

**DES MOINES WATER WORKS PARK FOUNDATION**  
**Board of Directors Meeting**  
**Friday, April 8, 2016- DMWW 12:00 - 1:30**  
*Meeting Minutes*



Members of the foundation received notice of the meeting and 11 of 19 members were present.

**Attendees:**

Zac Voss, Proctor Lureman, Katie Gillette, Ryan Hanser, Ryan Flynn, Jed Gammell, Hannah Inman, Tom Farr, Marc Wallace, Morgan Wilcox and Todd Ashby.  
Staff/Guests: Sam Carrell, Josh Faber – RGI, Ted Corrigan -DMWW

**I. Welcome/Call to order/affirm agenda**

Inman called the meeting to order at 12:08 pm

**II. Approve previous minutes**

The March Meeting minutes were reviewed and approved.

Motion to approve March Minutes: Hanser. Second: Voss. **Approved.**

**III. Presidents Report**

Carrell presented on behalf of Reichardt. He stated the main focus has been towards development, but we have also completed our initial contract with RDG and are working on negotiating the next phase of design. It appears this will require two separate contracts due to the unique situation around the underpass, so we will have one that addresses its design and another that addresses the other elements. This will allow us to move forward on design details and work through the necessary 28E agreements that will also require multiple approaches due to the different entities involved.

**IV. Board Development: Development Materials for Campaign.**

Faber informed the board that the final conceptual drawings are being integrated into the campaign materials and a solicitation packet is being developed that both further illustrates the phase I elements but also specific issues such as the:

- Project budget
- Layout
- Use
- Giving opportunities
- Flooding possibilities and resolutions

Faber updated the Board on the CEC's progress in dividing up the initial donor prospects and educating them on solicitation techniques and strategy. The solicitation packets will be available later in the month and solicitations will start to pick up as we move out of the quiet phase of the campaign. He also shared a Q & A sheet and encouraged BOD members to add questions as they come up in conversations they

have with others in the community. This document will continue to grow as we move forward. He also encouraged board members who were not on the CEC to help the campaign by identifying prospects that might not be on the CEC's radar.

## **V. Committee Reports**

### **i. Finance/Treasurers Report – Ryan Flynn/Tom Farr**

Flynn went over the financial position and activity of the Foundation. Pledges are now recorded on statements and the Community Foundation statements are also now reported. Farr reported that we continue to make progress on line of credit. Motion to accept Financials: Gillette. Second: Wallace. **Approved.**

### **ii. Development**

Covered in Faber's report.

### **iii. Implementation –Chad Rasmussen**

Carrell spoke on behalf of Rasmussen, Implementation is working through contracts and will come back with recommendation for the Board.

### **iv. Marketing/Communication – Ryan Hanser**

Hanser updated the board that he has been having on-going discussion with Spindustry and the committee is set to meet with them in April. The idea is to brand the Foundation and in return have that branding coincide with enhanced usage of the park. Hanser and Spindustry discussed having three different groups to go through the branding process.

- Core team (6 or so people)
- Stakeholder group (a broader circle)
- Roll-out group

**v. User Groups** - no updates

**vi. Governance** – no updates

### **vii. DMWW Report**

Corrigan reported that the 2 acre wetland pilot is being created and it will be aimed at nitrogen reduction and removal.

## **VI. Old Business**

- Final Design Contract(s) - See previous reporting

## **VII. New Business**

- Discussion: Payment process to DMWW for project construction. Carrell reported during the construction phase, prior to DMWW letting bids, they would require that we have the financial resources in place. He stated they were working through a proposal with the Community Foundation that would give DMWW the assurance and access to those funds, but also allow the money to continue to grow prior to it actually being spent.
- dsmHack report.

A portion of our dsmHack team joined the Board at the end of the meeting to demonstrate the new functionalities and look of our website, which they had revamped during the recent dsmHack event. The website is now easier for users to navigate and is based on an infrastructure that will allow us to grow it as we grow. One of the new features is a dynamic map that they added that will help users navigate the park and its current assets. The site and map are both designed for easy access and use from smart phones and utilizes GPS so the user can even identify their current location as it relates to the park resources. It also links to other resources that provide additional information, such as the websites for DMWW and the many nature and trails apps already available via other groups. A HUGE thank you to the DSM Hack team who spent countless hours perfecting the website. Our dsmHack team included: Lynn Woody, Tyler Riker, AJ Whatling, Ben Goerd, Dave Hanser, Heather Tehark, John Sonnevill and Johnathon Graff.

## **VIII. Announcements**

### **IX. Adjourn**

The meeting was adjourned at 1:29 pm.

### **Upcoming Meetings/Events**

DMWWPF Board Meeting: Friday, May 13 - 12:00 pm - 1:30 DMWW

Campaign Executive Committee – Wednesdays, April 13<sup>th</sup> & 27<sup>th</sup> - 4:00pm - DMWW