

PECULIAR PARKS FOUNDATION

BOARD MEETING MINUTES

Monday, August 31, 2026

TIME	LOCATION
Scheduled 10:30 a.m.; in session 10:35 a.m. to 11:54 a.m.	Community Bank of Peculiar, Lower Board Room
CALLED BY	RECORDED BY
Secretary Shannon Wells	Shannon Wells, Secretary

1. Call to Order

Secretary Shannon Wells called the meeting to order at 10:35 a.m.

2. Attendance

PRESENT
Shannon Wells
Christal Chapman
Virginia Costanzo
Jessica Williams
Karin Velez
Jason Long, Parks Advisor

3. Approval of Previous Meeting Minutes

The board reviewed the minutes from the previous meeting. No corrections or amendments were recorded in the materials provided.

MOTION Virginia Costanzo moved to approve the previous meeting minutes as presented. Christal Chapman seconded the motion. All members present voted in favor, and the motion passed unanimously.
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4. Treasurer’s Report

Treasurer Christal Chapman presented the Treasurer’s Report and summarized the Foundation’s current financial position and recent account activity.

Starting balance	\$6,802.82
Ending balance	\$3,132.82
Net change reflected by the reported balances	(\$3,670.00)

- Two recent deposits were discussed: one associated with merchandise for the City of Peculiar and one associated with Parks and Recreation scholarship funds.
- Zeffy activity was reviewed, and the totals were reported as fully deposited into the Foundation's bank accounts.

MOTION Shannon Wells moved to accept the Treasurer's Report. Virginia Costanzo seconded the motion. All members present voted in favor, and the motion passed unanimously.

5. Old Business

Memorandum of Understanding

Jason is reviewing the memorandum of understanding (MOU) with the City before the Foundation moves forward.

September 12 Informational Tent Event

An informational tent event is scheduled for September 12, 2026, from 11:00 a.m. to 1:00 p.m. The event is intended to provide information about the Foundation and create an immediate giving opportunity for community members. A flyer is being updated with photographs and a QR code that will direct supporters to Zeffy for digital donations. The revised flyer is to be emailed for final approval before the event.

Insurance Coverage Review

The board continued its review of insurance needs and discussed prioritizing General Liability coverage while also evaluating applicable Directors and Officers, cyber liability, and crime/fidelity protection. Shannon is working with Courtney from Farmers Insurance in gathering quotations from Travelers and Philadelphia Insurance Companies, with NIA also under consideration as a possible third option.

- Travelers was discussed favorably because of its reported lower or zero-dollar retention and duty-to-defend structure. This was a point of comparison only; no carrier selection or insurance purchase was approved at this meeting.
- The board discussed whether NIA requires additional underwriting information, including a description of planned projects and projected fundraising revenue, before it will provide a quotation.
- Virginia Costanzo offered to help compile application materials, including a two-year budget, IRS-related documentation, and information maintained in existing Excel records.
- The quote request should address retroactive coverage and provide written confirmation that future fundraisers remain covered even if each event is not individually listed when the policy is issued.
- The board will review quotations, coverage terms, exclusions, deductibles or retentions, defense provisions, and optional cyber and crime/fidelity pricing before making a final decision.

2026 Filing and Address Consistency

The board discussed completing the required 2026 filing on August 31, 2026, using the organization's current address in order to avoid a late-filing fee. The board also discussed using 961 East First Street on state records so the state address is consistent with the address used for IRS purposes.

6. New Business

Officer Elections and Appointments

The board addressed officer leadership for the remainder of 2026 and the 2027 term. Each action was considered separately.

MOTION Christal Chapman moved to re-elect Shannon Wells as Secretary for 2027. Virginia Costanzo seconded the motion. All members present voted in favor, and the motion passed unanimously.

MOTION Shannon Wells moved to approve Karin Velez as President for the remainder of 2026 and for 2027. Virginia Costanzo seconded the motion. All members present voted in favor, and the motion passed unanimously.

MOTION Karin Velez moved to approve Jessica Williams as Vice President. Christal Chapman seconded the motion. All members present voted in favor, and the motion passed unanimously.

Donor and Patron Programs

The board explored creating a donor or patron society to encourage recurring support. The concept would offer tiered recognition levels and allow supporters to contribute monthly or annually through Zeffy. Further work is needed to define the tier names, contribution amounts, recognition benefits, and launch plan.

Tribute Bricks and Tiles

The board discussed engraved bricks or tiles as a possible tribute and fundraising program at parks, flagpoles, or another appropriate public location. Bricks R Us and That's My Brick were identified as vendors for additional comparison. Preliminary pricing discussed was approximately \$100 for a 4-by-8-inch brick and \$150 for an 8-by-8-inch brick. These figures were planning estimates only; no vendor, order, selling price, or installation location was approved.

Corporate Sponsorship Opportunities

Potential corporate sponsorships were discussed as an additional source of revenue. Possible opportunities include recognition at trailheads or sponsorship of specific park features. Sponsorship levels, benefits, signage, approval requirements, and eligible locations remain to be developed.

Sun Safe City Grant and Public Education

The board reviewed preliminary requirements for a Sun Safe grant that could help fund a shade structure. The program was described as requiring one year of sun-protection education, documentation of educational activities, and a letter of recommendation from a dermatologist. Possible outreach includes educational infographics, social-media posts, and evaluation of branded sunscreen as an awareness or fundraising item. The application deadline was discussed as November 30, 2027. The board did not approve a specific purchase or campaign budget during this meeting.

Community Volunteer Partnerships

The board discussed organizing a fall cleanup day to maintain native plantings, remove weeds, and assist with trail-related work. The board went over potential volunteer partners. The board noted that these projects

may provide students with volunteer-service hours. Contacts, project scope, supervision, and scheduling remain to be developed.

Restaurant Fundraising Opportunities

The board considered restaurant-based fundraising events as a way to increase community participation and Foundation revenue. Lemonade Cafe and recurring Texas Roadhouse “Roadhouse Night” events were identified as possibilities. No event date or agreement was approved.

Park Maintenance and Beautification

Parks and Recreation reported that trail maintenance at Raisbeck Park is temporarily on hold because of broken equipment. Plans remain in place for gravel geocell installation when the work can proceed. A remaining budget of approximately \$1,500 for trees and beautification was reported as needing to be spent by the end of the fiscal year on August 31, 2026. Virginia Costanzo and Parks Director Jason Long purchased plants for park beautification that day.

7. Action Items and Follow-Up

ACTION	LEAD	STATUS
Upload the approved prior meeting minutes to the Foundation website.	Virginia Costanzo	Target: September 1, 2026
Update the September 12 tent-event flyer with photographs and a Zeffy QR code; email it for final approval before the event.	Karin Velez	Before September 12
Request and compare General Liability quotes from Travelers and Philadelphia, with NIA as a possible third quote. Include applicable D&O, cyber, and crime/fidelity options.	Shannon Wells	Pending
Confirm retroactive coverage and obtain written confirmation that future fundraisers are covered even when not individually listed at policy inception.	Shannon Wells	Pending
Compile NIA application materials, including the two-year budget, IRS documentation, planned projects, projected fundraising revenue, and relevant Excel records.	Virginia Costanzo	Pending
Complete the 2026 filing using the organization’s current address to avoid a late-filing fee.	Shannon Wells	Due August 31, 2026
Plan fall cleanup and outreach to potential volunteer partners.	Board / TBD	Planning
Track Sun Safe grant requirements, secure a dermatologist recommendation, document one year of education, and prepare for the November 30, 2027 deadline.	Virginia Costanzo	Planning
Purchase plants for park beautification.	Virginia Costanzo; Jason Long, Parks Director	Completed August 31, 2026

8. Next Meeting

The next Foundation board meeting is scheduled for Tuesday, October 6, 2026, at 10:30 a.m. at Community Bank of Peculiar in the Lower Board Room.

9. Adjournment

MOTION Karin Velez moved to adjourn the meeting. Christal Chapman seconded the motion. All members present voted in favor, and the motion passed unanimously. The meeting adjourned at 11:54 a.m.

Recorded by:

Shannon Wells, Secretary