

RAP FOUNDATION

BOARD OF DIRECTORS – APPROVED MINUTES

9:00 A.M. Wednesday, September 28, 2016

73-710 Fred Waring Suite 102 6186 NE Rosebay Dr.
Palm Desert, CA 92260 Hillsboro, OR 97124

- I. CALL TO ORDER- Roll Call at 9:05**
Present: Chairman Mark Moran, Vice-Chair Craig Borba, Treasurer Jan Pye, Secretary Rosemary Ortega, Joe Hayes, Larry Parrish, Claudia Galvez, Rose-Mary Ortega, Annica Meza Dawe, Bill Kroonen (participated by phone conference), Tricia Gehrlein, Michelle DeArmond.
Excused absence: Ricardo Loretta, Brandy Cox, Ann Dew
Unexcused absence: Rudy Gutierrez, Beatriz Gonzalez, Van Tanner
- II. CHANGES OR ADDITIONS TO THE AGENDA**
None
- III. PUBLIC COMMENT / PRESENTATIONS**
Public Comments: **None**
- IV. CONSENT CALENDAR – Action Required**
As directed by Chairman Moran, CEO consulted with RAP’s legal counsel and Riverside County’s County Counsel, regarding the question that was brought up at the July 2016 Board meeting, “is it okay to include previously approved scheduled payments on the consent calendar?”
According to County Counsel “there’s no need to vote on these payments. They’ve already been approved by the board...you could include them in your CEO report or some other report on the consent calendar.”

Per Chairman Moran, scheduled payments will be included in the Grants Manager Report, on the consent calendar unless otherwise directed by the Board.
- Staff Recommendation:* Approve the July 27, 2016 Minutes. Receive and file the Grant, TAP, CEO Reports and Financials as submitted.
- Motion: To Approve Staff Recommendation by T. Gehrlein Second: C. Borba Approved: 11
Opposed: 0 Abstention Name(s): 0**
- A. MEETINGS MINUTES of July 27, 2016 Board meeting (attach. #1)-
B. GRANT/ PROGRAM OFFICER REPORT (attach. #2)– Receive and File.
C. TAP/ PROGRAM OFFICER REPORT (attach. #3A and 3B)– Receive and File.
D. CEO’s REPORT (attach. #4)– Receive and File.
E. FINANCIAL REPORTS-Receive and File Draft July and August Financials. (attach. #5)
- V. NEW BUSINESS ITEMS – Action Items**

A. 2015-16 Audit Report (attach. #6)– Action Required

Rixon and Associates completed the 2015-16 Audit. The Audit Committee met on Sept. 16 with the auditor to review the audit. Bryan Pennington and Jacob Rixon will make a brief presentation and address questions.

Audit Committee Recommendation: To approve the 2015-16 Audit and direct CEO to forward it to the Riverside County Executive Office.

Motion: C. Borba to approve Audit Committee Recommendation Second: J. Hayes
Approved: 11 Opposed: 0 Abstention Name(s): 0

B. Resolution No. 2016-04 A Resolution to Make Adjustments to Previously Approved Grants (attach. #7) – Action Required

At the July RAP board meeting, the Board expressed a desire to create a policy to allow RAP staff to make changes to line item budgets if the amount is less than 5 percent of the total budget.

Staff Recommendation: To approve Resolution No. 2016-04 if the Board believes it is helpful in addressing a problem.

Motion: T. Gehrlein to approve Resolution No. 2016-04 with an increase of the percentage to 10% and reiterated that there would not be any new line items created. Also, correct the month on resolution to September. Second: C. Borba Approved: 11 Opposed: 0
Abstention Name(s): 0

C. Request from Prevent Child Abuse Riverside County (PCARC) - CV to accept responsibility for administering the previously designated two PCARC-CV accounts totaling \$12,675.43 (attach. #9) – Action Required

On May 7, 2014, The RAP Board approved serving as fiscal agent to PCARC - CV for two years at \$0 cost. During the past two years, PCARC-CV explored creating their own 501© 3 and decided against this idea. They have not spent any of the funding from the two accounts (Restricted \$6,280.43 and Super Restricted \$6395.00). PCARC-CV members have not been involved because of conflicting schedules. According to Jim Powell, he and two other PCARC members, Carol Teitelbaum and Judy Campbell, are offering to serve in an advisory capacity to RAP to provide input and recommendations to future use of funds from these two restricted accounts.

Staff Recommendation: To approve RAP taking responsibility of the two PCARC-CV accounts totaling \$12,675.43. The funding would be directed to programs or events consistent with the original intent of the donors; addressing the effects of child abuse upon children and families. RAP staff will make every reasonable effort to consult with Mr. Powell, Ms. Teitelbaum and Ms. Campbell for their input when considering funding requests.

Motion: R. Ortega to approve staff recommendation without the last sentence. Second: T. Gehrlein Approved: 10 Opposed: 0 Abstention Name(s): M. DeArmond

D. Funding Requests (Small, Performance, Grants, Sponsorships)

1. Fifth Annual Synergy Festival/Live Art Stations \$1670 (attach. #10) – Action Required

The event is scheduled to take place November 14 in Coachella. The event will benefit the overall community and promotes “forming a strong positive community values, cultural understanding, tolerance, diversity and artistic awareness by ensuring a safe, healthy, education

environment through the arts.” Last year, the RAP Board approved \$500 of the \$2,000 requested amount.

Staff Recommendation: The Board to approve \$500 contribution to support this community event promoting alternative family activities.

**Motion: J. Hayes to approve staff recommendation Second: C. Borba Approved: 11
Opposed: 0 Abstention Name(s): 0**

2. Ratification of sponsorship for the United Way of the Desert Nine City Challenge \$1500 – (attach. 11) Action Required

The United Way of the Desert, in conjunction with the Clinton Health Matters Initiative, is hosting the Wellness Challenge 2016! The program fosters healthy habits and employee engagement. There are nine weekly walks (Aug. 20 – Oct. 15). RAP was asked to sponsor the Coachella walk which took place on Sept. 17 at Las Flores Park. Approximately 150 people participated in the walk.

Staff Recommendation: CEO determined the event met the RAP criteria and the amount is within her discretion to act on. Ratification by the Board is requested.

**Motion: J. Hayes to approve staff recommendation Second: B. Kroonen
Approved: 10 Opposed: 0 Abstention Name(s): T. Gehrlein**

3. Ratification of sponsorship for the Association of Fundraising Professionals National Philanthropy Day Awards Luncheon \$1200 (attach. #12) Action Required
The event celebrates and promotes philanthropy and ethical fundraising among local nonprofits. It supports the AFP educational resources provided to nonprofits throughout the year. The table sponsor level is \$1200.

Staff Recommendation: CEO determined the event meets RAP criteria and the amount is within her discretion to act on. Ratification by the Board is requested.

**Motion: J. Hayes to approve staff recommendation Second: T. Gehrlein
Approved: 11 Opposed: 0 Abstention Name(s): 0**

4. Ratification of sponsorship for the Flying Doctors and CV Medical Volunteers \$250 (attach. # 13)– Action Required

The Flying Doctors event will take place on Oct. 1, 2016 at Desert Mirage High School in Oasis. Although we did not receive a funding request, Mireya Reyes, who has been participating in the planning meetings, became aware of the lack of funding to provide snacks for the volunteers.

Staff Recommendation: CEO determined the event meets RAP criteria and the amount requested is within her discretion to act on. Ratification by the Board is requested.

**Motion: by B. Kroonen to approve funds NTE \$1,000 Second: T. Gehrlein
Approved: 9 Opposed: L. Parrish, J. Pye Abstention Name(s): 0
Board member comment to staff was to encourage coordinator to apply early next year.**

- VI. INFORMATIONAL ITEMS–No Action Required**
- A. Nonprofit Conference and Desert Fast Pitch on Oct. 26**
1. Program
 2. Budget
 3. Sponsors

VII. COMMITTEES

- A. EXECUTIVE COMMITTEE** – Has not met in Aug. or Sept. Anticipate meeting in Oct.
- B. NOMINATION COMMITTEE** – will meet in early Fall.
- C. MENTAL HEALTH COMMITTEE**- met on Sept. 22 and meets monthly.
- D. GRANTS COMMITTEE**- Did not meet in Aug. (Dark) or Sept. (no items to consider).
- E. AUDIT COMMITTEE** – met on Sept. 16.
- F. FINANCE - INVESTMENT COMMITTEE** – met on Sept. 20.
- G. POLICIES PROCEDURES/PROCESS & BYLAWS COMMITTEE** –

VIII. BOARD MEMBER / STAFF COMMENTS

Association of Fundraising Professionals (AFP) National Philanthropy Day Awards Luncheon on November 9, 2016. Please RSVP to Mireya by Sept. 30.

October 19, 2016 RAP Board meeting will be held at the State Water Resources Control Board, located across the parking lot.

Thank you to Vice-Chair Craig Borba for inviting RAP to host the pre-Conference dinner on Oct. 25th at his home in Palm Springs.

At the request of J. Pye, C. Borba shared that his son helped to produce the recently released movie Pete’s Dragon and will be working on another movie, starring Oprah Winfrey.

IX. CLOSED SESSION

Pursuant to Government Code Section 54956.8
Property APN 624-290-001

The Board provided direction to the CEO.

- X. Resolution No. 2016-05 - Resolution to Transfer Investment Funds to Checking Account (attach. #8)- Action Required**

This resolution will allow the transfer of necessary funds from the investment accounts to the checking account upon the Board of Director’s decision to proceed with purchasing a specific property.

Finance/Investment Committee Recommendation: The Board to approve Resolution No. 2016-05 to ensure availability of funds to complete property acquisition in a timely manner.

Motion: J. Pye to approve the Resolution with the word change “Transfer of Investment Funds and Beneficial Interests” Second: C. Borba Approved: 11 Opposed: 0 Abstention Name(s): 0

XI. *ADJOURNMENT:* The next regularly scheduled Board meeting will be held at 9:00 A.M. on October 19, 2016 at 73-720 Fred Waring Dr., Ste. 100 Palm Desert.

Agenda Posting: Agendas will be posted on the Foundation website – www.regionalaccessproject.org - a minimum of 72 hours prior to the meeting date. All public record documents for matters on the open session of the Agenda are available for inspection at the meeting listed in this Agenda, and at the following location three (3) days prior to the meeting date: Regional Access Project Foundation, 73-710 and 73-720 Fred Waring Dr., Palm Desert, CA 92260. If a public record document that relates to a matter on the open session of the Agenda is distributed less than 72 hours prior to the meeting date, the public record document shall be available for inspection, at the same time it is distributed, at the address listed above. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.