



NOVI PARKS
FOUNDATION

Novi Parks Foundation Board Minutes

May 21, 2018

Meeting called to order at 7:15pm by President Dave Landry.

Present: Karen Taracks, Jennifer Degen, Charley Staab, Harry Torimoto, Dave Landry, Rachel Zagaroli, Kim Capello, Tracie Ringle, Harry Torimoto, Julie Garavaglia

Absent: Randy Balconi, Jeff Muck, Brian Adams

Introduction of new member Julie Garavaglia: Dave introduced Julie as a new board member. Julie works at ITC and has been involved in many projects with Novi and has been involved in the many sponsorships and events that we have. Julie is a great fit to the NPF and has much knowledge of charitable organizations which fits right in with what we do.

Agenda: Motion by Karen, second by Jen to accept the May 21 agenda. Rachel added the orientation book and Spring Pazzoza to the agenda.

Minutes: Motion by Karen, second by Jennifer to approve the March 26, 2018 minutes.

Our guest from the Mountain Bike Association could not attend the meeting.

Treasurers Report: Karen reported she didn't have enough documentation at this time to present a treasurer's report and there are no big changes.

Chamber of Commerce: Rachel reported that the NPF again supported the Chamber of Commerce by purchasing a hole sponsorship for their annual golf outing for \$200. The outing will be June 5 at the Links of Novi, Rachel, Jeff and David will be golfing in their event and will pay for their own golf. Dues of \$120 were also paid.

Meeting dates: Rachel suggested that we move the meeting dates to the Mondays that Jeff can attend. There are a few conflicts with City Council. Rachel will look at the dates. Dave would like to keep the scheduled meeting dates of July 16th if needed before Pour on the Shore.

Jeff's report: Due to the City Council meeting, Jeff could not attend so Deputy Director Tracie Ringle is here in his place. Tracie first reported on Villa Barr. The pathway and driveway are going to bid to start in July and should be finished in September. There is

a tentative date of October 6 for a grand opening. The Foundation will attend the event and our name will be on the plaque. The new windows are in and the electrical work is completed, interior and exterior painting completed and new carpeting. Many other repairs to the house have also been completed. The doors will be coded instead using keys which will be much easier. To date the cost of the renovations has been \$69,997.8 which brings it to the halfway point of the \$70,000 the NPF donated. The Parks & Rec office will be soon asking for the remainder of the money soon. There are six applications for the Artist in Residence program and interviews will begin soon. The artist has the choice of staying at the house or not. Landscaping is underway.

Pour on Shore updates: To date the amount of sponsorships is \$10,250 and still waiting on about 14 additional sponsors and hopefully some of them will sponsor. Big discussion about food. The change this year will be to have 2 food trucks and Cristin Spiller has been asked by Jeff to coordinate this since she has worked with them before. The suggested menu is ¼ pizza, 3 wings, 2 taco's and chips with the cost of \$4 each to the Foundation, guests are also able to purchase food from the vendors at the price they sell it for. The food trucks will eliminate the problem of running out of food and dealing with the food department. Kim is concerned about this process. We can not have dips because then we must have the health department. We will also have water and 4 sides to the tent. During the VIP time they will not have to have their drink ticket punched. **Advertising:** a change this year is that we are going with "The Six" to stay in the same format at Novi Today. We will also be setting up a table for the kickoff of The Friends of the Novi Parks Foundation. The cost is \$25 and they will receive a bag with our information of it and a shirt from past Pour on the Shore events. There will be a new section on our website about the friends and their name will be placed on the website. Foundation members will take turns at the table. We will also advertise the Friends at the Villa Barr. VIP – this year the VIP time will be from 6 – 6:30p and during that time they will be able to get their beer and wine without getting their entry ticket punched. This gives them a little more reason to get there by 6. Last year we did good on the beer with not much left over. Kim suggested we order backpacks.

Youth Assistance request: Barb from Youth Assistance has requested if we could help with a family that needs assistance from us in the form of scholarships. The 3 children have suffered through their mother being killed by their father and the father is now in prison. The children are now in temporary care of their grandparents until legal custody is obtained. Both grandparents are working and can care financially for the children with a home, food, etc but not with non-essential items. They are asking for a sum of \$300 for summer programs for the children that would keep them busy and have fun. Discussion followed if they follow the guidelines since there is no financial records since the father is in prison. Novi Youth Assistance will also pay \$300. Motion by Kim to use the children's parents income, which is zero, to use for the financial portion for the

scholarships for the three children in the total amount of \$300. Second by Jennifer.
Motion carried.

Orientation book – Rachel brought up the idea of creating an orientation book for all new board members to use as a tool to help acquaint themselves about the Foundation. This would give them background on the various programs and services we have and information they can review. This book would include who we are and what we do, by-laws, Villa Barr, etc. Dave would like to also have the book digitally.

Palooza – Palooza went very well. Our table was represented by Rachel, Karen and Julie and Dave Landry and we were busy the entire time. We gave out the bags and were about the only table that had bags. It was a great event for networking.

We are almost out of the bags we ordered, Karen suggested plastic bags. Kim suggested we have flyers for the Barr open house.

Please read Rachel's report.

Roundtable: None

Dave complimented Rachel for doing a good job with Pour on the Shore. Dave also mentioned that it was a very good idea to do the funding for the Barr property and he also mentioned that Farmington has borrowed 3 pieces of art to showcase. This is a one year option. Charlie asked the question if something happens to any of the pieces while on loan would that city be responsible for any damages and the answer was yes.

Motion to adjourn at 8:30p by Kim, second by Jennifer. Carried.

Rachel Zagaroli,
Novi Parks Foundation