and will share with Carrell/Development Committee.

## **IV. Committee Reports**

### **i. Development (Kate Byus):**

- Byus wanted to emphasize that the board needs to make sure there is 100% board participation with donations.

### **ii. Marketing/Communication (Kathryn Dickel):**

- Completed Branding RFP process and informed companies of our status. Spindustry was ultimately decided as the company that The Foundation will partner with and we are looking to start brainstorming process in early June.
- Launch meeting was held Monday (4/6) to gather a status update from all parties involved.
- Facebook event has been setup.
- By the following Monday we should have the website up and running.
- We were approached by River Bank Bash representative asking whether he could hang temporary promotional signs up in designated areas.
- Dickel has asked for volunteers for ideas/help setting up and tending The Foundation's table at the LAUNCH event.

### **iii. User Groups (Dylan Huey):**

- Huey updated the board that 4 food truck contracts have been signed.
- A few of the summer vendors include: Ice Cream, Fries, Gusto, and Mediterranean Grill.
- Some of the food vendors that have committed to the May 30th event will have to leave by no later than 4:00 PM as they have their own event later in the afternoon.

### **iv. Governance (Claudia Schabel):**

- Schabel indicated she had incorporated any revisions to the succession planning strategy presented at last month's meeting and it was ready for approval.

**Motion:** Olson motioned to approve the succession planning put in front of the board at last month's meeting. Seconded by Farr. **APPROVED.**

**v. Treasurers Report (Tom Farr):**

- Farr updated the board on the financial statements of the board.

**vii. Implementation (Chad Rasmussen):**

- Rasmussen has been working with the City to work through the required processes for the connector under Fleur and determine what we would need to do
- Rasmussen also met with a specialty hydraulic/water mitigation firm to affirm the plan looked reasonable.
- His committee identified two separate public grants available and applicable to our connector and trails and is working with Ashby, Carrell and MPO to put the proposals together. State grant is due in July, Federal Grant due in October.

**viii. Finance (Ryan Flynn):**

- Flynn updated the board on the statement of activities and balance.
- Mentioned the need to open a PO Box for donations so we wouldn't have to change addresses as organization moved forward.

**V. Old Business**

- No old business was brought forth.

**VI. New Business**

- No new business was brought forth.

**VII. Announcements**

**VIII. Adjourn**

**Motion:** Flynn motioned to approve the adjourning of April's BOD meeting at 1:25 PM. Wallace seconded. **APPROVED.**

**Upcoming Meetings/Events**

**LAUNCH Meeting: Monday, April 13 – 4:00 - DMWW**

**Development Committee: Friday, May 1 – 11:30 am - RGI**

**Marketing Committee: Thursday, May 7 - 1:00 pm - DMWW**

**DMWWPF BOD Meeting: Friday, May 8 - 12:00 pm - 1:30 DMWW**

**Park "Launch" Event – May 30 from 11:00 AM - 6:00 PM**