Peculiar Parks Foundation

Board Meeting Minutes

Date: Tuesday, October 6, 2026

Time: 10:34 AM

Location: Community Bank of Peculiar, Lower Board Room

Call to Order
President Karin Velez called the meeting to order at 10:34 AM.

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

Approval of Previous Meeting Minutes
Virginia Costanzo made a motion to approve the previous meeting minutes. Christal Chapman seconded the motion.

Motion carried unanimously.

Treasurer's Report
The Treasurer's Report was presented for review.

The Foundation reported approximately $8,199 in 2026 revenue to date and a current bank balance of $3,072.37.

Jessica Williams made a motion to accept the Treasurer's Report. Virginia Costanzo seconded the motion.

Motion carried unanimously.

Financial Planning and Budget Projections
The board reviewed preliminary revenue and budget projections for 2027 and 2028. Discussion focused on creating realistic growth goals while planning for additional operating expenses, including insurance.

Because the Foundation was inactive for a period of time, historical averages are limited. Current year activity will be used as a starting point for future projections.

Christal Chapman will email the budget projections to board members for review prior to the next meeting. Formal review and adoption of the 2027 budget will be placed on a future meeting agenda.

The board also discussed the Foundation's required filings. IRS Form 990 requirements have been addressed. Questions involving the Missouri Department of Revenue continue to be worked through.

Insurance

The board reviewed the insurance information gathered to date.

Several insurance options have been considered. The board discussed focusing first on obtaining appropriate General Liability coverage, with Directors and Officers coverage also being considered as the budget allows.

The earlier Travelers quote for Directors and Officers coverage was approximately $502 annually. The board discussed the importance of determining whether retroactive coverage is available for prior board actions.

Cybersecurity and electronic financial controls were also discussed, including the use of Zeffy and access to online banking.

Shannon Wells will continue working with the insurance representative to finalize remaining questions and obtain updated coverage and pricing information.

Brick Program

Virginia Costanzo presented updated information and a brochure for the Foundation's proposed commemorative brick program.

The program will offer multiple brick sizes, including 4 x 8 and 8 x 8 options, along with souvenir bricks and certificates.

Donations and brick purchases will be managed through the Bricks R Us website. Souvenir items may be shipped directly to donors.

The board discussed engraving options and preferred laser engraving over sandblasting based on appearance and durability.

The initial proposed brick placement is near the flagpole area at McKernan Park.

The board will need to determine the available installation area, estimate the number of bricks that can be accommodated, and identify replacement bricks that match the existing area.

The vendor requires a minimum order of ten bricks for free shipping.

Virginia will share the revised brick program brochure when the updated version is received.

Park Maintenance and Planting

Jason Long provided updates on current Parks and Recreation projects.

Estimates are being gathered for disc golf tee pads at Raisbeck Park.

Bathroom improvements at McKernan Park, including toilets and painting, have been completed.

The board also discussed maintenance of the Highline pollinator planting area, including weed trimming and cleanup around the edges.

A volunteer planting day at McKernan Park was scheduled for Monday, October 12, 2026 at 10:30 AM.

Fundraising and Donor Recognition

The board continued discussing ways to create more consistent recurring revenue for the Foundation.

A tiered annual donor or patron program was discussed, with potential recognition levels beginning around $50.

The Foundation plans to develop donation options through Zeffy that will allow supporters to make recurring monthly or annual contributions.

Potential recognition ideas include donor names displayed on park message boards or engraved plaques at individual parks.

The board also discussed creating a “Keeping Our Promise” page on the Foundation website. The page would show donors how Foundation funds are being used for projects such as scholarships, park beautification, and other community improvements.

QR Fit Trail

The board discussed a potential QR Fit Trail program that would use QR codes to provide rotating exercise activities.

The existing program being considered would cost approximately $2,500 annually.

The board discussed whether the concept could instead be developed internally using QR codes linked to videos or other online content.

The idea could potentially be designed as a fitness scavenger hunt encouraging residents to visit multiple locations, including Highline, McKernan, and Raisbeck Parks.

Historical information and other educational QR code uses were also discussed.

Dining Out Fundraisers

The board discussed additional restaurant fundraising opportunities to supplement the Foundation’s existing Texas Roadhouse fundraising efforts.

Shannon Wells reported on a possible partnership with Culver’s. Culver’s events would require approximately four adult Foundation volunteers to assist with greeting customers and sharing information about the organization.

The board discussed holding restaurant fundraising events periodically throughout the year while avoiding overuse of the same fundraising method.

A Culver’s fundraising event was scheduled for December 17, 2026 from 5:00 PM to 8:00 PM.

Volunteer Hour Tracking

The board discussed the need for better tracking of Foundation volunteer hours for future reporting, grants, and organizational records.

Board members will begin keeping track of their individual volunteer hours.

Winter Meeting Schedule

The board discussed taking a short winter break from regular in person meetings.

Virginia Costanzo made a motion to not hold regular in person meetings in December 2026 or January 2027 and to reconvene in February 2027. Jessica Williams seconded the motion.

Motion carried unanimously.

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

Parks and Recreation Update

Jason Long provided additional Parks and Recreation updates as part of the project and maintenance discussions.

Open Discussion

The board discussed Foundation account access, banking procedures, financial controls, fundraising opportunities, and future organizational needs.

The board identified a need to review portions of the Foundation's Financial Policy, including who should have bank access, card access, and responsibility for financial transactions.

Action Items

- Christal Chapman will email the budget projections to the board for review.
- The 2027 budget will be placed on a future agenda for formal review and adoption.
- Shannon Wells will continue working with the insurance representative to finalize coverage information and updated quotes.
- The Foundation will determine the available brick installation area at McKernan Park and identify matching replacement bricks.
- Virginia Costanzo will provide the revised brick program brochure when available.
- Board members will begin tracking their individual Foundation volunteer hours.
- The Foundation will continue reviewing banking access and financial procedures.

Post Meeting Administrative Actions

Following the October 6 meeting, the board agreed by group text to remove Amanda Chapin from the Peculiar Parks Foundation bank account and add Karin Velez as an authorized signer with online banking access and a card.

On October 12, 2026, Shannon Wells removed Amanda Chapin from the Peculiar Parks Foundation Facebook account and added Karin Velez.

Next Meeting

Tuesday, November 3, 2026

10:30 AM

Community Bank of Peculiar, Lower Board Room

Adjournment

Virginia Costanzo made a motion to adjourn the meeting. Jessica Williams seconded the motion.

Motion carried unanimously.

The meeting adjourned at 12:05 PM.

Recorded by:
Shannon Wells, Secretary
Peculiar Parks Foundation