Peculiar Parks Foundation

Board Meeting Minutes

Date: Tuesday, November 3, 2026
Time: 10:25 AM to 12:07 PM
Location: Community Bank of Peculiar, Lower Board Room

Call to Order

President **Karin Velez** called the meeting to order at **10:25 AM**.

Members' Present

Karin Velez
Jessica Williams
Christal Chapman
Virginia Costanzo
Shannon Wells
Jason Long

Approval of Previous Meeting Minutes

Shannon Wells presented October 6, 2026, meeting minutes for review.

A revision was requested to clarify that brick orders and tracking for the Foundation's Brick Program will be managed through the **Bricks R Us website**.

Virginia Costanzo made a motion to approve October 6, 2026, Foundation meeting minutes with the revised addition. Christal Chapman seconded the motion.

Motion carried unanimously.

Shannon Wells will update the amended minutes and email the finalized version to the board for Foundation website.

Treasurer's Report

Treasurer **Christal Chapman** presented the October Treasurer's Report.

The month began with a balance of **$3,072.37**. A deposit of **$10.61** was reported from Foundation hoodie sales.

An Amazon expense of **$170.61** was reviewed and discussed. The board clarified the transaction and appropriate account handling.

Shannon Wells made a motion to accept the Treasurer's Report. Virginia Costanzo seconded the motion.

Motion carried unanimously.

Insurance Update

Shannon Wells provided an update on the Foundation's insurance search.

General Liability coverage remains pending as additional carrier options continue to be explored. The Foundation will continue working to identify appropriate coverage and pricing for its activities.

Brick Program

Virginia Costanzo provided an update on the Foundation's Brick Program.

Printed brochures are in production, and the proposed brick installation area near the **flagpole at McKernan Park** has been identified.

Virginia is working on visual mockups to help show the community what the completed brick area could look like. These materials will be used on the Foundation website and social media as the program is launched.

The board discussed promoting souvenir bricks during the holiday shopping season, particularly around **Black Friday and Giving Tuesday**.

Virginia will also verify holiday shipping timelines so the Foundation can communicate an appropriate order deadline for customers wishing to receive souvenir items before Christmas.

Brick orders and tracking will be managed through the **Bricks R Us website**.

QR Fit Trail

Virginia Costanzo provided additional information regarding the proposed QR Fit Trail.

Due to the current cost of the program and the need for significant sponsorship support, the board agreed that the project should be placed on hold at this time.

The concept may be revisited in the future as funding and sponsorship opportunities become available.

Volunteer Hour Tracking

The board discussed the importance of accurately tracking Foundation volunteer hours for organizational records, grant applications, financial reporting, and future Form 990 preparation.

Shannon Wells has created a shared calendar for volunteer hour tracking.

Board members should record Foundation related volunteer time, including meetings, events, fundraising, administrative work, project planning, and other Foundation activities.

Calendar access will be provided to all board members.

2027 Proposed Budget

Christal Chapman presented the proposed **2027 Foundation budget** for board review.

The board discussed anticipated fundraising activities, including Culver's and Texas Roadhouse opportunities.

Based on previous experiences with donation tracking and accountability, the board discussed placing greater emphasis on **Culver's fundraising events**.

The budget will continue to be updated as fundraising plans, insurance expenses, and Foundation projects are finalized.

Culver's Fundraiser

The Foundation's upcoming Culver's fundraiser was reviewed.

Thursday, December 17, 2026
5:00 PM to 8:00 PM
Culver's of Harrisonville

The digital fundraiser flyer will be shared with board members and supporters for promotion.

Google Workspace for Nonprofits

The board discussed implementing **Google Workspace for Nonprofits** for Foundation records and communication.

The system will allow the Foundation to establish position specific email addresses using the **peculiarparksfoundation.org** domain.

A shared Google Drive will provide a centralized location for meeting minutes, financial records, policies, compliance documents, historical information, and other Foundation records.

The board discussed the importance of maintaining organizational continuity as board members and officers change over time.

Shannon Wells will assist with organizing Foundation records and creating an electronic version of the Secretary's organizational files within the new system.

Keeping Our Promise and Donor Program

The board continued discussion of the Foundation's donor recognition program and **Keeping Our Promise** initiative.

The board discussed donor levels using standard commemorative bricks for regular giving tiers and a larger brick for the **Founders Circle**, currently proposed at the **$1,000 level**.

Recurring monthly giving options are also being explored through Zeffy.

The Keeping Our Promise webpage will continue to be updated to show the community how Foundation funds are supporting Parks and Recreation projects, scholarships, beautification efforts, events, and other community improvements.

Dunsworth Project

Jason Long provided an update on the **Dunsworth Park project**.

The Briggs family has offered assistance with irrigation, land leveling, seeding, and fertilization once the final locations and layout of the fields have been determined.

The board discussed creating project specific fundraising opportunities so donations designated for the Dunsworth project can be clearly tracked and used specifically for that purpose.

Initial work will include site preparation and other infrastructure needs. Future uses of the property may include soccer or flag football fields based on maintenance needs and available resources.

The board discussed the importance of transparency and clear communication regarding funds raised for the project.

Memorandum of Understanding

Jason Long provided an update regarding the **Memorandum of Understanding between the City of Peculiar and the Peculiar Parks Foundation**.

The language concerns previously raised have been addressed, and the MOU is ready to move forward for signatures.

Parks and Recreation Update

Jason Long provided updates regarding current Parks and Recreation projects and operations.

Concrete work for the **disc golf tee pads at Raisbeck Park** is beginning as weather permits. Color-coded baskets are also planned to help distinguish levels of difficulty.

Jason also provided an update regarding the water tower project. The project came in substantially below the original estimate, with a reported cost of approximately **$87,000 compared with the earlier $350,000 estimate**.

A Parks and Recreation staffing update was also provided. The board discussed recent staffing changes, operational impacts, and plans to rebuild participation and community confidence in local sports programming.

2027 Financial Policy and Codes of Conduct

The board reviewed the proposed **2027 Financial Policy and Codes of Conduct**.

The policies establish financial controls, board responsibilities, ethical expectations, conflict procedures, and standards for Foundation operations.

Virginia Costanzo made a motion to approve the 2027 Financial Policy and Codes of Conduct. Shannon Wells seconded the motion.

Motion carried unanimously.

The approved policies will become part of the Foundation's official organizational records.

Future Fundraising and Project Ideas

The board discussed potential future fundraising opportunities and partnerships.

Ideas include corporate sponsorship opportunities and possible trail, or trailhead sponsorships once appropriate City policies are established.

The board also revisited the previously discussed large scale inflatable or "Big Bounce" fundraiser at Dunsworth Park. The company involved has stopped responding to communication, so this fundraiser is **not being pursued at this time**. The Foundation may revisit a similar opportunity in the future if another option becomes available.

Action Items

• Shannon Wells will update and email the amended October 6 meeting minutes.

• Virginia Costanzo will continue preparing the Brick Program launch materials and visual mockups.

• Virginia will verify Brick Program holiday shipping deadlines and payment processing information.

• Printed Brick Program brochures will be distributed when received.

• Board members will begin consistently recording Foundation volunteer hours on the shared calendar.

• Shannon Wells will provide Google Calendar access to board members who do not already have access.

• The Foundation will continue implementation of Google Workspace for Nonprofits and organization of shared records.

• The Culver's fundraiser flyer will be distributed for promotion of the December 17 fundraiser.

• The Keeping Our Promise webpage will continue to be updated with Foundation and Parks and Recreation accomplishments.

• The Foundation will continue exploring recurring donor options and donor recognition tiers.

• The MOU will move forward for appropriate signatures.

• Insurance options will continue to be researched.

Next Meeting

The Foundation will not hold regular in person meetings in **December 2026 or January 2027**.

Regular in person meetings will resume in **February 2027**.

Necessary Foundation business may be handled electronically during the winter break.

Adjournment

Christal Chapman made a motion to adjourn the meeting. Jessica Williams seconded the motion.

Motion carried unanimously.

The meeting adjourned at **12:07 PM**.

Recorded by:
Shannon Wells, Secretary
Peculiar Parks Foundation