

**RAP**  
**FOUNDATION**

**BOARD OF DIRECTORS – Approved Minutes**

**9:00 AM October 25, 2017**

41550 Eclectic Street Palm Desert, CA 92260  
6114 Terrace Dr. Johnston, IA, 50323

**I.** CALL TO ORDER- at 9:02 AM Roll Call: Chairman Mark Moran, Vice-Chair Craig Borba, Treasurer Jan Pye and Secretary Rosemary Ortega, Amber Amaya, Claudia Galvez, Larry Parrish, Mike Gialdini, Rudy Gutierrez, Tori StJohns, Van Tanner, Bill Kroonen, Anayeli Zavala and Pat Cooper (representing Sup. Perez).

*Excused absences: Ann Dew, Bea Gonzalez, Joe Hayes, Tricia Gehrlein, Ricardo Loretta, Annica Meza-Dawe.*

**II.** CHANGES OR ADDITIONS TO THE AGENDA

*None*

**III.** PUBLIC COMMENT / PRESENTATIONS

*2017 Desert Fast Pitch Competition Videos – view Due to technical difficulties, we were not able to show the video. Board members can access them through our website.*

*There was a presentation by the Coachella Valley Horse Rescue’s Horsinalities Boot Camp to work with Veterans.*

**IV.** CONSENT CALENDAR – Action Required

Staff Recommendation: Approve the Sept. 27, 2017 Minutes. Receive and file the Grant, CNA, CEO Reports and Financials as submitted.

*C. Borba referenced the CEO Report and asked about the status of the James Irvine Foundation. CEO reported that RAP was notified on Sunday Oct. 21 that our proposal was approved.*

*Motion: C. Borba to accept Staff Recommendation Second: B. Kroonen Approved: 14 Opposed: 0 Abstention Name(s): 0*

- A.** MEETINGS MINUTES of September 27, 2017 Board meeting (attach. #1)
- B.** GRANT/ PROGRAM OFFICER REPORT (attach. #2) – Receive and File.
- C.** CENTER FOR NONPROFIT (CNA) Report (attach. #3) - Receive and File.
- D.** CEO’s REPORT (attach. #4) – Receive and File.
- E.** FINANCIAL REPORTS-Receive and File Draft Financials up to September 30, 2017 (attach. #5)

**V.** NEW BUSINESS ITEMS – Action Required

- A.** Adopt the 2016-17 Audit Report (attach. #6A, 6B) Action Required  
Completed the 2016-17 Audit. The Audit Committee met on October 24. George Holliday, CPA with the firm Marynov, Madsen and Gordon to review the audit. George Holliday will make a presentation to the board and address any questions.

Audit Committee Recommendation: After discussion, to accept the Audit Report for year ending June 30, 2017 and related letter to the Board regarding audit finding (SAS 114) and internal controls (SAS 115). Also, to direct the CEO to forward it to the Riverside County Executive Office per our agreement.

*Motion: C. Borba to accept the Audit Committee Recommendation. Second: M. Moran*

*Approved: 14 Opposed: 0 Abstention Name(s): 0*

*J. Pye recognized staff for job well done.*

- B. County of Riverside Community Development Block Grant Program 2017-2018 - Action Required**  
On May 24, 2017 the Board authorized the CEO to submit the application to address exterior ADA improvements. The Riverside County Board of Supervisors approved \$100,000 for this project.

The City of Palm Desert completed their inspection on Oct. 5, 2017. The City is requiring that we address slope issues and restripe the loading zone/parking space, which will likely need to be redesigned. The approximate cost is approximately \$15,000.

In addition, the Facilities Committee is currently evaluating the feasibility of adding a lift to improve ADA access to the suite located on the second floor, on the west side.

Staff has checked with County Economic Development Agency staff to investigate if funds can be re-designated to a lift. The answer is “yes”. The approximate cost of the lift is approximately \$50,000. Since the exterior ADA improvements must be addressed as a condition of the grant the anticipated cost for both projects is approximately \$65,000 plus planning cost. Therefore, both projects can be covered by the 2017-18 CDBG grant.

**Facilities Committee Recommendation:** The Facilities Committee met on Oct. 4, 2017 and is recommending that the Board allow CEO to request a re-allocation of the 2017-18 CDBG grant to include adding a lift to the outdoor ADA improvements.

*Motion: C. Borba to accept the Facilities Committee Recommendation. Second: B. Kroonen*  
*Approved: 14 Opposed: 0 Abstention Name(s): 0*

- C. Nonprofit Conference and Desert Fast Pitch Wrap-up -** The event took place on Sept. 28 at the Doubletree Resort in Cathedral City.  
Final budget presentation and staff decision on future event.

CEO made a brief presentation of budget which reflected that we were “in the black” with approx. \$300 after all accounts were paid. Also, shared that staff will replace the Annual Conference with 3 smaller events focusing on Marketing, Funding, and Program. Each event will be partnered with an academic institution. Participants from the three programs will be invited to participate in the Fast Pitch which will likely take place in Nov. 2018. We also plan to invite an inspirational speaker for the Fast Pitch.

- D. NEW FUNDING REQUESTS- Action Required**

Review of Annual Allocations and current budget. – Stuart McClain

**a. SPONSORSHIP REQUESTS – Action Required**

**1. Synergy Music and Arts Festival - \$5,000 (attach. # 7)**

The Synergy Music Festival will be taking place on Nov. 11, 2017. It is a free event in Coachella intended to teach unity, tolerance, self-expression, values and social well-being. It will provide a platform and a voice to local artists and community. There will be art, music, and local vendors. In 2015, the RAP Board approved \$500 of the \$2,000 requested and in 2017 the Board approved \$500 of \$1670 requested.

**Staff Recommendation:** Unfortunately, the coordinator of the event submitted a written application on Oct. 12/13 not knowing that we have switched to an on-line application and the need to

submittal requirements. The Grants Manger contacted the applicant on Oct. 23 and 25 to walk her through the process because the applicant was having trouble understanding it.

There were no other grants or funding requests for consideration this month so the request is going directly to the board because our Sponsor Request process is still relatively new and not known to this applicant.

Staff recommends the amount of \$500 to be paid when documentation is provided of cost incurred for the event.

*Motion: V. Tanner to modify the Staff Recommendation by increasing the amount to \$1,000 but to accept the rest of the recommendation. Second: C. Borba Approved: 14 Opposed: 0 Abstention Name(s): 0*

b. SMALL GRANT REQUESTS No Action Required

c. GENERAL GRANT REQUESTS No Action Required

E. Section 125 Premium Plan Only - Certificate of Resolution (2017) (attach. #8) - Action Required

This Premium Only Plan allows employees to take pre-tax deductions for their contributions toward healthcare premiums and certain other related expenses, thus saving both RAP and the Employee some cost in taxes.

Staff Recommendation: To adopt amended Section 125 Cafeteria Plan effective November 1, 2017.

*Motion: V. Tanner to accept Staff Recommendation. Second: B. Kroonen Approved: 14 Opposed: 0 Abstention Name(s): 0*

F. CENTER FOR NONPROFIT ADVANCEMENT (CNA) NEW BUSINESS ITEMS FOR BOARD APPROVAL - No Action

G. FACILITIES COMMITTEE – Building Improvement Update– Action may be needed

1. The Facilities Committee will provide a brief update.

2. Budget Review for tenant improvements

*Report was made by staff. No action taken.*

VI. INFORMATIONAL ITEMS– No Action

A. EXECUTIVE COMMITTEE – Met on October 10. Next meeting in early November. .

B. NOMINATION COMMITTEE- Met in September

C. MENTAL HEALTH COMMITTEE Met next on Oct. 28.

D. GRANTS COMMITTEE- Met in Sept. Next. Nov. 9

E. POLICIES PROCEDURES/PROCESS & BYLAWS COMMITTEE – To meet in Oct. Nov.

F. FINANCE AND INVESTMENT COMMITTEE -

G. BOARD MEMBER / STAFF COMMENTS

National Philanthropy Day Luncheon November 8 event.  
Give or Get letter sent in early Oct.

- V. ADJOURNMENT: The next regularly scheduled Board meeting will be held at 9:00 A.M. December 13, 2017 at 41550 Eclectic St. Palm Desert.