



**REGULAR JOINT MEETING OF THE HESPERIA RECREATION  
AND PARK DISTRICT FOUNDATION COMMITTEE AND  
HESPERIA AREA RECREATION DISTRICT FOUNDATION  
BOARD MEMBERS AGENDA**

**James Blocker** *Chair*  
**Gary “Griz” Drylie** *Vice Chair*  
**Carol Hill** *Board Member*  
**Rebecca Daugherty** *Board Member*  
**Amanda Gingerich** *Board Member*  
  
**Robert Hernandez** *Acting General Manager*

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**HESPERIA RECREATION AND PARK DISTRICT**  
**Thursday, July 11, 2024 – 6:00 p.m.**  
**Lime Street Park Community Center, 16292 Lime Street, Hesperia, CA 92345**

**CALL TO ORDER**

**ROLL CALL**

**FLAG SALUTE**

**MESSAGE TO THE PUBLIC/PUBLIC COMMENT**

Welcome to this Joint Meeting of the Hesperia Recreation and Park District Foundation Committee and the Hesperia Area Recreation District Foundation Board Members. The Committee/Foundation encourages public participation. If you desire to address the Committee/Foundation on any Committee/Foundation related matter or item on the Agenda, you are asked to please fill out one of the speaker forms in the back of the meeting room and turn it in to the presiding officer. When called upon, please come forward, and state your name and address, if you wish, before addressing the Committee/Foundation. Please limit your comments to five minutes per speaker.

Please note that if you address the Committee/Foundation on items NOT on the Agenda, the Brown Act does not allow discussion of such items. Therefore, the Committee/Foundation may only do the following: refer the matter to staff, ask for additional information, request a report back, or give a very limited factual response.

**COMMUNICATIONS**

**DISCUSSION/ACTION ITEMS**

- A. Discussion/ Action Item:** Review and revision of the current Foundation By Laws.
  - a.** Review of roles, responsibilities description of duties

**B. Discussion/ Action Item:** Review of Liquor License and approval of signature changes

**C. Discussion/ Action Item:** HARD Fundraising

- a. Discussion and update on current fundraising activities
- b. Discussion and planning a fundraising event

**ADJOURNMENT:**

It is the intent of the Hesperia Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Hesperia Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District Office at (760) 244-5488, at least 48 hours prior to the meeting, to inform us of your particular needs and determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Meeting documents can be reviewed by the public at the District Office, 16292 Lime Street, Hesperia, CA, Monday through Friday, 8:30 a.m. to 5:00 p.m.

**BYLAWS**  
**OF**  
**HESPERIA AREA RECREATION DISTRICT FOUNDATION,**  
**A California Non-Profit Public Benefit Corporation**

**ARTICLE I - NAME**

The name of this Corporation shall be HESPERIA AREA RECREATION DISTRICT (H.A.R.D.) FOUNDATION.

**ARTICLE II - OFFICES**

Section 1. Principal Office. The principal office for the transaction of the business of the Corporation (“principal executive office”) is located at 16292 Lime Street, Hesperia, San Bernardino County, California. The Board Members may change the principal office from one location to another. Any change in this location shall be noted by the Secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

Section 2. Other Offices. The Board Members may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to do business.

**ARTICLE III - OBJECTIVES AND PURPOSES**

This Corporation is a non-profit public benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The general purpose for which this Corporation is organized is to educate the residents of the Hesperia area concerning recreation and park activities; promoting the cultural well-being of the community and educating the community concerning the availability of such activities; promotion of athletic activities and the education of athletes in the ideals of good sportsmanship, loyalty, and fair play; as well as to solicit, collect, manage and disburse funds and property designated for the support of activities and events for the Hesperia Recreation and Park District (District). The primary purpose is to sustain and support recreational facilities, parks, and other community programs provided by the District for the residents of the Hesperia area.

## **ARTICLE IV - MEMBERSHIP**

Section 1. Members. This Corporation shall have no members and shall be governed solely by its Board Members pursuant to California Corporations Code Section 5310 as it may be amended from time to time. Any action which would require approval by members shall require only approval of a majority of the Board Members.

## **ARTICLE V - BOARD MEMBERS**

Section 1. Selection of Members. The Board Members of this Corporation shall be designated, selected, and removed by the Board of Directors of the Hesperia Recreation and Park District, a political subdivision. At the beginning of each term of a Hesperia Recreation and Park District Director, said Director shall select a candidate from an open pool being that of HARD Foundation Directors with expressed continued interest, and members of the public at large. If a Board Member does not have a designated candidate, they may choose to open the selection process with a public notice posted on the District and Foundation website at least fifteen (15) calendar days prior to the date on which appointments will appear on the agenda. Candidates must reside within the Hesperia Recreation and Park District Sphere of Influence.

Section 2. Number of Board Members. The authorized number of Board Members shall be five (5).

Section 3. Responsibility. Except as otherwise provided by the Articles of Incorporation or by these bylaws, the powers of the Corporation shall be exercised, its property shall be controlled by, and its affairs shall be conducted by the Board Members. The Board Members shall coordinate all activities with the District through the Executive Director, which is the General Manager of the District or their designee.

Section 4. Quorum. A majority of the Board Members of this Corporation shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Board Members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board Members of this Corporation.

Section 5. Powers. The business and affairs of this Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board Members.

Section 6. Term of Office. The term of office of the first Board Members of this Corporation ended on December 31, 1985. Board Members of this Corporation shall serve the term following the District Board member that appointed them. Each Member, including a Member selected to fill a vacancy, shall hold office until the expiration of the

term for which selected, and thereafter until a successor has been selected.

Section 7. Vacancies. Any vacancy of the Board Members shall be filled by the Board of Directors of the Hesperia Recreation and Park District according to their Board Policy, as it may be amended from time to time.

Section 8. Restrictions on Interested Board Members. Not more than 49% of the persons serving on the Board at any time may be interested persons. An interested person is (a) any person receiving compensation by the Corporation for services rendered to it within the previous twelve months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Member as Member; and (b) any brother, sister, spouse, child, brother-in-law, sister-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Section 9. Place of Meeting. Meetings of the Board Members may be held at the principal office of the Corporation or may be held at any place within or outside the state of California that has been designated from time to time by resolution of the Board Members. Any meeting shall be valid, wherever held, if held by the written consent of all members of the Board given either before or after the meeting and filed with the Secretary of the Corporation.

Section 10. Regular Meetings. Regular meetings of the Board shall be held at least quarterly and may be held on a date to be fixed by resolution of the Board Members. No notice need be given of such regular meetings.

Section 11. Special Meetings – Notice. Special meetings of the Board Members for any purpose or purposes shall be called at any time by the Chair, any two (2) Members, or by the Executive Director of the Corporation.

Written notice of the time and place of special meetings shall be delivered personally to the Board Members or sent to each Member by letter to them at their address on record. In case such notice is mailed, it shall be deposited in the United States mail or personally delivered at least 48 hours prior to the time of the holding of the meeting. In case such notice is personally delivered as above provided, it shall be so delivered at least 24 hours prior to the time of the holding of the meeting. Such mailing or hand delivery as above provided shall be due, legal, and personal notice to such Member. Attendance of a Member is evidence of receipt of appropriate notice.

Section 12. Waiver of Notice. The transactions of the meeting of the Board Members, however called and noticed, and wherever held, shall be as valid as though taken at a meeting held after regular call and notice if (a) a quorum is present and (b)

either before or after the meeting, each of the Members not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the Minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the Minutes of the meeting. Notice of a meeting shall also be deemed given to any Member who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

Section 13. Action Without Meeting. Any action required or permitted to be taken by the Board Members may be taken without a meeting if all members of the Board, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the Board Members. Such written consent or consents shall be filed with the Minutes of the proceedings of the Board.

Section 14. Meetings by Telephone or Similar Communication Devices. Any meeting, regular or special, may be held by conference telephone, online conferencing, or similar communication equipment, so long as all Members participating in the meeting can hear one another and all such Members shall be deemed to be present at such meeting. Any action taken at such a meeting shall be taken by roll call vote. Action taken at such a meeting shall have the same force and effect as a vote of the Board in person.

Section 15. Compliance with Brown Act. All meetings of the Board Members are governed by the Brown Act (Government Code Section 54950 et. Seq.). They shall be open to the public, and all persons shall be permitted to attend any meeting of the Board Members.

## ARTICLE VI - COMMITTEES

The Board Members may, by resolution adopted by a majority of the Members then in office, designate one or more committees, each consisting of two or more Members to serve at the pleasure of the Board of Members.

## ARTICLE VII - OFFICERS

Section 1. Officers. The officers of the Corporation shall consist of a Chair and Vice Chair, each of whom shall be a Board Member. The Board Secretary shall be the District Board's Secretary and the Treasurer shall be the District's Deputy Secretary. The Board Members may establish such other offices as it deems advisable. Additional officers so elected shall hold office for such period and shall have such power and duties as the Board Members may from time to time authorize.

Section 2. Election of Officers. The officers of the Corporation shall be elected by the Board Members and installed at the January meeting of every even number year, and each shall serve at the pleasure of the Board Members.

Section 3. Chair. The Chair shall preside at all meetings of the Board Members. He or she is the Chief Executive Officer of the Corporation and shall have such other duties and powers as may be conferred by law or the Board Members.

Section 4. Vice Chair. The Vice Chair shall preside at meetings of the Board if the Chair is absent or incapacitated and otherwise shall have such other powers and duties as may be conferred by law or by the Board Members. The Vice Chair may execute documents in the absence of the Chair.

Section 5. Treasurer. The Treasurer shall be the Deputy Secretary of the District Board of Directors and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. All monies and their valuables shall be deposited in the name and to the credit of the Corporation with such depositories as may from time to time be designated by the Board Members. The funds of the Corporation shall be disbursed upon the check or draft of the Corporation signed pursuant to the order of the Board Members. When requested by the Chair of the Board Members, the Treasurer shall cause to be rendered an account of the financial condition of the Corporation and shall perform all other duties required of him or her by the Chair, Members, and committees pertaining to the office of Treasurer.

Section 6. Secretary. The Secretary shall be the Secretary of the District Board of Directors and shall keep or cause to be kept a book of minutes at the principle office, or at such other place as the Board Members may order, of all meetings of the Members with the time and place of holding, whether regular or special, and if special how authorized, the notice there given, the names of those present at the Members' meetings and proceedings thereof. The Secretary shall give or cause to be given notice of all meetings of the Board Members required by these Bylaws or by law to be given, and the Secretary shall keep the seal of the Corporation in safe custody and shall have such powers and perform such other duties as may be prescribed by the Board Members from time to time.

Section 7. Removal of Officers. Any Board officer may be removed, with or without cause, by the Board Members at any regular or special meeting of the Board Members by vote of a majority of the total number of Members present at the meeting. The Secretary and Treasurer may only be removed by the District Board of Directors.

**ARTICLE VIII - INDEMNIFICATION OF MEMBERS, OFFICERS, EMPLOYEES,  
AND OTHER AGENTS**

The Board Members may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of this Corporation against any liability other than for violating provisions against self-dealing, asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not this Corporation would have the power to indemnify the agent against that liability under the provisions of the California Corporations Code.

**ARTICLE IX - GENERAL PROVISIONS**

Section 1. Self-Dealing. In the exercise of voting rights by Board Members, no individual shall vote on any issue, motion, or resolution which directly or indirectly inures to his or her financial benefit except that such individual may be counted in order to qualify a quorum and, except as the Board Members may otherwise direct, may participate in the discussion of such issue, motion, or resolution if he or she first discloses the nature of his or her interest, as provided in the California Corporations Code.

Section 2. Indemnification. This Corporation shall indemnify any Member, officer, employee or agent of the Corporation for liability incurred by such person in the exercise of his or her duties with respect to this Corporation to the extent permitted by the California Corporations Code.

Section 3. Fiscal Year. The fiscal year of this Corporation shall be July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

Section 4. Parliamentary Authority. The rules of procedure contained in the current edition of Robert's Rules of Order shall govern the conduct of the business of the Board in all cases to which they are applicable and in which they are not inconsistent with state law or these Bylaws.

**ARTICLE X - RECORDS AND REPORTS**

Section 1. Corporate Records. The Corporation shall maintain adequate and correct accounts, books, and records of its business and properties, including accounts of its assets, liabilities, receipts, disbursements, and other financial matters, and shall keep Minutes in written form of the proceedings of its Board Members and committees of the Board.

Section 2. Inspection by Members. Every Member shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation. This inspection by a Member may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

## **ARTICLE XI - TAX-EXEMPT STATUS**

This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and no substantial part of the activities of this Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation; nor shall the Corporation participate or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distributing of statements).

Property of this Corporation is irrevocably dedicated to charitable purposes, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any Member or officer of this Corporation, or to the benefit of any other individuals.

Upon the winding up and dissolution of this Corporation, and after paying and adequately providing for the debts and liabilities of this Corporation, any remaining assets and funds shall be distributed to the Hesperia Recreation and Park District, or if it no longer exists, to any successor organization, or if there is none, to any fund or Corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal revenue Code.

## **ARTICLE XII - AMENDMENTS**

The Board Members may adopt, amend, or repeal these Bylaws by a majority vote of the total number of Members.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the acting Secretary of HESPERIA AREA RECREATION DISTRICT FOUNDATION, a California non-profit public benefit corporation, and the above Bylaws consisting of seven (7) pages are the Bylaws of this Corporation as adopted at a meeting of the Board Members held on April 28, 2022.

Dated: April 28, 2022.

  
\_\_\_\_\_  
Karabeth Garcia, Secretary

HESPERIA AREA RECREATION DISTRICT FOUNDATION  
BOARD MEMBERS  
April 28, 2022

Gary Drylie, Chair  
James Blocker, Vice Chair  
Carol Hill, Member  
Dan Garcia, Member  
Vacant, Member

Nicolas Chavez, Executive Director

BYLAWS  
OF  
HESPERIA AREA RECREATION DISTRICT FOUNDATION,  
A California Non-Profit Public Benefit Corporation

ARTICLE I

NAME

The name of this corporation shall be HESPERIA AREA RECREATION DISTRICT FOUNDATION.

ARTICLE II

OFFICES

Section 1. Principal Office. The principal office for the transaction of the business of the Corporation ("principal executive office") is located at 16292 Lime Street, Hesperia, San Bernardino County, California. The Directors may change the principal office from one location to another. Any change in this location shall be noted by the Secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

Section 2. Other Offices. The Board of Directors may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to do business.

ARTICLE III

OBJECTIVES AND PURPOSES

The objectives of this corporation shall be the education of the residents of the Hesperia area concerning recreation and park activities; promoting the cultural well-being of the community and educating the community concerning the availability of such activities; and the promotion of athletic activities and the education of athletes in the ideals of good sportsmanship, loyalty, and fair play.

ARTICLE IV

NONPARTISAN ACTIVITIES

This corporation has been formed under the California Non-Profit Public Benefit Corporation Law for the public purposes described above, and it shall be non-profit and nonpartisan. No substantial part of the activities of this corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided in Revenue and Taxation Code Section 23704.5) and shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

ARTICLE V

DEDICATION OF ASSETS

The property of this corporation is irrevocably dedicated to educational purposes. No part of the net earnings, properties, or assets of this corporation, upon dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member or director of this corporation. Upon the dissolution or winding up of this corporation, its assets remaining after payment or provision for payment of all debts and liabilities of this corporation shall be distributed to the Hesperia Recreation and Park District, a local governmental entity formed under California Public Resources Code Section 5780 et seq., or its successor, for public purposes, but, if the Hesperia Recreation and Park District, or its successor, is not then qualified to receive said assets under applicable provisions of the Internal Revenue Code or the California Revenue and Taxation Code, then its remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for educational purposes and which has established its tax-exempt status under Section 501C3 of the Internal Revenue Code.

ARTICLE VI

MEMBERSHIP

Section 1. Members. This corporation shall have no voting members pursuant to California Corporations Code Section 5310. Any action which would require approval by members shall require only approval of a majority of the Board of Directors.

Section 2. Associate Members. This corporation may establish a class of nonvoting associate members with dues and privileges as established by the Board of Directors. Nonvoting Honorary Memberships may also be established by the Board of Directors which may be conferred upon such persons as may be selected by a majority of the Board of Directors. An Honorary Member shall have the privileges of an associate member, but will not be required to pay dues.

ARTICLE VII

DIRECTORS

Section 1. Selection of Directors. The Board of Directors of this corporation shall be designated and selected by the Board of Directors of the Hesperia Recreation and Park District, a political subdivision.

Section 2. Number of Directors. The authorized number of Directors shall be five.

Section 3. Quorum. A majority of the Directors of this corporation shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors of this corporation.

Section 4. Powers. The business and affairs of this corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors.

Section 5. Term of Office. The term of office of the first Directors of this corporation shall end on December 31, 1985. Thereafter, the Directors of this corporation shall serve for a term of one year ending on December 31 of each year. Each Director, including a Director selected to fill a vacancy, shall hold office until the expiration of the term for which selected, and thereafter until a successor has been selected.

Section 6. Vacancies. Any vacancy on the Board of Directors shall be filled by the Board of Directors of the Hesperia Recreation and Park District.

Section 7. Restrictions on Interested Directors. Not more than 49% of the persons serving on the Board of Directors at any time may be interested persons. An interested person is (1) any person receiving compensation by the Corporation for

services rendered to it within the previous twelve months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director as Director; and (2) any brother, sister, ancestor, decedent, spouse, brother-in-law, sister-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Section 8. Place of Meeting. Meetings of the Board of Directors may be held at the principal office of the Corporation or may be held at any place within or outside the state of California that has been designated from time to time by resolution of the Board of Directors. Any meeting shall be valid, wherever held, if held by the written consent of all members of the Board of Directors given either before or after the meeting and filed with the Secretary of the Corporation.

Section 9. Regular Meetings. Regular meetings of the Board of Directors may be held on a date to be fixed by resolution of the Board of Directors. No notice need be given of such regular meetings.

Section 10. Special Meetings - Notice. Special meetings of the Board of Directors for any purpose or purposes shall be called at any time by the President or any two Directors.

Written notice of the time and place of special meetings shall be delivered personally to the Directors or sent to each Director by letter or by telegram, charges prepaid, addressed to him at his address as it is shown upon the records of the Corporation. In case such notice is mailed or telegraphed, it shall be deposited in the United States mail or delivered to the telegraph company in Hesperia, California, at least 48 hours prior to the time of the holding of the meeting. In case such notice is personally delivered as above provided, it shall be so delivered at least 24 hours prior to the time of the holding of the meeting. Such mailing, telegraphing, or delivery as above provided shall be due, legal, and personal notice to such Director.

Section 11. Waiver of Notice. The transactions of the meeting of a Board of Directors, however called and noticed, and wherever held, shall be as valid as though taken at a meeting held after regular call and notice if (a) a quorum is present and (b) either before or after the meeting, each of the Directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the Minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the Minutes of the meeting. Notice of a meeting

shall also be deemed given to any Director who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

Section 12. Action Without Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Board, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as an unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the Minutes of the proceedings of the Board.

Section 13. Meetings by Telephone. Any meeting, regular or special, may be held by conference telephone or similar communication equipment, so long as all Directors participating in the meeting can hear one another and all such Directors shall be deemed to be present in person at such meeting.

## ARTICLE VIII

### COMMITTEES

The Board of Directors may, by resolution adopted by a majority of the Directors then in office, designate one or more committees, each consisting of two or more Directors to serve at the pleasure of the Board.

ARTICLE IX

OFFICERS

Section 1. Officers. The officers of the Corporation shall be a President, a Secretary, and a Chief Financial Officer.

Section 2. Election of Officers. The officers of the Corporation shall be elected by the Board of Directors, and each shall serve at the pleasure of the Board.

Section 3. Removal of Officers. Any officer may be removed, with or without cause, by the Board of Directors, at any regular or special meeting of the Board.

ARTICLE X

INDEMNIFICATION OF DIRECTORS, OFFICERS,

EMPLOYEES, AND OTHER AGENTS

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of this corporation against any liability other than for violating provisions against self-dealing asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not this corporation would have the power to indemnify the agent against that liability under the provisions of the Corporations Code.

ARTICLE XI

RECORDS AND REPORTS

Section 1. Corporate Records. The Corporation shall maintain adequate and correct accounts, books, and records of its business and properties, including accounts of its assets, liabilities, receipts, disbursements, and other financial matters; and shall keep Minutes in written form of the proceedings of its Board of Directors and committees of the Board.

Section 2. Inspection by Directors. Every Director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation. This inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

ARTICLE XII

AMENDMENTS

The Board of Directors may adopt, amend, or repeal these Bylaws.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the presently elected and acting Secretary of HESPERIA AREA RECREATION DISTRICT FOUNDATION, a California non-profit corporation, and the above Bylaws consisting of ten (10) pages are the Bylaws of this corporation as adopted at a meeting of the Board of Directors held on March 7, 1984.

Dated: March 7, 1984.

Rosann Handy  
Secretary

RESOLUTIONS ADOPTED BY INCORPORATOR

DONALD W. McMURCHIE, the Incorporator of HESPERIA AREA RECREATION DISTRICT FOUNDATION, whose Articles of Incorporation were filed with the Secretary of State of California on February 23, 1984, hereby adopts the following resolutions:

Bylaws

RESOLVED that the Bylaws presented at this meeting be and hereby are adopted as the Bylaws of this corporation.

Corporate Seal and Minute Book

RESOLVED that the form of corporate seal presented to this meeting be and hereby is adopted as the seal of this corporation and the Secretary of this corporation is directed to place an impression thereof in the space directly below this resolution.

FURTHER RESOLVED that the Minute Book presented to this meeting be and hereby is adopted as the form of Minute Book of this corporation.

Election of Directors

RESOLVED that the following persons are hereby elected as Directors of this corporation effective immediately:

Jan Bandringa  
17581 Sultana  
Hesperia, Ca 92345

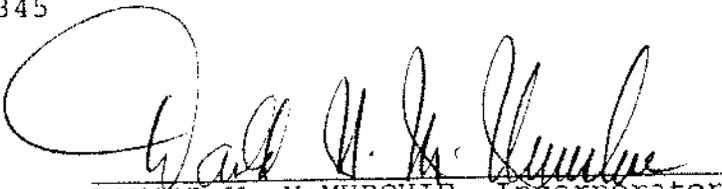
Allen Young  
7070 Jenkins  
Hesperia, CA 92345

William Becker  
16173 Main Street  
Hesperia, CA 92345

Lois Sumpter  
17416 Adobe  
Hesperia, CA 92345

Rosann Handy  
7460 Calpella  
Hesperia, CA 92345

Dated: February 24, 1984

  
DONALD W. McMURCHIE, Incorporator

**HESPERIA AREA RECREATION DISTRICT FOUNDATION  
BOARD MEMBERS  
JOB DUTIES**

The Mission of the Foundation Board is to act in an advisory capacity to the Hesperia Recreation and Park District and to help foster communication and cooperation between citizens, institutions, special interest groups and District personnel in order to help the District provide maximum recreational opportunities, services and park facilities for the residents of the Hesperia Recreation and Park District.

The job of an individual Foundation member is to:

- Prepare for, attend, and actively participate in the monthly scheduled meetings of the Foundation.
- Appropriately share your expertise, thoughts and opinions with the Foundation and staff.
- Serve on committees to further the projects undertaken by the Foundation; for example, a fundraising committee or a special event committee.
- Volunteer time and energy to special events, fundraisers and programs.
- Review and understand the by-laws and other documents pertaining to the Foundation.
- Review the Foundation business including the minutes of meetings.
- Support programs and decisions adopted by the Foundation and the District.
- Understand the financial structure of the Foundation.
- Refer the suggestions and/or complaints that the public gives you regarding programs, facilities or services to the Foundation staff representative.

The Role of the Foundation Board:

Each of the members must adhere to their Agreement with the District while striving to best represent the community. Some Foundation Members, for example, concentrate on program development, others on fundraising, others on community support and interaction.

The roles and responsibilities of the Foundation Board Members are directed from the District Board of Directors through the District Administrator. The roles of the Foundation Board are to advise, to assist and represent.

The Advising Role

- Helping to bring recreation concerns before the District.

The Assisting Role

- Providing continuity in the operation of the Recreation Division and recreation programs in the community through the long-term commitment of the Foundation Board members.
- Fostering good communication and cooperation among neighborhood residents, institution, special interest groups and recreation personnel.
- Generating funds for the support of programs.
- Assist in providing a pool of volunteers to promote and work at Recreation Division programs.

**HESPERIA AREA RECREATION DISTRICT FOUNDATION  
BOARD MEMBERS  
JOB DUTIES (Cont.)**

The Representing Role

- Help provide a vehicle for direct citizen input to the programs and operation of the District.
- Help represent the needs, interests and concerns of the community.
- Help link the District with the larger community.

Duties of the Foundation Board:

The roles of the Foundation are expressed through their on-going recreation support activities:

- To express the leisure related needs and desires of the community.
- To recommend fundraising projects and special events.
- To assist with the programs, This assistance may include help with organizing, promoting and volunteering at programs, special events and fundraisers.
- To serve as a body through which payments to specialized instructors are made.
- To support and maintain programs and services through fundraising, grant writing and other economic development activities.
- Service on the Recreation Foundation Board is voluntary.

Final Filing Date

All applicants are required to complete a District application form and submit it to the Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA, or mail it to P. O. Box 401055, Hesperia, CA 92340.

Applications will be accepted until 4:00 p.m., Friday, December 9, 2005. Applications received after this date will be accepted if they are postmarked on or before December 9, 2005.

**HESPERIA AREA RECREATION DISTRICT FOUNDATION**  
**Application for Appointment**  
**Foundation Board Member**

Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Night Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code \_\_\_\_\_

Please give us a summary of your personal history (Attach additional sheets if needed):

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Please give us a brief statement regarding the reason you would like to serve on the Foundation (Attach additional sheets if needed):

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this to the Hesperia Recreation and Park District, P. O. Box 401055, Hesperia, CA 92340.

## **HESPERIA AREA RECREATION DISTRICT FOUNDATION**

### **INTERVIEWS**

#### Explain Position

Volunteer

Small Remuneration

Advisory

Function

Fundraising

Grant Writing

Provide Volunteers

Purpose

To Support Park District

Meeting

Once a Month

Fourth Thursday at 6:00 p.m.

#### Questions

1. Please tell us about your community involvement.
2. How do you think you can assist on the Foundation Board?
3. What parks in Hesperia have you been to? Do you know about the programs the Park District offers?
4. Would you be interested in being on other District committees if not chosen for the Foundation?
5. Why do you want to be on the Foundation Board of Directors?
6. Is there any other information you want to tell us about?

**Hesperia Recreation and Park District**  
P. O. Box 401055  
Hesperia, CA 92340  
(760) 244-5488

**NEWS RELEASE**

**For Immediate Release**

**Date:** November 10, 2005

**For Information Contact:** Rachel Thomas

**Phone:** (760) 244-5488

**VACANCY ON HARD FOUNDATION BOARD**

Notice is hereby given that the Hesperia Recreation and Park District Board of Directors invites residents within the Hesperia Recreation and Park District to submit applications to fill one (1) vacancy on the Board of Directors for the Hesperia Area Recreation District Foundation. This would be a commitment to serve at least two (2), one (1) year terms as a Board Member on the Hesperia Area Recreation District Foundation (at the discretion of the District Board of Directors).

The Foundation meets once every month. The roles and responsibilities of the Foundation Board Members are directed by the District Board of Directors through the District Administrator. The roles of the Foundation Board are to advise, assist and represent the Hesperia Recreation and Park District. Service on the Recreation Foundation Board is voluntary.

Individuals interested in serving on the Foundation Board are required to submit an application to be considered for selection. Applications and additional information may be obtained at Lime Street Park Community Center, 16292 Lime Street, Hesperia, CA. Applications will be accepted until 4:00 p.m. Friday, December 9, 2005. Applications received after this date will be accepted if they are postmarked on or before December 9, 2005.

# Hesperia Area Recreation District Foundation



## Foundation Guidelines

Revised August 2014

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## MISSION STATEMENTS

The following Mission Statements summarize our organizations' purpose for existing. These declarations remind us of our common focus even when special challenges and changes occur.

- Mission of the Hesperia Recreation and Park District  
To provide opportunities for leisure time enjoyment through park facilities, and recreation and cultural activities.
- Mission of the Recreation Division  
To offer recreation opportunities, information, scheduling of activities, and specialized programs on a District-wide basis in cooperation with Volunteer Groups and neighborhoods
- Mission of the Hesperia Area Recreation District Foundation Board  
To act in an advisory capacity to the Hesperia Recreation and Park District Board of Directors and to help foster communication and cooperation between citizens, institutions, special interest groups, and District personnel in order to help the District provide maximum recreation opportunities, services, and park facilities for the residents of the Hesperia Recreation and Park District.

## RECREATION FOUNDATION POLICIES AND PROCEDURES

### **Incorporation**

The Hesperia Area Recreation District Foundation established in 1984 by the Hesperia Recreation and Park District Board of Directors, is governed under By-Laws (Attachment 1) and Articles of Incorporation (Attachment 2).

### **Meetings**

The Regular Meeting of the Hesperia Area Recreation District Foundation has been established by Resolution No. 91-11-1 (Attachment 3). The meeting will be held on the fourth Thursday of the month unless the fourth Thursday falls on a holiday, in which case the meeting will be held on the third Thursday of that month.

Any member of the Foundation Board of Directors who has three consecutive unannounced absences shall constitute immediate dismissal from their position on the Foundation Board of Directors without notice.

The meeting location shall be the Lime Street Park Community Center, Meeting Room unless it is designated to meet at another District site.

## **SERVICES AND SUPPORT AGREEMENT WITH THE HESPERIA RECREATION AND PARK DISTRICT**

The Hesperia Recreation and Park District and the Hesperia Area Recreation District Foundation have a long standing working relationship providing recreation and leisure time activities to the community we serve. The purpose of the Services and Support Agreement (Attachment 4) is to better define and memorialize this relationship.

**SELECTION PROCEDURE FOR APPOINTMENT TO THE HESPERIA AREA  
RECREATION DISTRICT FOUNDATION BOARD MEMBERS  
(This section was approved by the HRPD Board of Directors 3-14-01)**

All five (5) Board positions will serve at the discretion of the Hesperia Recreation and Park District Board Members.

Foundation Board Members will be appointed prior to the First Regular Board Meeting of each calendar year.

Potential Foundation Board candidates should be prepared to commit to two (2), one (1) year terms of office. The intention of this section is to appoint Foundation Board Members for at least two (2) years.

A majority of the Hesperia Recreation and Park District Board of Directors must approve all members.

A majority of the Hesperia Recreation and Park District Board of Directors may at any time remove an appointed Foundation Board Member. The item must be placed on a Hesperia Recreation and Park District Regular Board Meeting Agenda as an Action Item.

The selection process will commence with a public notice or news release at least sixty (60) days prior to the agendized appointments.

Review of all applicants should take place 30 days before appointments, by committee.

Review Committee will consist of two (2) HRPD Board Members and the General Manager.

The Committee may:

1. Reduce applicants through a selection process or recommend all applicants attend the HRPD Board Meeting for presentation and questions, or
2. Recommend a first list for appointments if there are less than six (6) qualified applicants.

**Attachment 5** includes the following forms:

- Hesperia Area Recreation District Foundation Board Members Job Duties
- Application for Appointment
- Interviews
- News Release

## **JOB DESCRIPTIONS**

The importance of a job description in clarifying the role of a Foundation Board Member, Foundation Officers, and staff cannot be underestimated.

### **Foundation Board Member**

The Hesperia Recreation and Park District expects the following of an individual Foundation Board Member:

- Prepare for, attend, and actively participate in the monthly scheduled meetings of the Foundation.
- Appropriately share your expertise, thoughts, and opinions with the other Foundation Board Members and Foundation Staff Representative.
- Serve on committees to further the projects undertaken by the Foundation; for example, a fundraising committee or a special event committee.
- Volunteer time and energy for special events, fundraisers, and programs.
- Review and understand the by-laws and other documents pertaining to the Foundation.
- Review the Foundation business including the minutes of meetings.
- Support programs and decisions adopted by the Foundation and the District.
- Understand the financial structure of the Foundation.
- Refer the suggestions and/or complaints that the public gives you regarding programs, facilities, or services to the Foundation Staff Representative.

You are NOT expected to:

- Donate your money or personal property to the Foundation.
- Act immorally, illegally, or against your personal belief system.

### **Officers**

A President, Vice President, and Secretary/Clerk are elected annually at the first meeting of the calendar year.

#### **President:**

- Shall be the designated leader of the Foundation Board.
- Chairs meetings.
- Ensures that the minutes of each meeting faithfully record all action taken.
- Sees that Board Members are fully informed.
- Takes action to fulfill the obligations of the Foundation's By-laws.
- Works with the Foundation Staff Representative and the Foundation Board to plan and develop programs.

- Supports programs adopted by the Foundation Board Members.
- Appoints a committee chairperson when needed, gives them the necessary authority, and provides opportunities for the committee to report to the Foundation Board Members.
- Consult with the Foundation Staff Representative.

**Vice President:**

- Will perform the duties of the President if the President is unable to perform their duties.
- Performs duties that the President assigns.

**Secretary/Clerk:**

- Responsible to keep, or cause to be kept, full and complete records of the minutes of all Foundation Board Meetings.

**Committees:**

- Chairpersons shall have duties and responsibilities established by the Foundation Board Members.
- The Foundation Board of Directors may establish procedures which may allow the chairperson to vote at Foundation Board Meetings on regular issues which may affect their Committee.

**HRPD Board of Directors Standing Committee**

The Hesperia Recreation and Park District Board of Directors also have a Foundation Standing Committee that shall be chaired and vice-chaired by two (2) Members of the Hesperia Recreation and Park District Board of Directors.

The position to the Foundation Standing Committee shall be appointed by the President of the Hesperia Recreation and Park District Board of Directors in December of each year.

The Chair and Vice Chair of the Foundation Standing Committee's duties shall be:

- To attend Foundation Board Meetings.
- To act as a liaison between the HARD Foundation Board Members, and the Hesperia Recreation and Park District Board of Directors.

## **FOUNDATION BOARD ROLES, DUTIES AND LIMITS OF AUTHORITY**

### **Role of the Foundation Board**

Each of the Foundation Board Members must adhere to the By-laws of the Foundation and work with the District while striving to best represent the community. Some Foundation Board Members may, for example, concentrate on one or more items: program development, fundraising, community support, or interaction.

The roles and responsibilities of the Foundation Board Members are directed from the District Board of Directors through the General Manager. The role of the Foundation Board Members is to advise, to assist, and to represent the Hesperia Recreation and Park District.

### **The Advising Role**

- Help to bring recreation concerns before the District.

### **The Assisting Role**

- Provide continuity in the operation of the Recreation Division and recreation programs in the community through the long-term commitment of the Foundation Board Members.
- Fostering good communication and cooperation among neighborhood residents, institutions, special interest groups, and recreation personnel.
- Generating funds for the support of programs.
- Assisting in providing a pool of volunteers to promote and work during Recreation Division Programs.

### **The Representing Role**

- Help provide a vehicle for direct citizen input to the programs and operation of the District.
- Help represent the needs, interests, and concerns of the community.
- Help link the District with the larger community.

### **Duties of the Foundation Board**

The roles of the Foundation Board are expressed through their ongoing recreation support activities:

- To express the leisure related needs and desires of the community.
- To recommend fundraising projects and special events.

- To assist with programs. This assistance may include help with organizing, promoting, and volunteering for programs, special events, and fundraisers.
- To serve as a body through which payments to specialized instructors are made.
- To support and maintain programs and services through fundraising, grant writing, and other economic development activities.
- Service on the Recreation Foundation Board is voluntary.

### **The Foundation Board Limits of Authority**

According to its status with the Hesperia Recreation and Park District, the Foundation Board is not legally empowered to make policy or administrative decisions.

The Foundation Board may advise but MAY NOT:

- Mandate policy. The Foundation Board Members may function in an advisory role and offer recommendations.
- Order the implementation of a particular program, project, or activity.
- Act on personnel decisions (hiring or firing) regarding contract instructors of Foundation sponsored programs.
- Act on personnel issues in any way regarding staff working for the Hesperia Recreation and Park District. The General Manager reserves the right to determine the criteria for selection and dismissal of personnel. The Recreation Staff Representative, as a Recreation and Park employee, can clarify which staff members are employees of the District.
- Determine fees and charges. The District Staff must consider their recommendations but will make final decisions.
- Speak to the media on behalf of the Recreation and Park District.

## **RECREATION STAFF ROLES, DUTIES, AND LIMITS OF AUTHORITY**

The Staff in the Recreation Division of the Hesperia Recreation and Park District is a highly skilled group of leisure professionals. They are trained in recreation programming management and working with diverse populations.

### **The Staff Representative's Role**

The Staff Representative acts in several roles with the Foundation Board. The Staff Representative that assists the Foundation Board Members should be considered an expert in the recreation field.

The Staff Representative may assist in any or all of the following areas:

- Will offer alternate viewpoints during Foundation Board Meetings regarding topics in which recreation expertise is valuable.
- Can provide up-to-date information on recreation in Hesperia and trends in the recreation and leisure field.
- Can be expected to keep updated on current recreation trends and philosophies and continue to be a "recreation authority".
- Will seek input from community sources in addition to the Foundation Board Members to "better develop new programs and modify existing ones".

This means:

- The Foundation Staff Representative is the Foundation Board's link to the Recreation Division and District services such as facilities, equipment, and information the Foundation Board Members may need.
- The Staff Representative attends all scheduled Foundation Board Meetings and helps coordinate objectives and programs agreed upon at those meetings.

### **The Foundation Staff Representative is a District Employee.**

- Staff Representatives work for and take direction from the General Manager/Executive Director, not the Foundation Board Members.
- Staff Representatives are not responsible to provide District personnel to staff Foundation sponsored fundraising or special events.

### **Duties of the Foundation Staff Representative**

It is the duty of the Foundation Staff Representative to the Foundation Board Members to:

- Consider any and all recommendations made by the Foundation Board Members in developing and implementing recreation programs.
- Monitor all Foundation sponsored programs and activities, including meetings.
- Provide the Foundation Board Members with a written and/or oral report on program operations at Foundation Meetings.
- Ensure the Foundation Board Members are kept informed of District actions which relate to the Foundation.

## **FOUNDATION BOARD MEETINGS**

The Foundation Board meets at the same day and time throughout the year.

The Foundation Board is a public representative of bodies and as a result, meetings are always open to the public. This does not mean that citizens may always come to a meeting and speak about issues on, or not on, the Agenda. A citizen must request to be recognized by the President during a meeting or request to be placed on a subsequent agenda. Recognition is at the discretion of the Foundation President.

### **Successful Meetings**

Successful meetings require everyone's consistent contribution:

- Regular attendance
- Valuable participation
- Complete participation
- Commitment to good meeting manners

### **Attendance**

It is important that members attend the Foundation Board Meetings for three reasons:

- You cannot participate if you do not attend.
- It is difficult to attain a quorum if you do not attend. A quorum is the number of members present as indicated in the Foundation Bylaws necessary to vote on and pass Foundation Agenda Items.
- Reports and information must be repeated if you miss meetings. When you return, your participation cannot be your best if you do not have the information and background that was shared earlier.

It does not serve the Foundation well to retain Board Members who cannot or will not attend regular meetings. A member who is unable to attend the Foundation Board Meetings should be conferred with and given the opportunity to volunteer his/her knowledge, skills, and abilities in a way more suitable to his/her schedule or commitment. The volunteer may prefer to give his/her time and energy to helping the Foundation as a special events volunteer, for example, rather than as a Foundation Board Member.

Monitoring attendance and initiating membership termination proceedings is the responsibility of all of the Foundation Board Members.

## **Participation**

Your participation is the most important thing you can give to your Foundation. This includes participating in meetings as well as volunteering your labor at special events and in other Foundation Board sponsored projects because:

- You were chosen for your talents and convictions. NO one else on the Foundation Board can supply the group with your unique experience.
- Energy is the idea that when we work together our ideas and energy equal more than the sum of our individual energies. Two people working cooperatively can usually accomplish more than two people working separately.

## **Preparation**

Being prepared will help the meeting run smoothly as well as make it possible for you to participate and contribute comfortably and with knowledge.

Being prepared means:

- Reviewing the Agenda and other materials sent to you before the meeting.
- Knowing the various purposes of the meeting so you can contribute to the success of the meeting.
- Seeking additional information or background on an issue or meeting topic from the Foundation President and Foundation Staff Representative before the meeting if you need it.

## **Good Meeting Manners**

Practicing good meeting etiquette is everyone's responsibility. Good meeting manners will ensure that the purposes, or goals, of the meeting will be achieved according to the schedule, that everyone who wants to contribute will have the opportunity and will be heard, and that the items that are important to the whole Foundation Board - those on the Agenda - will be addressed.

Below are five rules of meeting etiquette that can be expected of all attending:

- Arrive on time. Latecomers are a distraction to the proceedings, may require the group to reiterate important information, and delay decisions that have to be made.
- Avoid unnecessary interruptions. If at all possible, phone calls and messages should be taken after the meeting.
- Help the group to follow the established agenda by not bringing up topics which are not on the agenda and by considerately reminding the group of the topic if it

strays. This latter task is called Agenda Tracking and is primarily the duty of the President. However, straying from the agenda is often a serious problem which slows meetings and prevents positive contributions from everyone and, thus, should be monitored by everyone.

- Avoid distractions. Good communication skills are vital to the success of a meeting. This includes actively listening and not chatting or whispering with other members.
- Stay until the end of the meeting. You are a part of the Foundation Board even after the addenda items that you find particularly interesting are addressed. Plans and decisions should be restated at the end of the meeting and Foundation Board Members should all be there to participate.
- Be familiar with Parliamentary Procedure and adhere to Robert's Rules of Order to the best of your ability.

## **Parliamentary Procedure**

Parliamentary Procedure is a set of rules for conduct at meetings. Robert's Rules of Order, written by Henry M. Robert and published in 1876, is the basic handbook of operations according to Parliamentary Procedure.

The Foundation runs its meetings, like most other boards and organizations, according to Parliamentary Procedures. The Procedure ensures that everyone gets a fair hearing at meetings.

The way in which a Foundation Board Member gets heard using Parliamentary Procedure is through making motions. A motion is a member's proposal that the Foundation Board take action on an issue.

Foundation Board Members may:

- "Present a motion". This means that the Member makes a proposal such as, "I move the Board adopt the 1990 Budget without revision".
- "Second a motion". This means that a Member expresses support for another Member's proposal and the Board should discuss it. When the President asks for a second after a Member has presented a motion, the Member who wishes to do so will say, "Second".
- "Discuss a motion". After a Member seconds a motion, Members may give their opinions about the motion. Speakers are to be recognized by the President before giving opinions.
- "Vote on a motion". Members all get to vote on motions at a meeting when a quorum is present.

The Recreation Staff Representative may not participate in the motion process except to provide expert consultation to the group.

There are many other aspects of Parliamentary Procedure that the Foundation may use. The Foundation Staff Representative and President must make sure that all the Foundation Board Members are comfortable in their knowledge of the rules. Otherwise, Foundation Board Members may not be able to participate due to confusion or what appears to them to be an arbitrary structure.

The President and Foundation Staff Representative and longtime Foundation Board Members should remember, too, that many people are unfamiliar with meetings structured and run according to Parliamentary Procedure. During a new Member's orientation the meeting procedures should be explained fully.

On the other hand, Robert's Rules of Order are meant to be a tool used to serve the Board, not the other way around. If at any time during a meeting, the formality of Robert's Rules becomes a hindrance to productive discussion, the President may set them aside. For example, brainstorming is an effective way of gleaning ideas and creative wisdom from the Board. However, brainstorming loses its spontaneity and effectiveness if every person must be recognized by the President before speaking.

### **Purposes of Meetings**

Establishing a purpose for the meeting will clarify for the Foundation Board Members, busy people who want to accomplish something, exactly what they should expect from the meeting. The clearly stated purpose will also help the President manage the meeting and monitor its progress.

There are several appropriate purposes for monthly Foundation Board Meetings:

- Exchanging information through staff and committee reports.
- Making decisions.
- Brainstorming projects.
- Setting objectives and work plans.
- Sharing concerns.
- Explaining and debating issues.
- Recognizing service.

There are purposes that are inappropriate for the monthly Foundation Board Meetings. These are activities that, while great at other times, are out of place here:

- Business that can occur in a committee or be delegated to individuals or teams.
- Restating information that should have been understood or researched by Foundation Board Members before the meeting.

The action to be taken on an agenda item should be included in the agenda. This way the Foundation Board Members will be better aware of what is expected of them.

## **The Agenda**

The meeting agenda serves four important functions:

- It provides a sequential structure for the meeting. By including time limits with topics and anticipated Foundation Board actions, the agenda helps keep the meeting moving and assures a range of topics are covered. When guests are invited to a meeting to make a presentation, the inclusion of a time limit for that presentation is particularly important. It allows the guest to prepare accordingly and prevents him/her from monopolizing the meeting.
- The agenda helps Members develop correct and similar expectations of the meeting.
- The agenda helps Members participate. We all know someone who can participate cheerfully without knowing anything about a topic. However, most Members feel comfortable participating only when they feel prepared. An agenda gives Members an opportunity to research the topic before the meeting.
- Finally, an agenda serves the simple purpose of a reminder that there is a meeting soon. If a Member has reports or assignments to be completed by the meeting date, the agenda will remind him/her to get ready.

The Recreation Staff Representative should send the prepared agenda to Foundation Board Members and invited guests. The agenda is accompanied by the Minutes from the last meeting and other pertinent informative materials.

## **The Minutes**

Minutes from Foundation Board Meetings are drafted by the recording secretary at the monthly meetings. He/she gives the Minutes to the Recreation Staff Representative who may edit them and has them distributed to all the Foundation Board Members before the next meeting.

The Board Members should review the Minutes as a part of their meeting preparation. They will be asked to vote to accept the Minutes as a permanent and accurate reflection of the previous meeting's events.

## **GOALS, OBJECTIVES, AND DIRECTIVES**

People and organizations set goals, objectives, and directives when they want to get something accomplished.

A **GOAL** is a broad statement of what the person or organization wants to achieve.

**OBJECTIVES** are statements that serve as guideposts for progress toward the goal.

**DIRECTIVES** are the major activities involved in accomplishing the objective.

### **Goals for the Foundation Board**

In our personal and professional lives we have goals for ourselves. The goals give us direction and a sense of purpose.

In addition to our individual goals, most of us have shared goals and objectives with other people. Buying a home or providing a service to people with special needs are goals on which we may work actively together with others. It is vital to the success of these jointly held goals and objectives that the group is united in its understanding and commitment to them.

Goals for Foundation Board Members are the roles expressed in the Bylaws:

- Supporting the Hesperia Recreation and Park District programs financially and assisting through volunteer labor.
- Fundraising on behalf of the District.
- Operation of Recreation and Business Programs.

### **Objectives of the Foundation Board Members**

Whereas goals are general statements of a purpose and direction, objectives must be specific if they are to be effective. Objectives are the strategies of the Foundation Board Members.

### **Writing an Objective**

The Foundation Board Members do not rewrite the basic goals of advising, assisting, and representing. The Foundation Board Members will need to regularly write objectives that will assure progress on goals. Changing leisure needs necessitates evaluating old objectives and writing new ones for continued success.

Objectives must meet the following five basic requirements to be effective:

1. The objective must have a specific target. The more specific the objective's target, the more likely it is to be achieved.
2. The objective should be set at growing phases, as well as, at the beginning of a project. In large or complex projects, objectives should be reviewed periodically and set at new phases to retain the needed specifics.
3. The objective should be sensitive to current conditions affecting everyone in the objective. The conditions to consider include economic (do we have the money to do this right now?), time (do we have the time to do this right now?), social (is this a good activity for this group?), and others.
4. The objective must be measurable. People involved in carrying out the objective must be able to visualize what success will look like and be able to measure it; for example, the funds are raised or the book is written or the program is accomplished.
5. The objective should be short range. Goals are long range, but our objectives should project only six to nine months in the future.

Writing all the group's objectives in a similar style and format facilitates peoples' understanding and comfort with the objectives. Everyone will be able to recognize the format of the objective and no vital information will be left out. Below is a tested formula for writing effective objectives:

1. Start the objective with the words, "We will..." or "To..." and an action verb.
2. Next, write the target or result to be achieved and a specific time frame.
3. Write the way in which the objective will be measured and what the costs will be. The costs are not just monetary but include people, time, energy, and materials.
4. Before accepting an objective and beginning to work on developing directives for its accomplishment, check the objective carefully against the seven guidelines below:
  - Is it conceivable by everyone involved? Can everyone visualize success?
  - Is it achievable? Do we have the resources?
  - Is it desirable? Do we really want to do this?
  - Is it controllable? Can we manage the objective for success?
  - Is it measurable?
  - Is it specific? Does it promote a similar vision of the project in people's minds?
  - Is it growth facilitating? Does it move us toward a goal?

## **Evaluating an Objective**

Evaluating ourselves is a process that many of us avoid. Often, the idea of evaluation reminds us of our early years in school where we were “evaluated” on report cards and tests. On many tests the only options were “passing” or “failing”. No wonder we have a distorted view of evaluating our performance as adults!

Evaluation should be viewed as an opportunity for growth and development. It is based on the idea that there is always room for improvements. Therefore, the opportunity to make a plan for improvement should ALWAYS accompany an evaluation. Results from an evaluation should be accompanied by recommendations for improvement and a description of the best aspects of the work or project. We include the latter for future reference to what worked well.

Positive and useful evaluating requires us to review our objective in two ways. First, we review our progress or fulfillment of the objective and second, we review how well the objective moved us toward our goal. Reviewing the objective the first way only will give us incomplete feedback at best, and will not help us improve our objective writing skills.

## **Directness and Delegating**

After the Foundation Board Members write an objective that meets all the requirements and conforms to the guidelines above, it is time to plan specifically how the objective will be carried out. The first step in the implementation process is establishing directives.

### **Directives: The Implementation Process**

1. Identify all the major activities for accomplishing the specific objective. Mind-mapping and other diagramming techniques are very effective ways of brainstorming the major activities.
2. Sequence the activities. The diagram can be used to organize the major activities in a logical sequence.
3. Identify the resources needed for each activity. Any type of resource needed to accomplish the activity identified should be listed. Resources can include: Labor-hours, office space, money, supplies, and rentals.
4. Develop a timeline. For each major activity establish a deadline. Ultimately the timeline will act as a master schedule for the project incorporating all the individual deadlines.

5. Delegate authority for the directives. The Foundation Board Members or committee chair should appoint Members to be in charge of specific tasks and activities.

### **Delegating: Matching People to Tasks**

Delegating is a leadership skill that requires sensitivity to members' talents and interests and an ability to define a task clearly. Delegating is matching the person to the task.

Delegating is a leadership skill that many Members of the Board have the opportunity to develop because it is not an activity limited to the President. The President should be able to give the authority to delegate tasks in a committee to the appointed committee chair. Chairs of committees must identify tasks and the appropriate person to fulfill those tasks and then be willing to delegate.

Some basic information is required for a member to get started on a project and should be provided whenever one delegates responsibility. It is important to determine and communicate:

- Who is responsible for carrying out the decision, objective/directive.
- What is to be done.
- When the work should be completed.
- How the objective/directive should be carried out.

The last decision is a delicate one. The President or person delegating should be strict about what results need to be achieved and flexible about how those results are brought about. Some members want fairly rigid instruction about how the tasks should be accomplished and others work better when left to work with a few basic guidelines.

## **FUNDRAISING**

Fundraising for program operations, support, and special events is a primary concern for the Foundation Board Members. Fundraising is a way in which the Foundation Board Members can support the District and become more involved.

The Foundation Board Members must take full responsibility for its fundraising. This policy is based on the unique relationship between the District and the Foundation Board.

Like recruitment, fundraising should occur when a specific need is identified, the campaign is well planned and the entire Foundation Board is rallying behind the effort. The Foundation Board Members should write an objective and a plan for implementation of the fundraiser. The objective should tell how the new funds will be spent in addition to stating how much money the fundraiser is expected to generate. Objectives can be written that will make the fundraising activities focused and congruent with the Foundation's financial plan.

Fundraising projects are to be approved by the Foundation Board Members prior to organizing and conducting the event.

All fundraising monies are to be turned into the District Office in a timely manner. Checks are to be made out to HARD and all monies collected are tax deductible as allowed by Federal and State tax laws.

### **Fundraising Committee**

The Foundation Board may establish a Fundraising Committee of the Hesperia Area Recreation District Foundation.

- The objective is to raise revenue through Foundation fundraising programs and projects for the District, Foundation, or other co-sponsored programs or organizations.
- The Foundation Board and Fundraising Committee's responsibilities is to provide planning, organization, and volunteers for the operation of fundraising programs and projects.
- The Fundraising Committee will be under the direction and complete supervision of the Executive Director. Once a fundraising program is approved by the Foundation Board Members or the Fundraising Committee works on an existing fundraiser, all procedures are to be approved by the Executive Director or authorized Foundation Staff Representative.

## **ORIENTATION**

Orientation for volunteers all too often consists of no orientation or on-the-job orientation. The mistake of overlooking the importance of a complete orientation sends a clear message to new volunteers that they, and their time and energy are not valued.

Incomplete or nonexistent orientation is extremely demotivating for new volunteers. They arrive for their new position with enthusiasm and anticipation and want to contribute to the Foundation as soon as possible.

It serves the Foundation and staff to get the new member contributing quickly too. Orientation to the people and philosophy of the Foundation, to the procedures followed, and to the Foundation Board's goals and objectives must occur before the new member can begin to contribute well. A new member who is not well oriented is less effective, will take longer to become one of the team, and will be less willing to accept positions of leadership and responsibility.

### **Orientation Procedure**

1. The new Foundation Board Member receives and must become familiar with the following written materials:
  - A copy of this document, Hesperia Area Recreation District Foundation Guidelines to keep while serving on the Foundation Board of Directors.
  - Agenda and information packet for the next meeting of the Foundation Board.
2. The new Foundation Board Member should get a tour of the facilities.

## **RICK NOVACK SCHOLARSHIP**

Long Time Hesperia Recreation and Park District Board Member, and community leader Rick Novack passed away in September of 1989. In September 1990 the HARD Foundation proposed that an annual “Rick Novack Scholarship” for \$500.00 to a Hesperia High School Student with a C Average be established by the Foundation.

As more High Schools were built in Hesperia the number of scholarships have increased to a \$500.00 scholarship for each public high school:

- Hesperia High School
- Sultana High School
- Mojave High School
- Oak Hills High School
- Canyon Ridge High School

And one \$500.00 scholarship for all Private High Schools.

The current Scholarship packet and information is included in **Attachment 6**.

## **HESPERIA AREA RECREATION DISTRICT FOUNDATION BUDGET**

The Hesperia Area Recreation District Foundation Budget's function is similar to program and planning budgeting. The figures presented are estimates for the Fiscal Year. As revenue is taken in, programs are funded. Expenditures and Revenues are not guaranteed.

The Foundation Budget also acts as the nonprofit arm of the District which provides opportunities that government does not have. An example is the ability to run enterprise, business, and philanthropic endeavors. Lastly, it allows for the payment of bills, ordering, and negotiating with local businesses in a more efficient time appropriate manner.

The Foundation Budget shall be completed by Hesperia Recreation and Park District Staff and will be submitted to the Foundation Board of Directors at the Foundations' June Board Meeting for comments and approval.

The Foundation Budget will then be submitted to the Hesperia Recreation and Park District Board of Directors at their July Board Meeting to be approved along with the Hesperia Recreation and Park District's Final Budget.

## NONPROFIT NATURE AND STATUS OF THE FOUNDATION

### **Federal Nonprofit Status:**

The Hesperia Area Recreation District Foundation was recognized to be exempt from Federal Income Tax in February 1984 as described in Internal Revenue Code Section 501 (c) (3) and it is still in effect.

The Foundation is not a private foundation within the meaning of Section 509 (a) of the Code because the organization is of the type described in Section 509 (a) (2).

The Federal Tax Identification Number for the Foundation is: 33-0041341.

See [Attachment 7](#) for the Internal Revenue Status letter.

### **State Nonprofit Status:**

The Foundation is exempt for State Franchise or Income Tax under Section 23701d, Revenue and Taxation Code. This exemption became effective in February 1984 and is still in effect.

See [Attachment 8](#) for the State of California Franchise Tax Board Status letter.