

DES MOINES POLICE FOUNDATION DIRECTOR'S MEETING

January 5, 2019 10:30 A.M.

Des Moines Police Department Large Conference Room

PRESENT - Nutting, Wilkins, Harmon, Doviak, Hills, Procter, Vick, Stoneback, Espeseth

EXCUSED – Hall, Hacke

CALL TO ORDER – Called to order at 1036 by President Nutting.

COMMENTS FROM THE PUBLIC – None

APPROVAL OF MEETING MINUTES – Move to accept by Procter, second by Doviak. Approved.

TREASURERS'S REPORT – Update by Hills. Has ordered checks. Will work on budget updates. Extensive discussion by the board on how to structure budget for 2019.

OLD BUSINESS

- Vote for Foundation Officers: Open positions – President, Vice President, Secretary and Treasurer. Move by Wilkins, second by Procter to keep current officers in their positions – Nutting, President; Stoneback, Vice-President; Harmon, Secretary; Hills, Treasurer. Wilkins to serve as backup secretary.
- Shop with a Cop Update – Nutting – recap of very successful event. Discussion about expanding 2019 event. Port of Seattle Police officers indicated that they would like to sponsor even more children in 2019. At time of meeting, event appears to have come in under budget.

Funding for Shop with a Cop included \$1588 – Nutting Girls' Lemonade Stand, SKFR - \$500, Auction - \$1125, Rotary - \$1000, Windermere Real Estate - \$500, Hubbies Towing - \$300, Port of Seattle Police Officers - \$3000. Total \$8013.

- Audit – One estimate to have formal audit conducted by CPA was \$10,000. Discussion on whether an audit was needed or if a financial review conducted by an audit committee, not associated with the Foundation board, was more appropriate. Nutting to talk to Scott Gifford as to legalities. Hacke may also have someone who can assist with analysis.
- Logo – Nutting has checked with GGC Embroidery. Initial estimate of \$23.30 for a sweatshirt, \$12.50 for a polo, \$10.50 for a t-shirt. Nutting had a sample logo. Discussion on slight revision to letter spacing on logo. Nutting will take orders from board members prior to banquet. Nutting will also order shirts for raffle items.

Motion by Wilkins to authorize purchase of one size of each of all items in polo, sweatshirt, zip up, long sleeve not to exceed \$500. Second by Stoneback. Passed.

- Website – had been shut down. Nutting arranged for site to have a general email, paid for five years of service at \$491.60. Pays for protection of domain name. Run through Wix – platform to host the site. Doviak to review. Tabled until February. Discussion on what information to put on site.
- Board Members – Jason Doll has not attended meetings for extended period of time. Non-attendance can lead to lack of quorums at meetings. Nutting will contact him.
- Break - 1140-1145
- Toy Drive – Update by Procter. Off. Batterman will pick up donations at the hotels, etc. Procter and Hills to pick up items at Chase Bank. Items will be sorted next week.
- Banquet – January 25th. Procter has checked with caterers. Discussion of costs and food options. Bucca di Beppo selected to cater food. Budget of \$3000 for catering, Cases of water to be purchased at Costco. Wilkins has paper supplies if needed.

Hall rental. Wilkins advised that she had received an email from Shannon Kirchberg reference Foundation renting the Beach Park Event Center. Since the Foundation is not a city department, the City Manager, City Attorney and CFO have advised that the Foundation must pay certain fees. Due to non-profit status, Foundation does get a 75% discount. Rental will cost \$175 for booking, \$500 for rental, \$200 for use of the kitchen and \$175 for staffing by city employees. Discussion of costs with comment by Wilkins that there may be a slight adjustment to fees. Motion by Stoneback to budget \$6000 total for banquet. Second by Espeseth. Passed.

Off. Batterman will provide slide show for banquet. There will be a raffle and awards will be given out.

Five awards to be given out this year. Money for recognition included in budget. Plaque for Officer of the Year to be ordered by Wilkins. \$100 gift card also to be presented. Board members to pay to attend banquet.

- Mission Statement – Vick volunteered to work on wording. Statement will then be sent out for approval.
- Bylaws – Tabled. Stoneback and Nutting to meet with Scott Gifford.
- Budget – Current fund balance of \$35,159.63. Extensive discussion of breaking down expenses vs. income. Monies from Nutting Girls' Lemonade Stand changed from income to donation. Admin expenses to include name badges, postage, website expenses. Information on ability for purchases to designate Des Moines Police Foundation on Amazon Smile will be put on website by Doviak. Possibility of funds from Bartell e-script – Hills to check.

NEW BUSINESS

- Business Cards – Wilkins will print cards. Generic cards for Board members, Nutting’s cards to have name and contact information.
- Badges – Wilkins will coordinate.
- Letters to Churches – Espeseth, Vick and Harmon to work on letter soliciting funds for the chaplaincy functions.
- PD Need for Cell Phone Tracker – tabled until February meeting.
- Boat Purchase – tabled until February meeting.
- AED Devices for Patrol Cars – tabled until February meeting.

- Discussion on whether Foundation should take out ad in City Currents. Tabled for more discussion at a future meeting.
- Good of the Order – None
- Adjournment at 1:15 hours.