

## Lake Park Friends Board Meeting Minutes

Tuesday, December 8, 2009 • 7:00 p.m. • Location: **Marcia Coles Community Room**

Excused: Phil Schultz, BG Hook, Jim Cope, Dennis Buettner, Susanna Mortara

Present: Steve Duback, Anne Booth, Steve Morse, Brian DesPlaines, Dave O'Brien, Tom Cheney, Mary Ritchie, Virginia Schwartz, Katie West, Mary Ritchie, Sarah Zimmerman, Ann Wollmer (Administrator)

Not Present: Brian Hansen

1. Tom Cheney called the meeting to order at 7:11 p.m.
2. The Board welcomed Katie West, a new board member replacing Karen Fox. Katie has lived on the East side about 20 years and uses the Park all the time with her kids. Practiced law for 15 years and has been caring for her children full time about 6 years. Katie has been running Wonderful Wednesdays for 3 years.
3. Approval of the October 27, 2009 minutes: Steve Morse pointed out that the draft minutes omitted the text of the bylaw amendments that were voted at the October meeting. Dave O'Brien made a motion to approve the October minutes as amended, Anne Booth seconded and the motion passed without opposition.
4. Treasurer's Report:
  - a. Brian Desplaines discussed contracting for a compilation instead of an audit, a topic that was discussed at a previous meeting. For an organization of our size, an audit is more complicated than necessary; a compilation is the norm. None of our grantmakers has any audit requirement. We've been paying about \$1000 for what appears to have been a compilation and not a full audit. Our previous auditor is retiring. The cost with the new firm will be around \$500-600 for the fiscal year that just ended. Dave O'Brien made a motion to retain Sattell, Johnson, Appel & Co. to perform a compilation in lieu of an audit, Sarah Zimmerman seconded and the motion passed unopposed.
  - b. 2009-2010 Budget: we didn't spend as much on the Waterfall Ravine as we thought we would in 2009. We're aiming to spend down our reserves next year. Most of the projected deficit is Waterfall Ravine spending, which should total \$115,000 in 2010. Brian has budgeted for the full amounts requested from committees. Noted significant changes from the past year, some of which are due to the change in the way we do our accounting. Steve Morse asked if we could get more detailed information on specific project funds like benches and the Waterfall Ravine. Brian will send the financials with detail to everyone when he gets them from Chris. The Board would like communication with Chris to occur through the Treasurer and the Finance Committee. Next year's process should be very easy.
5. Administrator's Report: T-shirts with old logos are available for board members to take. The Fall newsletter should come out during the middle of next week. Ann now has the capacity for mass emails to members. Ann recently attended the North Point Lighthouse fundraiser, where she mingled with lighthouse board members and other community members.
6. Executive Committee report: The only vote conducted by the Executive Committee at its November 24, 2009 meeting was to recommend to the full board that we approve three policy documents proposed by Sarah Zimmerman: the Whistleblower, Conflicts, and Document Retention Policies. Also discussed financial controls: membership and grant checks will go through Ann, but everyone should send requests for payment and invoices directly to Chris.

7. Old business:

a. Projects update: Ann will now be in charge of getting updates from people and distributing prior to board meeting. Tom gave an update on the Waterfall Ravine, which will finish next year. There will be more pools cascading down the ravine than initially envisioned. Another stage meeting with the architect is scheduled for next week. We will get design concepts at that meeting; decided to keep the site almost exactly where it is. After that meeting, we'll begin to plan for public participation.

b. Board insurance: Steve Duback has worked with Jeff Frank at Robertson Ryan on a quote for general liability insurance. Having an event with alcohol is the main reason we might need insurance, and the proposed policy includes "host liquor liability" insurance when you don't have the liquor license. Steve recommends we spend \$750 a year for general liability insurance. He also recommends an indemnity provision be added to the bylaws. The WI statutes provide it, but it would clarify it to add it to the bylaws. Would prevent directors from bearing own legal costs. We believe we have worker's compensation insurance through Paychex and there is a line in the budget for it. Sarah Zimmerman will find out for sure and report back. A general discussion was had regarding the presence of liquor at events. LPF does not supply alcohol at any events besides the Cirque. Steve Duback made a motion to contract to purchase a general liability policy as outlined in Jeff Frank's memo for approximately \$750. Virginia Schwartz seconded and the motion passed unopposed.

c. Public Parks Alliance: Tom circulated a letter from Jim Goulee which they would like us to send to our members by email. We would prefer not to take a political position. Sarah Zimmerman will provide Tom with language to include as a disclaimer.

8. New business:

a. Dave O'Brien made a motion to allocate the funds raised at Cirque du Lake Park to the rehabilitation of the playground, Mary seconded, and the motion passed unopposed.

b. Approval of policy documents: Steve Duback made a motion to adopt the following policies as circulated prior to the meeting: Document Retention Policy, Whistleblower Policy, Annual Board Member Disclosure Statement and Conflicts Policy. Mary Ritchie seconded, and the motion passed unopposed. All board members should fill out the conflicts form and will do so after each annual meeting.

c. We have a pledge for the skating rink from an anonymous donor. Ann and Anne are preparing a mailing: give to birdseed fund, skating rink, or buy a membership for a friend.

9. Katie West moved to adjourn the meeting at 8:25, Dave O'Brien seconded, and the motion passed unopposed.