

Prairie Village Foundation Members Meeting
March 22, 2022 5:30 p.m.
Prairie Village City Hall

- I. Welcome and Introduction of New Board Members
- II. Election of Members as Directors
 - A. Board of Directors agreement
- III. Nomination and Election of Officers
 - President Marianne Noll
 - Vice President Laura Wassmer
 - Secretary Meghan Buom
 - Treasurer Wes Jordan

Prairie Village Foundation Board of Directors Meeting
March 22, 2022, 5:45 p.m.
Prairie Village City Hall

- I. Approval of Minutes from 10-13-2021
- II. Approval of Financial Report
- III. Reports from 2021 Events
 - A. Mayors Tree Lighting
 - B. Gingerbread House Party
 - C. Shop with a Cop
- IV. Giving
 - A. Receipts for 2021
 - B. Suggested Donations
 - C. Discussion of rental assistance for Oxford House
- V. Back to School with a Fire Fighter
 - A. Budget Approval
- VI. Committees for 2022
- VII. Printed/Email Informational Piece for Foundation
- VIII. Other Business

Prairie Village Foundation

Mission of the Foundation

The Prairie Village Foundation is a charitable 501–(C)3 organization established to support the City of Prairie Village. Its role is to raise funds by securing and managing donations from individuals, businesses and other foundations to help support Prairie Village residents in need. We work with other organizations to provide financial and utility payment assistance, scholarships, school supplies, and other identified needs. We also foster, promote and support the arts, cultural activities, and our public parks.

Role of Board Members

Members of the board are the key to the Foundation’s success. The first item of business each year is to elect the Board of Directors. The main role of a board member is to ensure that people are aware of the Foundation and its positive impact on our community, to help generate the financial resources needed to fulfill its mission, to organize and execute events to raise funds, and to recommend, review, and advise the Board of Directors on how best to allocate donated funds.

Board Member Expectations

As a Board Member, I will serve a one-year term commencing on the first Tuesday in March (first Annual Meeting) and ending on the next year’s first Tuesday in March (or first Annual meeting). Additional terms will be at the discretion and invitation of the Mayor and the Foundation President.

As a Board Member, I will attend board meetings, committee meetings and foundation events.

As a Board Member, I will serve on or chair at least one event committee annually.

As a Board Member, I will review the agenda and supporting materials prior to board and committee meetings.

As a Board Member, I will be an ambassador for the Foundation. I will promote its events and communicate the good work of the foundation to the community.

As a Board Member, I will refrain from making special requests of the staff.

As a Board Member, I will strengthen the Foundation by suggesting qualified individuals for Board positions and for committee volunteers.

As a Board Member, I will support the Foundation financially by making an annual personal financial contribution at an appropriate level and will encourage others to do so as well.

By signing below, I agree to carry out my service on the Prairie Village Foundation Board of Directors in accordance with this agreement.

Name

Date

Prairie Village Foundation
October 13, 2021 | 10:00 a.m.
Zoom Meeting

Marianne Noll, Marcia Jacobs, Laura Wassmer, Wes Jordan, Ann Lilak, Susan Bruce, Bonnie Limbird, Terrence Gallagher, Cathy Groves, Eric Mikkelson, Staff: Meghan Boom

1. Welcome

Marianne Noll welcomed the board to the Prairie Village Foundation meeting.

2. Approval of minutes of April Meeting

Marcia Jacobs moved to approve the meeting minutes. Laura Wassmer seconded the minutes and they passed unanimously.

3. Approval of Financial Report

Ms. Boom outlined the year's expenditures thus far for the Citizens Assistance Fund, including purchases of food, fuel, diapers, formula, and car seats for residents in crisis.

Ms. Wassmer asked about the substantial balance in the Parks & Recreation Fund. Mr. Gallagher stated that the Parks & Recreation Committee would consider options for disbursement.

Laura Wassmer moved to approve the financial report. Marcia Jacobs seconded the minutes and they passed unanimously.

4. Recommendations for fund disbursements

Ms. Noll outlined proposed options for support for fall giving:

- a. Friends of Johnson Count Mental Health—\$1,000
- b. Citizens Assistance Program—\$1,000
- c. Johnson County Utility Assistance—\$1,000
- d. Codes Enforcement Fund—\$1000

Mayor Mikkelson moved to approve the slate of donations as outlined from the Mayors Holiday Tree Fund. Laura Wassmer seconded the minutes and they passed unanimously.

5. Event Reports and Budget Approval

- a. Tree Lighting, Marianne Noll – The event will be held on December 2 at Corinth Square. The budget was presented to the board for a total of \$1,870. Marcia Jacobs moved to approve the budget. Laura Wassmer seconded the motion and they passed unanimously.
- b. Gingerbread House Party, Terrence Gallagher – The event will be held at Briarwood on December 5. A back up plan is in place if the schools change the rental policy in light of COVID. Ms. Wassmer asked the committee to consider more environmentally friendly options for the event such as brown craft paper and compostable cups. Ann Lilak recommended adding \$500 additional dollars to the budget for miscellaneous expenses if the eco-friendly items are purchased. The event is self-funded. Laura Wassmer moved to approve the budget with the addition of \$500. Susan Bruce seconded the motion and they passed unanimously.
- c. Shop with a Cop, Marianne Noll—Jennifer Wright with the Police Department has the event planning underway. The event is self-funded. The budget was presented to the board for a total of \$4000. Marcia Jacobs moved to approve the budget. Bonnie Limbird seconded the motion and it passed unanimously.

Volunteers needed are for Tree Lighting and Gingerbread House Party. Ms. Noll asked everyone to mark their calendars.

6. Recap of past events

- a. Villagefest—The event was held in a drive through capacity again in 2021.
- b. Jazzfest—The event was canceled in 2021.
- c. Back to School with a Firefighter, Ann Lilak— The event had a last minute change due to a change in County policy for in-person events. Ms. Noll did the shopping for school supplies and back packs, which were supplemented with gift cards. 10 kids were helped in total.

7. By-Laws Change discussion

Ms. Noll led a discussion on a proposed change to the Prairie Village Foundation bylaws. The focus of the Prairie Village Foundation has changed since the by-laws were updated. We still have a significant relationship with the Parks and Recreation committee and Arts Council, but those committees are doing their own fundraising. The City Council and staff members who represent those committees already give a lot of time to the City and don't have time to fully participate in events and fundraising activities. Ms. Noll outlined several questions and areas of the bylaws that may need to be change.

Would the Foundation be better served by having residents as members who would assist with fundraising?

- a. Article 3.1 b
 - An individual who then is a duly acting member of the Prairie Village Parks and Recreation Committee (either the Chair of the committee or another member of the committee)
 - An individual who then is a duly acting member of the Prairie Village Arts Council. Both positions appointed by the Mayor.

Mr. Gallagher expressed his support of having more community support, with the Council Member At Large acting as liaison to the committees.

Mayor Mikkelson reminded the committee that the structure of the Foundation requires, by law, significant support of the City to exist. He suggested that a resident be appointed from those committees, versus the Council Member, which would not require a by-laws change. Ms. Wassmer stated the need for members with the time, energy, and passion to support the Foundation, and that may not happen as the committee volunteers are committed to their own committees. Ms. Limbird emphasized that point, stating that it would be difficult to find an Arts Council volunteer who has the time to support beyond their current commitment. Mr. Poling stated that the Parks & Recreation Committee would be more suited for a dual role on the Foundation Board. Mayor Mikkelson stated that the preference would be to maintain that connection to the committees, but was amenable to adding "or a member at large" in case a suitable volunteer couldn't be identified.

Ms. Noll stated that it is a priority to set expectations for board members in advance of the reappointment in the spring. Mayor Mikkelson added that a financial commitment should be considered as part of these expectations.

Mr. Mikkelson stated that he'd like to see the change start with the current vacant position. Ms. Wassmer stated that she'd like to compromise by saying "preference given to members of the Arts Council and Parks and Recreation Committee."

Do we want to leave the annual meeting at the 5:30 and 5:45 times?

- b. Article 3.2. and 4.3

- Annual Meeting of Members. (a) An annual meeting of the Members shall be held on the fourth Tuesday in March of each year, or on the next business day following such date if it is not a business day, at 5:30 o'clock P.M. at the principal office of the corporation.
- Board of Director Meetings. (a) The annual meeting of the Board of Directors shall be held on the fourth Tuesday in March of each year, or on the next business day following such date if it is not a business day, at 5:45 o'clock P.M. at the principal office of the corporation

The Board agreed to leave the annual meeting times as outlined.

We need to update our rules on electronic meeting policy

c. Article 3.5 and 4.7

- Meetings by Telecommunications Equipment. Unless otherwise provided in the Articles, Members may not participate in a meeting of the Members by means of conference telephone or similar communications equipment. A Member who nevertheless connects to a meeting in this manner shall not be deemed to be present in person at the meeting

Ms. Noll stated that her preference would be to continue to meet in person, however, it is apparent that we need to be flexible in extraordinary circumstances. Mr. Jordan stated that similar conversations are happening across all committees, and language can be developed to remain consistent.

Ms. Noll and city staff will work on these changes and circulate for an electronic vote prior to the next meeting.

8. Other business

There was no other business.

Prairie Village Foundation
Financial Report as of 2/28/2022

	Account Balance 9/1/2021	Income	Expenses	Account Balance 2/28/2022
Arboretum Fund	\$ 959.73	\$ 0.12	\$ -	\$ 959.85
Back to School with CFD2	\$ 103.45	\$ 3,250.06	\$ (3,113.63)	\$ 239.88
Citizens Assistance Program (PVPD)	\$ 439.57	\$ 1,000.03	\$ (325.88)	\$ 1,113.72
Codes Enforcement Fund	\$ -	\$ 1,000.00	\$ (53.20)	\$ 946.80
Gingerbread House Fund	\$ 4,906.91	\$ 4,193.52	\$ (2,479.54)	\$ 6,620.89
Holiday Tree Fund	\$ 8,639.50	\$ 7,599.40	\$ (2,885.06)	\$ 13,353.84
Hollub Memorial Rose Garden	\$ 417.78	\$ -	\$ (522.00)	\$ (104.22)
Jazz Festival	\$ 22,804.70	\$ 8,127.27	\$ (9,508.04)	\$ 21,423.93
Municipal Arts Council	\$ 29,734.75	\$ 6,485.84	\$ (8,357.01)	\$ 27,863.58
Parks & Recreation	\$ 50,627.18	\$ 5.17	\$ -	\$ 50,632.35
Shop with a Cop	\$ 4,388.71	\$ 4,960.49	\$ (4,530.71)	\$ 4,818.49
Undesignated Fund	\$ 15,587.98	\$ 9,961.39	\$ (5,032.20)	\$ 20,517.17
VillageFest	\$ 22,641.66	\$ 1,002.44	\$ -	\$ 23,644.10
				\$ 172,030.38

*\$20,000 earmarked from Wassmer Park Faith Lutheran donation

Organization	2019	2020	Spring 2021	Fall 2021	Fund Balance 1-2022	2022 Recommendations
Shawnee Mission Cares	\$2,200.00	\$2,500.00	\$2,000.00		\$2,869.80	
Johnson County Utility Services		\$300.00	\$1,000.00	\$1,000.00	\$1,548.11	\$1,000.00
Johnson County Rental Services			\$3,000.00		\$2,700.00	
Village Church Food Pantry	\$400.00	\$300.00	\$500.00			\$250.00
Johnson County Area on Aging Home Delivered Meals	\$400.00	\$300.00	\$500.00			\$500.00
Johnson County Christmas Bureau	\$400.00	\$300.00	\$500.00			\$500.00
Asbury United Methodist Food Pantry		\$300.00	\$500.00			\$750.00
Catholic Charities Food Pantry		\$300.00	\$500.00			
St. Ann Angel Fund		\$300.00	\$500.00			\$750.00
Nall Avenue Baptist Church Food Pantry			\$500.00			\$750.00
Lutheran Church of the Resurrection (Saturday's Miracle)	\$400.00		\$500.00			\$500.00
Johnson County Minor Home Repair	\$3,542.00					
Johnson County Mental Health				\$1,000.00	\$1,000.00	
Citizens Assistance PVPD				\$1,000.00	\$1,113.70	
Codes Enforcement Fund				\$1,000.00	\$946.86	
Back to School with a FF					\$239.87	\$3,000.00
	\$7,342.00	\$4,600.00	\$10,000.00	\$4,000.00		\$8,000.00