Meeting Minutes

MetroParks Foundation
Meeting Date: December 10, 2024
Prepared by: Thomas H. Sanborn, Secretary

Signature: ____________________________

I. Call to Order *(Mark Wenick, President)*
   A. Mark called the meeting to order at approximately 2:30 pm.
   B. Roll Call:
      - ☑ Mark Wenick, President
      - ☑ Thomas H. Sanborn, Secretary
      - ☑ Cynthia Wollet, Treasurer
      - ☑ Jamie Dietz, Board Member; arrived during New Business
      - ☑ Ted Schmidt, Board Member
      - ☐ Lee Frey, Board Member
      - ☑ Jeff Harvey, Board Member

II. Approval of Meeting Minutes
   A. A motion to approve the 09-10-24 meeting minutes as prepared was made by Ted. The motion was seconded by Tom. Aaron noted a typo in item V and indicted that it would be corrected. The following vote:
      - In favor: Mark aye; Tom aye; Cindy aye; Ted aye; Jeff aye
      - Against: none.
      - Motion Passed

III. Treasurers Report *(Cindy Wollet, Treasurer)*
   A. Cindy provided a review of the financial statements for the short-term funds, endowment funds and checking accounts that were supplemented with a copy of the November 2024 PNC Financial Statements being provided to all.
   B. Cindy presented and requested approval of payment of invoices received to date from Brouse McDowell totaling $552.50. A copy of a October 8, 2024 invoice was provided to all. A motion to approve payment of the invoices was made by Ted. The motion was seconded by Jeff. There was no additional discussion. The following vote:
      - In favor: Mark aye; Tom aye; Cindy aye; Ted aye; Jeff aye;
      - Against: none.
      - Motion Passed
   C. Cindy presented and requested approval of payment of invoices received to date from Roetzel totaling $1,982.50. A copy of a November 22, 2024 invoice was provided to all. A motion to approve payment of the invoices was made by Tom. The motion was seconded by Ted. There was no additional discussion. The following vote:
      - In favor: Mark aye; Tom aye; Cindy aye; Ted aye; Jeff aye;
      - Against: none.
      - Motion Passed
   D. Cindy presented and requested approval of the FNC Loan Payment funding request. Mark identified the value of the request at $235,107.26 and this is the end of year loan payment installment. A motion to approve the request was made by Ted. The motion was seconded by Jeff. The following vote:
      - In favor: Mark aye; Tom aye; Cindy aye; Ted aye; Jeff aye;
      - Against: none.
      - Motion Passed

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IV. MetroParks Executive Director Report *(Aaron Young)*

A. Aaron shared that the MetroParks is wrapping up a very successful 2024 and are looking forward to a productive 2025. He thanked all in attendance for their continued support of the MetroParks.

V. MetroParks Development Director Report *(Chris Litton)*

A. Chris provided a brief update on the status of the Children's Garden Campaign.
B. Chris shared an update on the Elizabeth K Moksu Estate and the origins behind the donation.
C. Mark provided an update on the status of the Fox Property and where we are in the sale process.

VI. MetroParks Board President Report

A. Jeff spoke on behalf of the Board due to Lee's absence. He identified that the MetroParks all look good. Jeff shared that the MetroParks will not be proceeding with Phase III of the Bikeway.

VII. Unfinished Business

A. Cindy provided a brief update on the 2024 audit. We need to confirm with Cohen the timing of the audit. The MetroParks audits are biennial so no conflict will be present for this audit. Mark noted that we should schedule to have Cohen come in annually in December to provide a review of the audits. Mark further noted that we will want PNC to present the investment review at the upcoming February 2025 Meeting.

VIII. New Business

A. Mark presented a Packer Thomas Proposal for bookkeeping services in the amount of a one-time service fee of $2,000 plus a CAS $1,200 per month. Mark requested approval to authorize Packer Thomas to proceed with the services after meeting he, Cindy and Aaron conduct a meeting with Packer Thomas to discuss specifics. A motion to approve the request was made by Ted. The motion was seconded by Jeff. The following vote:
   - In favor: Mark <u>aye</u>; Tom <u>aye;</u> Jamie <u>aye;</u> Ted <u>aye;</u> Jeff <u>aye</u>;
   - Against: none.
   - Abstain: Cindy <u>aye</u>
   - Motion Passed

B. Mark shared that he provided the Annual Foundation Report to the Board of Park Commissioners on 12-09-24.

IX. Next Meeting

A. Quarterly Meetings: 2nd Tuesday of the Month @ 2:30 pm in Administration Building
   - **Annual Meeting February of each Year; February 11, 2025**
   - **June 10, 2025**
   - **September 9, 2025**
   - **December 9, 2025**

B. Annual Report to be provided to the MCMP Board in December of each year.

X. Adjournment

A. A motion to adjourn at approximately 3:48 pm was made by Jamie, Seconded by Jeff. There was no further discussion. The following vote:
   - In favor: Mark <u>aye</u>; Tom <u>aye</u>; Cindy <u>aye;</u> Jamie <u>aye;</u> Ted <u>aye;</u> Jeff <u>aye;</u>
   - Against: none.
   - Motion Passed