

**HANOVER PARK FOUNDATION MEETING  
COMMUNITY CENTER BOARD ROOM & ZOOM CONFERENCING APP  
MEETING PHONE # 312-626-6799 MEETING ID: 815 3184 0583 MEETING PASSCODE: 158899  
TUESDAY, OCTOBER 26, 2021 7:00 p.m.**

1. **CALL TO ORDER**
  
2. **ROLL CALL**
  
3. **APPROVAL OF THE AGENDA**
  
4. **APPROVAL OF THE MINUTES**
  - A. **Motion to Approve** - July 6, 2021 Foundation Meeting Minutes
  
5. **FINANCE**
  - A. **Motion to Approve** - Treasurer's Report (for the period ending August 31, 2021)
  - B. **Motion to Approve** - Hanover Park District reimbursement for HP Parks Expenses for the 7-16-21 & the 7-23-21 Movie in Park/Popcorn nights in the amount of \$491.40
  - C. **Motion to Approve** - Y.E.S. Account Update October 5, 2021
  
6. **OLD BUSINESS**
  - A. Charitable Games Operator's License Renewal 2021-2022 update
  - B. Update on recruitment of new Trustees, Members & Volunteers: Roberto Sepulveda, Leah Munoz, Belinda Mustafa
  
7. **NEW BUSINESS**
  - A. **Motion to Accept** - Trustee Erin Brumfield Grima's resignation
  - B. **Motion to Accept** - Wintrust Financial Corporation donation in the amount of \$1,000
  - C. **Review & Approve** - National Association of Park Foundation's Professional Services proposal
  
8. **CORRESPONDENCE**

NONE
  
9. **OTHER BUSINESS**
  - A. Next Quarterly Foundation Meeting – Tuesday, December 14, 2021 @ 7:00 p.m. in CC Board Room & Zoom
  
10. **ADJOURMENT**

**HANOVER PARK PARK FOUNDATION MEETING**  
**MONDAY, JULY 6, 2021**  
**Zoom Conferencing App & Board Room – 7:00pm**

**1. CALL TO ORDER**

The July 6, 2021 Hanover Park Park Foundation Meeting was called to order by Secretary/Treasurer O'Brien at 7:06pm.

Upon the roll being called the following answered:

**2. ROLL CALL**

Trustees Present:	4	Trustees Cortes, Chairman Elkins, Shawqi Mustafa and Secretary/Treasurer O'Brien
Trustees Absent:	1	Trustee Brumfield-Grima
Members Present:	2	Belinda Mustafa and Leah Munoz
Members Absent:	0	None
Guests Present:	4	Donald Ortale, (National Association of Park Foundations), Lea Ann Mislevy (HPPD Executive Assistant & HR), Heczen Gomez (HPPD Marketing & Communications Manager), and Nancy Santucci (HPPD Business Services Manager)

**3. APPROVAL OF THE AGENDA**

A motion was made by Trustee Cortes and seconded by Trustee Mustafa to approve the agenda, as presented.

Chairman Elkins proposed an amendment to the agenda to discuss alternate options for the Foundation to renew their Charitable Games License for 2021-2022. Trustee Cortes and Trustee Mustafa agreed to amend their original motion and second to allow for further discussion on item 7A, Charitable Games Operator's License Renewal 2021-2022.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	4	Trustee Cortes, Trustee Mustafa, Chairman Elkins, and Secretary/Treasurer O'Brien
Nays:	0	None
Abstain:	0	None

Motion carried.

**4. APPROVAL OF THE MINUTES**

A motion was made by Chairman Elkins and seconded by Trustee Cortes to approve the March 23, 2021 Foundation Meeting Minutes Foundation Meeting Minutes and the March 30, 2021 Foundation Meeting Notes (National Association of Park Foundations Presentation), as presented.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	4	Trustee Cortes, Trustee Mustafa, Chairman Elkins, and Secretary/Treasurer O'Brien
Nays:	0	None
Abstain:	0	None

Motion carried.

**5. FINANCE**

**A. Treasurer's Report (for the period ending May 31, 2021)**

A motion was made by Secretary/Treasurer O'Brien and seconded by Trustee Cortes to approve the Treasurer's Report for the period ending May 31, 2021, as presented.

Business Manager Santucci provided the Board with an overview of the Treasurer's Report, highlighting that the Pepsico Foundation donated to the Park Foundation \$100 and the ending balance is \$42,644.90.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	4	Trustee Cortes, Trustee Mustafa, Chairman Elkins, and Secretary/Treasurer O'Brien
Nays:	0	None
Abstain:	0	None

Motion carried.

**B. Y.E.S. Account Update**

Manager Santucci confirmed that there has been no changes to the Y.E.S. account due to the pandemic. Additionally she indicated an error on this report, specifically in the Y.E.S. Holiday Box line item, that will be revised to show an actual approximate balance of \$4,158. It was clarified that the Y.E.S. Account funds were separate from those reflected in the Treasurer's Report.

**6. OLD BUSINESS**

**A. Follow-up presentation – Don Ortale, Executive Director, National Association of Park Foundations**

Don Ortale, the Executive Director of the National Association of Park Foundations, thanked the Park Foundation for their active participation in webinars since joining the National Association of Park Foundations. He further reminded the Foundation of future educational and networking events, as well as enrollment matching opportunities. Secretary O'Brien and Chairman Elkins provided Don Ortale with background information regarding the history of the Park Foundation and the current challenges it faces. The presenter recommended the Park Foundation look into starting an individual giving campaign for steady, annual revenue streams. The Park Foundation and Don Ortale further discussed the roles of Foundation trustees and members, as compared to the responsibilities of Park District staff, as well as feasibility of the Foundation hiring staff. Those in attendance held further discussion regarding where the Foundation is now, what the mission and vision are, and how the National Association of Park Foundations can assist in the Foundation's growth. Don Ortale concluded discussion by offering advice in renewing the Foundation's Charitable Games License, as well as his assistance in reviewing and revising the Park Foundation's Bylaws.

**B. Update on recruitment of new Trustees, Members, and Volunteers: Roberto Sepulveda, Leah Munoz**

Secretary/Treasurer O'Brien reported that he had been playing phone tag with Roberto Sepulveda, but that he had been reaching out regularly to all Foundation Members regarding their interest in becoming Trustees.

**C. Discuss future of Foundation**

- i. Recruitment 2021
- ii. Fundraising and events 2022

Secretary O'Brien proposed that the Foundation focus on recruitment for the rest of 2021, the move it's focus to fundraising events once the Foundation's membership has grown. The Foundation brainstormed potential fundraising events, such as partnering with the Park District to host a Chili Cook-off event. Further discussion was held regarding revenues brought in from joint Foundation and District events, as well as 2021 opportunities for the Foundation to have a recruitment table at District special events.

**NEW BUSINESS**

**A. Charitable Games Operator's License Renewal 2021-2022**

Chairman Elkins informed the Foundation that Rockford Charitable Gaming asked if the Foundation would be interested in working an event on August 20, which would require the Foundation to renew their Charitable Games Operator's License. There was consensus that Foundation Member Belinda Mustafa will handle renewing the Charitable Games Operator's License and that Chairman Elkins will email them the information.

7. **CORRESPONDENCE**

None

8. **OTHER BUSINESS**

Secretary/Treasurer O'Brien highlighted the following items:

- A. Next Quarterly Foundation Meeting -- Tuesday, September 28, 2021 @ 700pm – Zoom & Board Room

9. **ADJOURNMENT**

A motion was made by Trustee Cortes and seconded by Chairman Elkins to adjourn the July 6, 2021 Quarterly Meeting of the Hanover Park Park Foundation at 8:38pm.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	4	Trustee Cortes, Trustee Mustafa, Chairman Elkins, and Secretary/Treasurer O'Brien
Nays:	0	None
Abstain:	0	None

Motion carried.

Respectfully Submitted,

Bob O'Brien  
Secretary/Treasurer – Board of Trustees  
Hanover Park Park Foundation  
BO:LAM

HANOVER PARK FOUNDATION  
TREASURER'S REPORT  
for the period ending: AUGUST 31, 2021

**Beginning Balance:** **\$42,644.90**

**Revenues:**

Interest earned - June 2021	\$	0.77
Interest earned - July 2021	\$	0.71
Interest earned - August 2021		\$0.76

Deposits: Movie Night	7/16 Glow Stick Sales	\$	71.00
	7/23 Glow Stick Sales	\$	55.65
	7/23 Popcorn Sales	\$	131.00
<i>Flick &amp; Float</i>	8/7 Glow Stick Sales	\$	65.00
Bartlett Pk District	YBB Refund	\$	1,000.00
	<b>Total Revenues</b>	<b>\$</b>	<b><u>1,324.89</u></b>

**Expenses:**

Secretary of State	Ck #1322 Annual Report	\$	13.00
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<b>Total Expenses</b>	<b>\$</b>	<b><u>13.00</u></b>
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**Ending Balance: General Account** **\$43,956.79**

Respectfully Submitted,

Robert O'Brien  
Secretary, Treasurer

**Hanover Park Park Foundation**  
**Movie Nights - Popcorn/Glow Stick Sales**  
**7/16/21 7/23/21**  
**Treasurers Report**

**Revenues:**

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Popcorn/Soft Drink Sales	\$	126.65
Glow Stick Sales	\$	131.00
Flick & Float Glow Stick Sales	\$	65.00
	\$	<b>322.65</b>

**Expenses:**

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Buckleys 7/26/21 - Ice	\$	60.95
7-11 7/19/21 - Ice	\$	56.13
7-11 7/26/21 - Ice	\$	30.57
Walmart 7/16/21 -Pop	\$	102.09
Walmart 7/16/21 -Pop	\$	90.00
Amazon 7/13/21 - Glow Sticks	\$	24.95
Gordons 7/16/21 - Popcorn	\$	26.71
	\$	<b>391.40</b>

Net Revenue \$ **(68.75)**



**b.obrien@hpparks.org**

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**From:** parkie1955 <parkie1955@gmail.com>  
**Sent:** Monday, October 25, 2021 10:33 AM  
**To:** Bob O  
**Subject:** FW: Re: HP Parks Foundation Meeting

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Erin Brumfield Grima <ecbrumfield@yahoo.com>  
**Date:** 9/24/21 12:53 PM (GMT-06:00)  
**To:** parkie1955@gmail.com  
**Cc:** adam.cortes@wintrust.com, belindamustafa@gmail.com, h.gomez@hpparks.org, leahmunoz1@gmail.com, m.elkins@hpparks.org, n.santucci@hpparks.org, rsepulveda8@yahoo.com, s.mustafa@hpparks.org, shawqi.mustafa616@gmail.com, dortale@ortaleassociates.com  
**Subject:** Re: HP Parks Foundation Meeting

Please accept this letter as my formal resignation from the foundation board. I wish you all the best as you continue the essential work of the foundation. We are moving on Tuesday so I will not attend the 10-5 meeting.

Thanks for letting me serve the community,  
Erin Brumfield Grima

On Sep 24, 2021, at 12:40 PM, parkie1955@gmail.com wrote:

Good afternoon:

Our next HP Parks Foundation Meeting is scheduled for Tuesday, October 5 starting at 7:00 p.m. in the Board Room as well as via the Zoom meeting app.

This meeting will not be a regular business meeting for the Foundation; instead, Mr. Don Ortale from the National Association of Park Foundations (NAPF) will present a scope of services that the NAPF will offer as an option to review our Foundation and to get it going again on its mission to help the Park District.

The next regular business meeting is re-scheduled from September 28 to Tuesday, October 26.

I will send out a copy of Don's proposal along with the meeting agenda next week for your review.

Meeting packets for the October 26 meeting will be sent next month.

Questions, please call me or email.

Thank you and have a good weekend.

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**HP Parks Foundation Meeting**

When Tue Oct 5, 2021 7pm – 9pm Central Time - Chicago

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THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK (HOLD AT AN ANGLE TO VIEW)

Wintrust Financial Corp  
9700 W. Higgins Road, Ste 730  
Rosemont, IL 60018  
Tel: 847-939-9000

Wintrust Financial Corp  
Rosemont, Illinois 60018

1500196007

DATE  
9/10/2021

AMOUNT  
\$1,000.00\*\*

TO THE ORDER OF  
PAY TO THE ORDER OF  
Hanover Park Park Foundation  
One Thousand and 00/100 DOLLARS

Hanover Park Park Foundation  
1919 Walnut Ave  
Hanover Park, IL 60133

Re 2021 Sponsorship-

SIGNATURE HAS A COLORED BACKGROUND & BORDER CONTAINS MICROPRINTING

⑈ 1500196007 ⑈ ⑆ 071925334⑆ 0000471771⑈

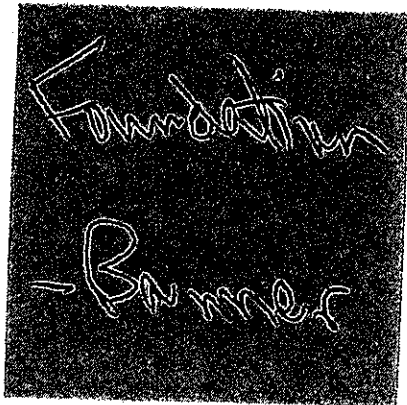
### intrust Financial Corp

Hanover Park Park Foundation

1500196007

09/10/2021

Payment Date	Document Number	Description	Base Amount	Net Amount
2021	08232021-HAN-INV	% Hanover Park Community Bank-Sponsorship	\$1,000.00	\$1,000.00
Total			\$1,000.00	\$1,000.00



**PROFESSIONAL SERVICES AGREEMENT**  
**RELATING TO PARK FOUNDATION CONSULTING SERVICES**  
**BETWEEN**

**THE HANOVER PARK PARK FOUNDATION**  
**AND**  
**THE NATIONAL ASSOCIATION OF PARK FOUNDATIONS**

This Professional Services Agreement (the "Agreement") for professional services relating to the Park Foundation Consulting Services is entered into by and between the Hanover Park Park Foundation (Client), an Illinois non-profit corporation and an IRS recognized 501(c)(3) tax exempt organization and the National Association of Park Foundations (Consultant), an Illinois non-profit corporation and an IRS recognized 501(c)(3) tax exempt organization. This agreement is effective on the date of both parties signing the signature page of this agreement.

1. **Performance and Scope of Work.** Consultant shall perform and carry out in a timely and professional manner consistent with the services as outlined in the agreed upon scope of work (see Exhibit A). The parties expressly acknowledge that the Scope of Work for purposes of this Agreement relates solely to the services described in Exhibit A.

Additional services not set forth in Exhibit A, changes in work, changes in schedule, or any other unforeseen changes that might result in expenses during or beyond the agreed upon payment schedule must be agreed upon by both the Client and the Consultant and authorized in writing by the both parties prior to such work being performed or expenses incurred.

Subject to the terms of this Agreement, Consultant will, to the best of its ability and with the expected cooperation and commitment of the Client, render the services by the completion dates set forth in the agreed upon scope of work. Consultant agrees to exercise the highest degree of diligence and to use its expertise and creative talents in completing such services. In completing the services, Consultant agrees to provide its own equipment, tools and other materials at its own expense. Services not covered under the Scope of Work shall not be performed by Consultant without the prior written consent of the Client. Consultant will agree to assign Donald A. Ortale as the main consultant and has the right to assign other consultants from time to time as a means of completing the work as outlined in the scope of work.

2. **Compensation and Reimbursable Expenses.** The Client will pay Consultant a fee for services rendered under this Agreement in accordance with the schedule as outlined in Exhibit B.

Consultant, unless otherwise agreed upon by both parties, shall be responsible for all expenses (travel or otherwise) incurred by Consultant in performing the Services under this Agreement. In the unlikely event of early termination of this Agreement, Consultant will be paid undisputed fees and expenses for work which was completed as of the effective date of such termination. The Client will pay the Consultant for all undisputed invoices for services within thirty (30) days of the date of Consultant's invoice for such undisputed fees.

3. **Independent Contractor Relationship.** Consultant agrees that it is an Independent Contractor and that Consultant's relationship with the Client will be that of an Independent Contractor; nothing in this Agreement should be construed to create a partnership, joint venture, or employer-employee relationship. Consultant is not the agent of the Client and is not authorized to make any representation, contract, or commitment on behalf of the Client. Consultant will be solely responsible for payment of all taxes, all tax returns and payments required to be filed with or made to any federal, state or local tax authority with respect to Consultant's performance of Services and receipt of compensation and fees under this Agreement.

4. **Ownership of Work Product.** Consultant agrees that any procedures, policies, and/or strategies conceived, written, or created in the performance of work with the Client and under this agreement shall be deemed the property of the Client. Consultant agrees that any information or documents supplied by the Client shall be used by Consultant for this project only, and shall not be reused or reassigned for any purpose.

5. **Term and Termination.**  
**Term:** The term of this Agreement shall be for a period of seven (7) months as outlined in Exhibit A. In the event that both parties agree that adjustments to the scope of work is needed and there is a need to extend this agreement it will be agreed upon by both parties on a month-to-month basis and in accordance with agreed upon fees.

**Termination:** The Client may terminate this agreement upon thirty (30) days prior written notice to the Consultant only in the event that the Consultant engages in any disloyal, dishonest or illegal conduct during the terms of this Agreement. The Consultant may terminate this agreement upon thirty (30) days prior written notice to the Client in the event that the Client fails to remain committed to the scope of work (defined as non-performance) on a monthly basis.

6. **Access to and Return of the Client Property.** Upon termination of the Agreement, Consultant shall surrender to the Client all documents, records and materials generated during the performance of any services under this Agreement by Consultant for the Client, related to the Client or previously provided by the Client.

## **GENERAL PROVISIONS**

7. **Non-Discrimination.** Consultant represents that it and its subcontractors shall not discriminate against any volunteer, employee or applicant for employment to be employed in the performance of this Agreement because of race, religion, color, sex, disability, national origin or ancestry. Breach of this covenant may be regarded as a material breach of this Agreement.

8. **Governing Law.** This Agreement will be governed and construed in accordance with the laws of Illinois.

9. **Severability.** In case any one or more of the provisions contained in this Agreement shall, for any reason, be determined to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this

Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

10. **No Assignment.** This Agreement may not be assigned by Consultant without the Client's consent, except as stated in Section 1 above, and any such attempted assignment shall be void and of no effect. The rights and obligations of the Client under this Agreement shall inure to the benefit of and shall be binding upon its successors and assigns.

11. **Notices.** All notices, requests and other communications under this Agreement must be in writing and can be conveyed electronically via email. In the event that notices are sent via US mail, such mail can be sent via regular mail, by registered or certified mail, postage prepaid and return receipt requested, or delivered by hand to the party to whom such notice is required or permitted to be given. If mailed, any such notice will be considered to have been given five (5) business days after it was mailed. If delivered by hand, any such notice will be considered to have been given when received by the party to whom notice is given, as evidenced by written and dated receipt of the receiving party. Notices shall be addressed as follows:

**TO THE CLIENT:**

Mr. Bob O'Brien  
Hanover Park Park Foundation  
Hanover Park, IL  
[b.obrien@hpparks.org](mailto:b.obrien@hpparks.org)

**TO CONSULTANT:**

Mr. Donald A. Ortale  
National Association of Park Found.  
54 E. St. Charles Road, Suite #7  
Villa Park, IL 60181  
[dortale@the-napf.org](mailto:dortale@the-napf.org)

Both parties agree to alert the other of any change in contact information including but not limited to change in client contact, change in consultant contact, and / or change in address.

12. **Survival.** The provisions of this Agreement relating to representations, warranties, and indemnification shall survive the termination of this Agreement.

13. **Entire Agreement.** This Agreement, including all exhibits incorporated herein by reference, is the final, complete and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior agreements, oral or written negotiations, and discussions between both parties. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing and signed by both parties.

14. **Attorneys Fees.** In the event of any controversy, claim or dispute between the parties arising out of or related to this Agreement or the breach thereof, both parties agree to settle disputes between each other without the involvement of legal representation.

15. **Warranties.** Consultant expressly warrants that the services provided under this Agreement shall be performed in a timely manner, in a good and workmanlike manner and free from defects in accordance with industry standards. Consultant shall be responsible for the

professional quality, the technical accuracy and the coordination of the services to be provided under this Agreement. Consultant shall, without additional compensation, correct or revise any error or deficiency if the error or deficiency results from the negligence of Consultant, including any of its agents.

16. **Indemnification.** Consultant agrees to indemnify, defend and hold the Client and its officers, directors, employees and agents harmless from any and all losses, claims, liabilities, damages, costs and expenses which may result of or arising from: (i) a breach by Consultant of its obligations hereunder or arising from the acts or omissions of Consultant in performing its obligations hereunder; and (ii) any breach of any one or more of Consultant's representations, warranties, covenants or agreements contained herein.

17. **The Client's Premises/Facility.** Consultant agrees to take all action necessary while on the Client's premises (in the case of in-person visits to Client premises) to ensure that anyone performing work under this Agreement shall not jeopardize, injure, threaten or in any way compromise the health, safety and/or well-being of the person at the client's facility, including, but not limited to its employees. In addition, thereto, Consultant agrees to adhere to any and all applicable safety and procedure policies in place and used at the Clients facility.

18. **Insurance.** During the term of this Agreement, Consultant shall maintain director and officer insurance in such amounts as are reasonable and that may be requested by the Client.

19. **Execution of the Agreement.** The Client's execution of this Agreement is subject to and conditioned upon Consultant executing this Agreement and the Client receiving a fully executed original Agreement within ten (10) business days after the Clients execution hereof. In the event the Client does not receive a fully executed original Agreement executed by Consultant as set forth above, this Agreement shall be null and void and any and all of the Town's obligations hereunder shall terminate.

20. **Compliance with Laws.** In performing the services under this Agreement, Consultant shall comply with any and all applicable federal, state and local statutes, ordinances, plans, and regulations, including any and all regulations for protection of the environment.

21. **Confidentiality.** Consultant shall treat all information related to the scope of work and all information supplied to Consultant by the Client as confidential, proprietary information owned by the Client. Consultant shall not itself release or permit persons or entities under its control to release such information to third parties or to private or public agencies or make or permit persons or entities under its control to make public announcements or publicity releases relating to such information without the Client's written consent.

22. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which shall constitute one and the same agreement.

**SIGNATURE PAGE**

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representative.

**THE CONSULTANT**

**NATIONAL ASSOCIATION OF PARK FOUNDATIONS**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**THE CLIENT**

**HANOVER PARK PARKS FOUNDATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

# **EXHIBIT A**

## **MONTH ONE**

### **ASSESSMENT OF CURRENT INFRASTRUCTURE**

**Desired Outcomes - Consultant and committee completely understand and have knowledge of the entirety of the organizations' history. Committee has a base line understanding of what policies and other "identifiers of the brand" need to be strengthened.**

Review of all Foundation documents and history to date  
Discuss desired future accomplishments and activities of the Foundation  
Articles of Incorporation  
Discuss MOU  
Review of By-Laws  
Review Mission Statement  
Review Vision Statement  
Review of past meeting minutes  
Review of any policies already in place - including MOU  
Review of promo materials - brochures, web site, social media  
Discuss next month "to-do" list

## **Month Two**

### **BOARD GOVERNANCE**

**Desired Outcomes - Understanding of the difference between a by-law and a policy/procedure. Agree on and establish various policies of the organization. Grow the board through developed and on-going recruitment strategies.**

Develop and/or review draft of a memo of understanding

**Begin the process of development of various policies (others as necessary) NOTE: this process will continue throughout the remaining months of the Scope of Work**

Board Giving  
Conflict of Interest  
Gift Acceptance  
Investment  
Spending  
Code of Conduct  
Record retention

Board recruitment  
Partnerships - sponsors  
Partnerships - pro bono  
Accounting  
Public Relations  
Meetings  
Contracts  
Confidentiality  
Media Relations  
Board of Director insurance  
Liability insurance  
Recognition Policies  
Donor recognition  
Board services  
Volunteer  
Volunteer Recruitment policy

#### **Recruitment of new board members**

Board Matrix  
Develop job description  
Develop Characteristic description  
Develop desired "target list"  
Establish contact  
Set interviews schedule  
Make offers to join board  
Orientation

#### **Month Three**

**Reassess progress to timeline - establish "catch up" schedule if needed**  
Continue the build out of Board governance

#### **Month Four**

##### **FUND DEVELOPMENT**

##### **Desired Outcome - Establish diversified fund develop initiatives**

Understand various methods of fund development  
Determine three to five initiatives the best match master plan needs of the park agency  
Initiate initial strategies to implement each  
Incorporate strategies that help sustain fund balances at current levels.



## **Month Five**

### **PUBLIC RELATIONS AND MARKETING**

#### **Desired Outcomes - Establish diverse public relations/media relations/marketing plan**

Understand various components of PR/Media/Marketing plan

Determine three to five initiatives the best match PR/Media/Marketing plan of the park agency

Develop deeper understanding of each

Initiate initial strategies to implement each

## **Month Six**

### **WORK WITH PARK STAFF - DEVELOP CULTURE**

#### **Desired Outcome - Understanding by the staff of the importance of inclusion of the park foundation into the park and recreation culture**

Plan a minimum of one-hour meeting with committee and staff - share information the foundation has worked on throughout the year.

Ensure staff knows about the foundation, the roles of the staff, the roles of the foundation - the activities of the foundation

Other

## **Month Seven**

### **DISCUSS THE ESTABLISHMENT OF A STRATEGIC PLAN**

#### **Desired Outcome - A Park Foundation strategic plan.**

Plan 4-to-5 hour Board Retreat

Facilitate full board and Park Staff Board Strategic Planning session that will incorporate all of the work we have done into a plans and actions strategic plan.

## **Month Eight**

**IF NECESSARY – to finalize any details in the scope of work.**

## **End of Scope of Work**

## **EXHIBIT B**

### **FEE PAYMENT SCHEDULE**

The above scope of work will be conducted under the following consulting fee payment plan and invoiced accordingly.

The fee payment schedule, however will be as follows:

\$2500 - Due upon signing this agreement

\$5375 - Due no later than February 15, 2022, note- this includes NAPF renewal membership

\$5000 - Due no later than May 15, 2022

-- End of Agreement --

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