
RESOLUTION PROPOSAL

DATE: December 17, 2009

SUBJECT: Authorize Bo's Pier Group to receive funds and LMOA to accept and accumulate donations

SPONSOR: Treasurer Mike Harrison

BACKGROUND INFORMATION:

Bo's Pier Group, the sponsor for development of a fishing pier at Tufton Lake, has begun fundraising as previously approved by the Board of Directors. The group is now at the stage where pledges must be converted to actual cash donations. The Board of Directors has not been able to reach consensus on how to handle donations from fund raising by community members in general. Views range from changes to multiple policy sections to not receiving the funds until all funds have been collected. At the November 19 Board Meeting, the Board rejected proposed changes to the affected policies and took an action to provide inputs for policy changes. The difference in positions is not resolvable at this time. Each board member is supportive of this particular fund raising activity and project, but is not prepared to establish policies that cover all potential combinations of possible future fund raising.

The Board has already authorized the Fishing Pier as a community fund raising event.

Without slowing down the momentum of Bo's Pier Group, the Board of Directors will use this fundraising to learn how policies should change, as opposed to changing them at this time. Therefore, this board motion approves collection of funds and lays out the procedures to be used to track donors, deliver funds to LMOA staff, and instructs staff to establish a separate savings account identified for the fishing pier development and installation. When Bo's Pier Group reaches their goal, the LMOA acquisition processes shall be used to procure materials and any specialized labor that may be needed for this volunteer project.

The Board of Directors is approving these interim procedures to be used as a prototype for handling community-sponsored fund raising.

STAFF RECOMMENDATION: Concur

PROPOSED FINANCIAL IMPACT:

Use of LMOA staff to process receipts and deposit funds. Solicitation workload once fundraising is completed. The fishing pier will be added to the community's amenities, and must plan for associated depreciation, maintenance and upkeep of this new community asset.

PROPOSED SOURCE OF FUNDING:

Voluntary community donations.

STRATEGIC PLAN REFERENCE:

Improving community amenities.

POSSIBLE MOTION:

Move that the Board of Directors approve the handling of donations being collected by Bo's Pier Group for the community fishing pier at Tufton Lake. Bo's Pier Group shall:

- Track individual and group donations by retaining the name, address, telephone number, and e-mail address for use in returning funds if the goal is not reached,
- Provide a monthly summary of progress in reaching the goal that can be reported by the Treasurer
- Deliver receipts on a weekly basis to LMOA Staff for deposit in a savings account using the LMOA tax number,
- Develop with the Solicitation and Contract Review Committee an acquisition strategy for procurement of materials and services,
- Return to the Board with proposed actions if Bo's Pier Group fails to meet its goal, and
- Meet requirements of the ECC and return to the Board for approval for actual positioning and construction.

LMOA Staff shall:

- Receive receipts and a copy of the donor contact information,
- Open a local savings account identifying LMOA Fishing Pier Fund as the name; requiring two signatures to withdraw funds (Treasurer and General Manager),
- Deposit receipts in the local savings account,
- If the goal is not achieved, withdraw funds and close account, transferring the funds to the operating checking account for refund to donors,
- If the goal is met, withdraw and transfer the funds to the amenity account for use in paying costs for the pier.

This motion covers handling of donations and does not represent approval of final placement or construction.

PERSONS RESPONSIBLE FOR FOLLOW-UP: Treasurer and General Manager