

DES MOINES WATER WORKS PARK FOUNDATION
Board of Directors Meeting
Friday, September 11, 2015 - DMWW 12:00 - 1:30
Minutes

Attendees: Katie Gillette, Ryan Hanser, Ryan Flynn, Kathryn Dickel, Dave Carlson, Marc Wallace, Randy Reichardt, Zac Voss, Tom Farr, Hannah Inman, Claudia Schabel, Kate Byus (Phone)

Staff/Guests: Sam Carrell – DMWWPF, Josh Faber - RGI

I. Welcome/Call to order/affirm agenda

- The meeting was called to order at 12:05 PM, by DMWWPF President Zac Voss on Friday, September 11, 2015 at the Des Moines Water Works Administrative Building, 12 members were present and members received notice of the meeting

II. Approve previous minutes

- The meeting minutes from the board meeting held on Friday, August 14, 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 Carlson. **APPROVED.**

III. Finance/Treasurers Report

- Voss asked for the treasurer/finance report to be moved to the front of the agenda. Flynn & Farr reviewed the financials and reported that all bills were paid with exception of agreed deferrals with RGI and Carrell. \$85,000 in Capital Funds had been received and a line of credit was being explored for use later on if necessary.

IV. Board Development:

- Faber & Byus shared updated Campaign Organizational chart and reviewed the agendas for the upcoming campaign meetings on the 17th and 24th. Faber stated the CEC was continuing to evolve and grow and while not everyone was able to commit, all were supportive and positive.
- Faber addressed board involvement in campaign and capital campaign giving, involving all members even if they were not on the CEC, differentiating a capital gift vs. an annual operation gift, explaining the process we would go through for the board pledges and stating each board member should contemplate a 3-5 year gift that was personally significant. A discussion involving several members in regard to whether the Board should set a minimum, adopt a give/get policy, etc., were discussed. Several options and experiences were shared, but led to the general conclusion was that no requirement for board giving should be

imposed at this point. Faber explained that each Board member (and partner/spouse when appropriate) will be asked in the same respectful manner all asks are made and the board member can make their commitment at that time.

- Faber is working with Carrell to determine the software we should purchase to track campaign information. He stated we should do so whether we use the Community Foundation's services or not.

V. Presidents Report

- Voss thanked Faber, Carrell and RDG for their patience as we moved through the process of getting the contracts and funding secured.
- Voss explained where we were in the RDG contract for conducting our conceptual and preliminary design processes for our "design with confidence" approach to run parallel with our fundraising. We are making sure the language is consistent with DMWW requirements as well, because although they are not a party to this first contract, the final design and construction process contract will require their joint signature so we are making sure to align the language now for consistency later on.
- Voss reported that we are also working through a draft operational agreement with DMWW that will further detail the principles laid out in our MOU, address details around gift use, etc. It has been distributed to our board and DMWW Board Chair Gillette and Stowe for initial review and comments. Voss indicated Gillette had stated he would try to work through it quickly so as not to impede fundraising. Dickel asked Wallace and Carlson about their involvement in helping facilitate the operational agreement. They acknowledged that there were some communication issues from the DMWW side of things as well and they were working on them as they were concerned about the appearance of micromanagement. It was determined we should add an agenda item for Carlson and Wallace to make a DMWW report at each DMWWPF board meeting. It was also suggested as DMWW board members that they weren't always aware of each issue or action. To address this Dickel suggested that we formally request an Ex Officio DMWW staff member attend our monthly Board meeting to further facilitate better communication at all levels.

Motion: Dickel moved to request that DMWW assign an ex officio DMWW staff member to attend our monthly board meetings. Seconded by Flynn. **APPROVED.**

- Voss shared the outcome of our meeting with the Gray's Lake/Meredith Trails Advisory Committee. The topics discussed included how we could partner with them to collaboratively develop the connection between Gray's Lake and Water Works Park and make sure the master plans for both parks could complement each other and result in an even better and bigger urban green space. The meeting went well and we are exploring how they and their master plan contractor (Confluence) could work with us and RDG in the design process to assure collaborative efforts.

- Voss thanked the Board and the Executive Committee for their time and efforts to conduct the Executive Director's review.

VI. Additional Committee Reports

i. Marketing/Communication – Kathryn Dickel

- On stand-by to support Campaign Materials development and will implement branding process when funding necessitates it. Will begin possible planning for LAUNCH 2016 in the next few months.

ii. Governance - Claudia Schabel

- The officer's' slate for FY 2016 will be introduced at the October Board Meeting and the Governance Committee is finalizing it in the next few weeks. If anyone is interested in any of the leadership positions let her know right away.

iii. Users & Implementation Committee chairs absent.

iv. Finance & Development Committee reports given earlier in agenda.

VII. Old Business

- Gift Acceptance Policy & Donor Recognition Agreement. Originally introduced at July board meeting, there was a short discussion regarding donor exclusion. Faber and Carrell pointed out that it did include safeguards for both DMWWPF and DMWW to reject any gift sources that were deemed inappropriate.

Motion: Wallace moved to accept Gift Acceptance Policy and Donor Recognition Agreement. Seconded by Gillette. **APPROVED.**

- Governance – Leadership 2016 – Covered in Governance Committee Report.

VIII. New Business

- DMWW/DMWWPF Agreement – covered in President's Report.

IX. Adjourn and to move into Executive Session.

Motion: Hanser moved to adjourn. Seconded by Flynn. **APPROVED.** Meeting adjourned at 1:41 pm.