**Board of Directors Staff Meeting. February 10, 2025, 7:00 p.m. located at 7740 W. 900 S. West Warren UT 84404.**

**I. Welcome & Introductions (5 minutes)**

* Briefly welcome staff members
  + Jeremy Jacob, Steve Davis, Riley Skinner and Amy Coleman were in attendance. Joe Giordano attended remotely via phone. Chris Clem and Jeff Daivs excused.
* Acknowledge any new staff or guests
  + Steve Daivs in attendance as treasurer to present 2024 financial reports.

**II. Review of Previous Meeting Minutes (3 minutes)**

* Joe quickly reviewed the minutes from the last meeting.
  + No one suggested any changes to the meeting minutes.

**III. Park Updates & Announcements (10 minutes)**

* **Project Updates:** Briefly discuss the progress of ongoing park projects.
  + The RAMP grant for Mosquito Days has been submitted. More information will be forth coming. The park will need volunteers to form a committee.
* **Upcoming Events:** Review any upcoming events in the park.
  + Jeremy and Amy met to go over the reservation request process**.** Joe explained the park boundaries as 700 S. through the south side of 7500 W. Everything west of the river along 5900 W.
  + In the spring the park may hold an open house to discuss annexing in the remaining houses on 5900 that are technically in Warren.
* **Maintenance Issues:** Address any immediate maintenance needs or concerns.
  + Riley and Joe were able to attend another park’s board meeting. While there, Riley mentioned the dog stations are full and out of bags. Calene used to do those. Joe will get Riley keys, and he will take over this job during the winter. Joe anticipated a March or April Spring Walk through to find items that need maintenance or repair.
* **Staffing Updates:** Mention any staffing changes.
  + Riley needs to go into the Bank of Utah to be added as a signer. Jeremy has web access to the Bank of Utah. Joe will create web access to the account for himself. Steve has access to the accounts and can view the amounts. Joe will get Amy access to be able to view the accounts to send quarterly reports to Steve.

**IV. Departmental Reports (15-20 minutes)**

* **Maintenance Report:** Have the maintenance supervisor provide an update on:
  + Routine maintenance tasks
    - No items
  + Equipment repairs or needs
    - No items
* **Administrative Report:** (If applicable) Have the administrative staff provide updates on:
  + Budget updates
    - Steve reported on the 2024 budget. Overall, the park was under budget, but did exceed a few line items. Moving forward line items will need to be adjusted before the year’s end. Line items can be moved within the budget without making an overall budget amendment. Amy will look at the budget to see if the park needs to make a budget amendment or line-item adjustments for Clerical Services and Payroll Taxes.
    - Steve has been doing the quarterly transparency report, fee included in his charge for services. Amy can start submitting those.
    - Amy and Steve will meet to set up payroll taxes and reports. Anyone working for the park (board’s discretion) will need to submit a W-4 and receive a W-2.
  + Communication and outreach efforts

**V. Discussion Topics (20-30 minutes)**

* **Open Forum:** Allow time for general discussion, questions, and suggestions from staff members.
  + Amy will complete my trust application and will bring the bill to the next meeting along with the Fraud Risk Assessment and Self Evaluation Form.
  + Joe, Amy and Jeremy will meet to discuss clerical responsibilities.
  + Amy renewed her Gramma certificate and was set as the Park’s ARO to maintain compliance.

**VI. Action Items & Next Steps (5 minutes)**

* Clearly identify any action items resulting from the meeting.
* Assign responsibility for each action item.
  + Riley will go to The Bank of Utah; Joe will gain web access to The Bank of Utah and will give Amy viewing access. Amy will renew the trust. Vote on 1099 vs W-2. Riley and Joe will meet to exchange keys.
* Set deadlines for completion.
  + All items should be completed by the March meeting.

**VII. Adjournment- Joe moved to adjourn the Staff Meeting. Jermery seconded the motion. All members voted Aye. Meeting adjourned at 7:51 p.m.**