

MEETING AGENDA
BOARD OF DIRECTORS OF THE
DES MOINES WATER WORKS PARK FOUNDATION

April 11th 2014

The meeting of the board of directors of the Des Moines Water Works Park Foundation was called to order on Friday, April 11th, 2014 at the boardroom of the Des Moines Water Works administrative building, 2201 George Flagg Parkway, Des Moines, Iowa. Thirteen of the seventeen members of the foundation were present and members received notice of the meeting.

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

- **Call to order/confirm quorum:**
 - The meeting was called to order at 12:04 PM by Zac Voss on Friday, April 11th, 2014, at the boardroom of the Des Moines Water Works administrative building, 16 of the 17 members were present and members received notice of the meeting.
- **Approve minutes of prior meeting**
 - The meeting minutes from the board meeting held on Thursday, March 13th 2014 were handed out prior to the meeting, reviewed by the board and were approved by unanimous vote.
- **President's report**
 - **Action Request:** Shift the direction given to search committee to hire a consultant for Phase 1 of fundraising instead of full time Executive Director.

- Zac proposed that to be on the board of the Des Moines Water Works Park Foundation every board member should contribute monetarily to the foundation and its efforts. Zach Mannheimer suggested that payments should be made in the amount that is suitable to each individual.

- Gunnar Olson moved to approve Zac's suggestion. The motion was approved by the entire board.

- Checks should be made out to The Greater Des Moines Community Foundation and brought to the next board meeting.

- An application has been submitted for a Leadership Grant. This will be money for the general park and for the Aerial Forest Park.

- Zach Mannheimer informed the board that the final step is a 20 minute presentation which includes an overview of the organization and exactly where the funds will be allocated.

- Aerial Forest Park update:

- Original discussion was centered around ensuring that this park was up and running by the summer of 2013. After reviewing hidden costs we will be waiting until next summer. The city has approved the Aerial Forest Park with help from RDG.

- During the design phase of the parking lot for the city, the concept of a "wetland walk" was proposed to provide an educational opportunity for users of the Aerial Park and other visitors.

- A suggestion has been made that members of the board go and visit one of the AFP locations.

- The board suggested adding new signage around the Aerial Forest Park to help depict the changes that are happening.

- **Action Request:** A Nomination for Scott Crawford to join the board of the Water Works Park Foundation was made and brought forward to the board.

- A nomination was made for Scott to become a member of the board to head up a technical/implementation committee, which may entail;

- Prioritization of action steps

- Timing, unforeseen steps, costs and technical assistance to help trek through many initiatives with the board.

- One concern would be that this “member” will have to be dismissed from some discussions due to conflict of interest.

- The nomination was set aside and will be included in a future meeting’s discussion so that the board has time to further discuss the aspects of the technical/implementation committee responsibilities and scope of work

- **EXECUTIVE SEARCH COMMITTEE**

discussion: Two sets of skills will be needed: 1.) Administrative 2.) Fundraising.

- Today the committee is looking to approve the search for a consultant for phase 1.

- Next meeting the committee will be requesting the approval of the scope of responsibilities for this consultant

- The Consultant will be working hand in hand with the board to present options for implementation of initiatives and the pros and cons of each option.

- The committee has requested a motion to shift the direction of the search committee to hire a consultant for Phase 1 of fundraising instead of a full time Executive Director.

- A motion has been presented for board approval of a consultant to be hired for the term of one year instead of as a full time employee. Zach Mannheimer moved to approve this motion and Proctor Lureman has seconded this motion and it is now approved.

- **Treasurer's report:**

- Action Request: A resolution was created to approve a bank account being opened up on behalf of the foundation.

- A treasurer's report was handed out prior to today's meeting and is attached to the meeting minutes.

- A motion was presented for the approval of Tom Farr opening up a bank account for the foundation. The motion was approved by unanimous vote.

- **Committee chair reports:**

- Fundraising: There will be a brainstorming session on Friday, April 18th at 8:15 AM for anyone who would like to join.

- Marketing: The marketing committee meeting will be held on April 16th at the Des Moines Water Works administrative building at 9:30 AM. Items to be discussed:

- External/internal communication channels, messaging and branding.

- Iowa Natural Heritage Foundation and trails map/ mail drop for app unveiling party

- User Groups: Will be coming up with more of a plan

- Preservation: Due to timing updates were not able to be given today.

- Implementation: Due to timing further discussion of the implementation committee will be discussed at the next board meeting

- Governance: Due to timing updates were not able to be given today.

- **Next meeting confirmation (time/date):**

- The next meeting of the Des Moines Water Works Foundation Board will be held on Friday, May 9th at 12:00 PM at the Des Moines Water Works administrative building.

- **Adjourn:**

- Due to time limitations the meeting of the board of the Des Moines Water Works Park Foundation was adjourned at 1:25 PM on Friday, April 11th, 2014.

- **Additional Information:**

- **A Strategy Session will be held with RDG on Wednesday, April 23rd from 4:00 PM- 7:00 PM at the following location:**

- **301 Grand Ave, Des Moines, IA 50309**