Meeting Minutes

MetroParks Foundation
Meeting Date: February 11, 2025
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
- ☑ Ted Schmidt, Board Member
- ☑ Lee Frey, Board Member
- ☑ Jeff Harvey, Board Member
- ☑ Aaron Young, MCMP Executive Director
- ☑ Chris Litton, MCMP Development Director

PNC Annual Investment Report

A. Mark suspended the normal agenda and moved up a portion of Item V on the agenda to accommodate our visitors from PNC. Mark welcomed Myra Vitto, PNC Senior Investment Advisor and Paige Gamin, Senior Analyst. Myra provided a verbal summary of the 2024 annual end of year financial report. A copy of the report was provided to all.

II. Approval of Meeting Minutes

A. A motion to approve the 12-10-24 meeting minutes and the 01-17-25 Zoom Meeting minutes as prepared was made by Ted. The motion was seconded by Jeff. There was no additional discussion. The following vote:
- In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
- Against: none.
- Abstain: Lee
- Motion Passed

III. Election of Officers

A. Mark turned the meeting over to Aaron who entertained nominations for the position of President. Lee nominated Mark for the position of President. The motion was seconded by Jamie. There were no other nominations. The following vote:
- In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
- Against: none.
- Motion Passed

B. Aaron turned the meeting back over to Mark who entertained nominations for the position of Secretary. Ted nominated Tom for the position of Secretary. The motion was seconded by Jamie. There were no other nominations. The following vote:
- In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
- Against: none.
- Motion Passed

C. Mark entertained nominations for the position of Treasurer. Jamie nominated Cindy for the position of Treasurer. The motion was seconded by Jeff. There were no other nominations. The following vote:
- In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
- Against: none.
- Motion Passed

IV. Code of Regulations, Conflict of Interest Policy & Annual Acknowledgment

A. Members were provided with a copy of the Foundations' code of regulation and conflict of interest policy as well as an annual acknowledgement form. Discussion ensued regarding the language on the acknowledgment form. Edits were suggested that would allow for self identification of any type of potential conflict that would be appropriate to be disclosed. Jamie suggested that legal counsel review the policy and suggest an edit that would accommodate the suggestions. Final confirmation is being tabled until the acknowledgment form is reviewed and edited by legal counsel.

V. Treasurers Report

A. Mark provided a review of the financial statements for the short-term funds, endowment funds and checking accounts. A copy of the January 31, 2025 PNC Financial Statements were provided to all.

B. Mark presented and requested approval of a transfer of funds from the checking account to the corresponding short term and/or endowment accounts based upon donor intent. These include $1,543.37 to the FNC Endowment Account, $1,232.69 to the FRG Endowment Account, $2,402.58 to the Short Term Tree Fund Account and $3,105.48 to the Short Term Children's Garden Account. A motion to approve the request was made by Ted. The motion was seconded by Lee. The following vote:
  - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
  - Against: none.
  - Motion Passed

C. Mark presented and requested approval of a transfer of the balance of funds from the checking account to the short term general account. A motion to approve the request was made by Jamie. The motion was seconded by Ted. The following vote:
  - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
  - Against: none.
  - Motion Passed

D. Mark presented and requested approval of payment of invoices received to date from Roetzel totaling $1,322.00. A copy of a December 23, 2024 dated invoice was provided to all. A motion to approve payment of the invoices was made by Jamie. The motion was seconded by Jeff. There was no additional discussion. The following vote:
  - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
  - Against: none.
  - Motion Passed

E. Mark presented and requested approval of reimbursement to the MetroParks for payment of invoices received to date from TechSoup totaling $170.00. A copy of a December 19, 2024 dated invoice was provided to all. A motion to approve payment of the invoices was made by Jamie. The motion was seconded by Ted. There was no additional discussion. The following vote:
  - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
  - Against: none.
  - Motion Passed

VI. MetroParks Executive Director Report

A. Aaron shared that the MetroParks' 2024 Annual Report is online and available for viewing. Aaron also shared that the MetroParks' 2025 budget was approved in January and projects are nearly ready to be bid. A busy year is expected for 2025. The annual Capital Improvements Presentation is also available online for viewing.

B. Aaron presented and requested approval of a funding request for the annual disbursement from the CFMV Collier Mill Creek MetroParks Bikeway Endowment, in accordance with the established fund parameters. The annual disbursement has already been issued by CFMV to MCMPF in the amount of $4,479.00 that has been deposited in the general endowment account. A motion to approve the request was made by Ted. The motion was seconded by Jamie. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed

C. Aaron presented and requested approval of a funding request from the Short Term Fund Mill Creek Furnace Account, in accordance with the established fund parameters. This request is for all available funds and accrued interest and subsequent close-out of the account. The ending balance of the fund as of 01-31-25 was $37,029.42. The funds will be utilized to pave the parking lot that provides access to the furnace. A motion to approve the request was made by Lee. The motion was seconded by Jeff. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed

D. Aaron presented and requested approval of annual disbursements from the Andrews Endowment for the periods of 2022, 2023 & 2024 to the Short Term Land Preservation Account to facilitate land acquisition. The request is for approximately 5% of the ending fund balance as of December 31 for the years 2022, 2023 & 2024, (minus) the disbursements from the previous year. Aaron will calculate the estimated totals and provide a revised summary to Mark as part of the request. The total request is for $123,537.36. A motion to approve the request was made by Lee. The motion was seconded by Jamie. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed

E. Aaron presented and requested approval of a funding request from the Short Term Fund Farm Account, in accordance with the established fund parameters. The funds will be utilized to pave the final remaining aggregate portion of the parking lot that provides public access to the Farm. This request is for $144,086.19. A motion to approve the request was made by Ted. The motion was seconded by Jeff. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed

F. Aaron presented and requested approval of a funding request from the Short Term Fund Park Bench Account, in accordance with the established fund parameters. The funds will be utilized to purchase 10 benches for installation within the MetroParks. This request is for $9,000.00. A motion to approve the request was made by Jamie. The motion was seconded by Ted. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed

G. Aaron presented and requested approval of a funding request for the annual disbursement from the Golf Course Endowment Fund, in accordance with the established fund parameters. The ending balance of the fund as of 12-31-24 was $467,041.36, with 4% equating to $18,681.65. A motion to approve the request was made by Lee. The motion was seconded by Ted. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye

- Against: none.
- Motion Passed

H. Aaron presented and requested approval of a funding request for the annual disbursement from the Joanne F. Beeghly Rose Garden Endowment Fund, in accordance with the established fund parameters. The ending balance of the fund as of 12-31-24 was $257,345.06, with 4% equating to $10,293.80. A motion to approve the request was made by Jamie. The motion was seconded by Jeff. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed

I. Aaron presented and requested approval of a funding request for the annual disbursement from the Lanterman's Mill Endowment Fund, in accordance with the established fund parameters. The ending balance of the fund as of 12-31-24 was $269,868.50, with 4% equating to $10,794.74. A motion to approve the request was made by Ted. The motion was seconded by Lee. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed

J. Aaron presented and requested approval of a funding request from the Short Term Fund Vickers Nature Preserve Account, in accordance with the established fund parameters. The funds were provided by an anonymous donor for the ongoing improvement and perpetual care of the trails and equestrian facilities within Vickers Nature Preserve. This request is for $11,219.25. A motion to approve the request was made by Lee. The motion was seconded by Ted. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed

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

A. Chris provided an update on the status of the Children's Garden Campaign. The campaign is still ongoing with current balances being preliminary until the closing of the sale of the Fox Property.

B. Chris shared a copy of the MCMP Board approved 2025 Annual Development Plan.

VIII. Canfield Property *(Mark Wenick)*

A. Mark provided an update on the pending sale of the Fox Property. We are currently in the inspection period, with several inspections being requested and undertaken by the prospective purchaser. Mark commended the realtor for the work that has been invested to date. Jamie will work with the prospective purchaser on discussions related to the inspection and the property's "as is" condition.

B. Mark provided an update on the status of the invoices associated with ownership of the property. Bills have been paid using the short term general fund and once the house is sold and proceeds are received, the general fund will be reimbursed.

IX. MetroParks Board Report

A. Mark welcomed Lee back. Lee thanked everyone for their support during his absence.

X. Unfinished Business

A. Mark shared that a copy of the Cohen & Co. Engagement Letter was provided to all. This work was already approved at the last meeting.

Meeting Minutes

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MILL CREEK METROPARKS FOUNDATION

Signature: ____________________________

XI. New Business

A. Mark shared that a copy of the Packer Thomas Engagement Letter was provided to all. Jamie inquired in light of our previous conflict of interest discussion, as to whether it is appropriate for Cindy to sign off on the engagement letter. Everyone agreed and Mark noted that he will reach out to Cindy to see if someone else could sign on behalf of Packer Thomas.

B. Chris provided an update on several meetings with PNC Business Services. The type of checking account has been changed to help reduce potential fees and discussions continue on the options for credit cards available to the Foundation.

XII. 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.

XIII. Adjournment

A. A motion to adjourn at approximately 4:26 pm was made by Lee, The motion was seconded by Jamie. There was no further discussion. The following vote:
   - In favor: Mark aye; Jamie aye; Ted aye; Lee aye; Jeff aye
   - Against: none.
   - Motion Passed