

Prairie Village Foundation Members Meeting
March 28, 2023 | 5:30 pm
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 McKay Stangler
 - Secretary Meghan Buom
 - Treasurer Wes Jordan

Prairie Village Foundation Board of Directors Meeting
March 28, 2023 | 5:45 pm
Prairie Village City Hall

- I. Approval of Minutes from 9-20-2022 and 1-31-2023
- II. Approval of Financial Report
- III. Reports from 2022 Events
 - A. Mayors Tree Lighting
 - B. Gingerbread House Party
 - C. Shop with a Cop
- IV. Giving
 - A. Receipts for 2022
 - B. Suggested Donations
- V. Back to School with a Fire Fighter
 - A. Budget Approval
- VI. Committees for 2023
- VII. Approve Donation Policy for Parks and Tree Committees
- VIII. Establish a Public Art Fund for the Arts Committee
- IX. Other Business

Ward	Last Name	First Name	Title/Appointed By	Street Address	City	State	Zip	Home Phone	Email
3	Mikkelson	Eric	Mayor	7700 Mission Rd	Prairie Village	KS	66208	(913) 385-4600	mayor@pvkansas.com
4	Robinson	Dave	Council at Large - Mayor	5515 W. 79th Street	Prairie Village	KS	66208	(913) 219-3091	drobenson@pvkansas.com
6	Stangler	McKay	Arts Council Rep or Resident at Large - Mayor	7719 Mohawk Drive	Prairie Village	KS	66208	(913) 909-9302	pelicansandallies@gmail.com
6	Gallagher	Terrence	Parks and Rec Rep or Resident at Large - Mayor	2201 W. 79th Terrace	Prairie Village	KS	66208	(913) 642-4163	tgallagher@pvkansas.com
2	Selders	Inga	Resident at Large - Mayor	4600 Tomahawk Road	Prairie Village	KS	66208	(913) 648-5804	iselders@pvkansas.com
3	Huyett	Kim	Resident at Large - Mayor	7447 Springfield Street	Prairie Village	KS	66208	(913) 424-9088	kim.moore.huyett@gmail.com
2	Noll	Marianne	President, Resident at Large - President	4500 W 71st Terrace	Prairie Village	KS	66208	(913) 433-6211	marianneinpv@sbcglobal.net
4	Morehead	Brooke	Resident at Large - President	7921 Fontana	Prairie Village	KS	66208	(913) 633-9844	brooke@pbarts.com
2	Jacobs	Marcia	Resident at Large - President	4500 West 72 nd Terrace	Prairie Village	KS	66208	(913) 362-7843	marciajacobs1@me.com
4	Watkins	Bretta	Resident at Large - President	8205 Rosewood Drive	Prairie Village	KS	66208	(913) 226-4673	Brettawat@gmail.com
2	Jenny	Cindy	Resident at Large - President	4216 W 70th Street	Prairie Village	KS	66208	(913) 653-2526	cindyjenny2016@gmail.com
6	Hatridge	Marti	Resident at Large - President	8000 Falmouth	Prairie Village	KS	66208	(913) 710-0103	martihatridge@gmail.com
	Jordan	Wes	City Administrator/Treasurer	7700 Mission Rd	Prairie Village	KS	66208	(913) 385-4621	wjordan@pvkansas.com
	Buum	Meghan	Asst. City Admin/Secretary	7700 Mission Rd	Prairie Village	KS	66208	(913) 385-4621	mbuum@pvkansas.com

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
Tuesday, September 20, 2022
5:30 p.m. | City Hall

MINUTES

1. Approval of minutes of April Meeting

Laura Wassmer moved to approve the minutes. Brooke Morehead seconded the motion and it passed unanimously.

2. Approval of Financial Report

Ms. Wassmer moved to approve the financial report. Marcia Jacobs seconded the motion and it passed unanimously.

3. Event Reports and Budget Approval

- a. Tree Lighting - Marianne Noll presented the budget for the Holiday Tree Lighting for a total of \$1,220. This year and moving forward, the budget will be funded from the Transient Guest Tax rather than being supported from our donations. This means more money can be distributed to community members and programs.
- b. Gingerbread House Party - Brooke Moorehead presented the Gingerbread House Party budget for a total of \$3,050.
- c. Shop with a Cop - Ms. Noll presented the Shop with a Cop budget for a total of \$4,000. It was decided to supplement the budget by an additional \$1,000 from the Holiday Tree Fund to allow the purchase of HyVee giftcards.

Eric Mikkelson moved to approve the event budgets. Terrence Gallagher seconded the motion and it passed unanimously.

4. Volunteers needed for Tree Lighting and Gingerbread House Party -- Ms. Noll distributed a sign up for volunteer support at upcoming Foundation events.

5. Recommended distribution of funds -- Ms. Noll presented several options for donation. While the majority of funds are distributed in the Spring meeting, there were several needs identified in the community:

- a. Asbury United Methodist Food Pantry: \$1,000
- b. Nall Avenue Baptist Church Food Pantry: \$1,000

Nikol Terrill suggested an additional \$1,300 to be distributed to area school nurses.

Ms. Terrill moved to approve the distributions as described. Mr. Gallagher seconded the motion and it passed unanimously.

6. Recap of past events

Event recaps were provided for VillageFest, JazzFest, and Back to School with a Firefighter.

Prairie Village Foundation

January 31, 2023

5:30 p.m. | City Hall

MINUTES

In attendance: Chair Marianne Noll, Vice Chair Laura Wassmer, Meghan Boom, Pam Gagel, Terrence Gallagher, Marcia Jacobs, Cindy Jenny, Wes Jordan, Eric Mikkelson, Dave Robinson, Inga Selders

1. Approval of \$1,000 to Johnson County for Utility Assistance

Marianne Noll reported that funds are low in our utility assistance account at Johnson County Aging and Human Services, and proposed a \$1,000 contribution to fill the need until the Foundation's board meeting in March.

Laura Wassmer moved to fund \$1,000 for utility assistance. Pam Gagel seconded the motion and it passed unanimously.

2. Combine Mayor's Tree Lighting, General Fund and Gingerbread House income into one line item, The Municipal Fund.

Marianne Noll explained the new financial statement, which shows the separation between Foundation controlled accounts and City Committee accounts. This makes it easier to see how much the Foundation actually controls over for charitable contributions. Ms. Noll proposed combining the General Fund, the Holiday Tree Fund, and the Gingerbread Fund into one "Municipal Fund" that would be our primary source for donations in the community. Terrance Gallagher asked if the Foundation would still fund the recreation scholarships that previously came from the Gingerbread Fund. Ms. Noll clarified that all the donations and scholarships could remain the same, they would just be funded from one account in the Foundation versus three. Dave Robinson asked that the account be called the General Fund instead of the Municipal Fund.

Mr. Gallagher moved to combine the General Fund, the Holiday Tree Fund, and the Gingerbread Fund into one "General Fund" with \$4,000 dollars set aside to fund the Gingerbread event. Marcia Jacobs seconded the motion. Meghan Boom suggested that it would be more simple administratively if the Gingerbread event was structured similarly to other events, with a budget approved annually in the fall, rather than maintaining a separate expense account. Mr. Gallagher amended his motion to remove the \$4,000 set aside. Marcia Jacobs approved the amendment and the motion passed unanimously.

3. Ideas for other things we want to consider funding in 2023

Inga Selders introduced the land trust concept and stated that it would require grants, legacy donors, community partners, etc., to seed this effort. Ms. Noll and other board members expressed interest in the concept, but believe that that it

likely falls out of the purview of the Foundation and would require a separate board and different funding sources.

Marcia Jacobs asked if the Police Department needed funds to support the mental health co-responder. Ms. Noll responded that we provided funds through Johnson County Mental Health in a prior year and they've had trouble spending the funds so the balance remains. Ms. Buum suggested Giving the Basics that the Police Department uses to distribute basic toiletries in the community.

Mr. Robinson would like to increase the amount given to the nurses. Ms. Noll shared that in addition to the nurses, many teachers and administrators in the schools spend their own funds to support students, and this allows a brief respite to them, but it could be difficult to draw a line.

Cindy Jenny suggested Oxford House for donation. Ms. Noll clarified that they are supported through Johnson County Rental Assistance.

Ms. Jenny suggested school lunch assistance funds for accounts in deficit.

Ms. Noll suggested additional ways to support refugees resettled in Prairie Village, by partnering with an agency to vet potential recipients. Mayor Mikkelson suggested reaching out to Global Ties.

Mr. Robinson suggested small handman-type home repairs versus Johnson County Minor Home repair. Ms. Noll stated that this is achieved through our Codes Enforcement Fund.

4. Fundraising opportunities

Ms. Noll stated that Mr. Robinson asked for an update on the letter campaign, we received three responses but it was still a good way to raise awareness about our efforts. Ms. Wassmer asked if the board should reconsider the timing of the distribution since that is a time of many charitable asks.

Ms. Selders suggested making a short video to outline what we've accomplished to share broadly in the community. Ms. Gagel suggested the possibility of speaking in the community about the Foundation's mission, such as area churches.

5. Other

Ms. Noll reported that Ms. Gagel and Ms. Wassmer will be leaving the foundation in March. Please let her know your interest in continued service. The Board will need a new chair for Back to School with a Firefighter.

Meeting Adjourned at 6:40 p.m.

PRAIRIE VILLAGE MUNICIPAL FOUNDATION
STATEMENT OF FINANCIAL CONDITION
As of February 28, 2023

Foundation Accounts	Fund Balance
Back to School with CFD2	\$ 1,257.32
Citizens Assistance Fund - PVPD	\$ 937.51
Code Enforcement Fund	\$ 447.16
General Fund	\$ 37,531.76
Shop with a Cop	\$ 5,266.11
	<u>\$ 45,439.86</u>

Committee Accounts	Fund Balance
Arboretum	\$ 5,151.82
JazzFest	\$ 62,652.38
Municipal Arts Council	\$ 52,266.13
Parks and Recreation	\$ 35,539.33
	<u>\$ 155,609.66</u>

	2019	2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023 recommendations
Shawnee Mission Cares Fund	\$ 2,200.00	\$ 2,500.00	\$ 2,000.00				\$ 3,000.00
Johnson County Minor Home Repair	\$ 3,542.00						
Village Presbyterian Food/Clothing Pantry	\$ 400.00	\$ 300.00	\$ 500.00		\$ 250.00		\$ 500.00
Saturday's Miracle	\$ 400.00						
Johnson County Utility Assistance		\$ 300.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$ 2,000.00
JoCo Area "Meals on Wheels"	\$ 400.00	\$ 300.00	\$ 500.00		\$ 500.00		
Johnson County Christmas Bureau	\$ 400.00	\$ 300.00			\$ 500.00		
Back to School with a Firefighter	\$ 2,000.00				\$ 3,000.00		\$ 3,000.00
Johnson County Rental Assistance			\$ 3,000.00				\$ 2,000.00
Asbury United Methodist Food Pantry		\$ 300.00	\$ 500.00		\$ 750.00	\$ 1,000.00	\$ 500.00
Nall Avenue Baptist Food Pantry			\$ 500.00		\$ 750.00	\$ 1,000.00	\$ 500.00
Lutheran Church of the Resurrection Saturday's Miracle			\$ 500.00		\$ 500.00		
JoCo Christmas Bureau			\$ 500.00				
Catholic Charities		\$ 300.00					
St. Ann's Angel Fund		\$ 300.00	\$ 500.00		\$ 750.00		\$ 500.00
PV Police Citizen's Assisatnce Fund				\$ 1,000.00			\$ 500.00
School Nurses					\$ 1,300.00	\$ 1,300.00	
JoCo Fire District #2							
Friends of JoCo Mental Health				\$ 1,000.00			
Code Enforcement Fund				\$ 1,000.00			\$ 500.00
Totals	\$ 9,342.00	\$ 4,600.00	\$ 9,500.00	\$ 4,000.00	\$ 9,300.00	\$ 3,300.00	\$ 13,000.00

Foundation Committee Assignments 2023

Marketing/ Development

McKay Stangler Chair
Dave Robinson
Terrance Gallagher

Back to School with a Firefighter

Inga Selders Chair
Marti Hatridge
Marianne Noll

Light up Prairie Village (Mayor's Holiday Tree Lighting)

Marianne Noll Chair
Cindy Jenny
Bretta Watkins
Marsha Jacob

Gingerbread House Party

Brooke Moorehead Chair
Kim Huyett
Marsha Jacob



PARKS AND RECREATION

Parks & Recreation Meeting Date: January 11, 2023

Tree Board Meeting: February 1, 2023

Prairie Village Foundation Meeting: March 28, 2023

City Council Meeting Date: TBD

Review of Prairie Village Foundation Donation Policies

Background

In 1997, the Prairie Village Foundation established several donation levels for commemoration:

- \$5,000 - A bench at a mutually agreed upon location with a commemorative plaque bearing the name of the donor or honoree.
- \$5,000 - A tree at a mutually agreed upon location, of a mutually agreed upon species, with a commemorative plaque bearing the name of the donor or honoree.
- \$500 - A new tree at a mutually agreed upon location, of a mutually agreed upon species, would be planted with no memorial plaque.
- \$500 - Commemoration on a brass plaque on the memorial board in the municipal building *(said board has not been updated or displayed in 10+ years)*
- Less than \$500 - Listing in a memorial book to be maintained in the municipal building *(said book has not been updated or displayed in 10+ years)*

In 2019, the Prairie Village Foundation discussed potential changes to the donation levels however the discussion was tabled in favor of other projects. The discussion is currently being revisited. Because of the impact to the city parks and arboretum, the Parks and Recreation Committee and Tree Board are asked to provide input on the process. Following consultation with the appropriate committees, the Prairie Village Foundation will review and approve the donation policies, with final approval by the City Council.

Donation History

Year	Memorial Bench	Memorial Tree	\$500 tree
2012	0	0	0
2013	0	0	0
2014	1	0	3
2015	0	0	0
2016	0	0	0
2017	1	0	1
2018	0	0	1
2019	1	1	0
2020	1	0	0
2021	1	0	1
2022	1	0	1
2023	3	0	0
Total	9	1	6

General Foundation Considerations

- Donation level can be cost prohibitive
- Maintaining donated items for perpetuity can be challenging - adding additional plaques or items could prove difficult to track and maintain
- The memorial board and book have not been maintained and do not seem to be enticing incentives to donate

Parks & Recreation Considerations

- A sentiment has been expressed among previous Foundation/Parks and Recreation members that they don't want to turn city parks into memorial grounds
- The bench cost, including freight, plaque, and concrete pad, totals \$2,145, leaving \$2,855 in revenue.
- Staff recommends the Parks & Recreation Committee evaluate potential expenditures from the fund annually in January and make recommendations to the Foundation at their annual meeting in March. The fund can accrue as needed if the committee desires to save for a more substantial purchase.
- Staff recommends leaving a fund balance of \$5,000 for maintenance.
- Staff recommends maintaining the \$5,000 donation level to receive commemoration.

Update 1/11/23: The Parks and Recreation committee affirmed their desire to maintain the \$5,000 donation level for commemoration on benches only, maintain a \$5,000 fund balance, and review potential expenditures annually.

Tree Board Considerations

- The cost of trees has exceeded the \$500 donation level, not including staff and maintenance needs. Water, mulch, staking, and replacement (if necessary) has been absorbed in the Public Works budget. The total cost is estimated at \$1,000.
- The Prairie Village arboretum has been well maintained, and space for new tree plantings are limited while maintaining desired open green space.
- Staff recommends removing the \$500 tree donation; donations at any level would continue to be accepted, however, they would not be able to specify use.
- Staff recommends leaving a fund balance of \$1,500 for maintenance
- Staff recommends maintaining the \$5,000 donation level to receive commemoration.
- Staff recommends the annual Arbor Day honoree continue to be recognized with a tree and plaque at no charge.

Update 2/1/23: The Tree Board affirmed their desire to remove the \$500 tree donation, maintain the \$5,000 donation level for commemorative trees, maintain a \$1,500 fund balance, and continue with the annual Arbor Day honoree program.

PREPARED BY

Meghan Buom
Assistant City Administrator
Date: January 7, 2023