



# **CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING**

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**Wednesday, September 21, 2016 at 6:30 p.m.**

Doral Government Center  
3<sup>rd</sup> Floor Room #353  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

**1. Call to Order / Roll Call of Foundation Members**

Director Elizabeth Canchola  
Director Fernando Horruitiner  
Director Frank Silva  
Director Jodi Steinbauer  
Director Gerardo Vera

**2. Approval of Minutes**

**A. August 17, 2016**

**3. Public Comments**

**4. Financial Items:**

**A. Approval of invoice for the yearly renewal of the PP4K Software License (Finance Department) (Exhibit A)**

**B. Approval of cost of training on the PP4K Software to be provided by the contracted accountant (Finance Department) (Exhibit B)**

**5. Discussion Items:**

**A. Recap: PP4K Volunteer Appreciation Brunch (Parks & Recreation Department)**

**B. Update: Doral Day at Marlins Park benefitting PP4K (Parks & Recreation Department)**

**C. Update: After School Program (Director Canchola & Police Department)**

**D. Update: PP4K Website (Director Canchola & Public Affairs Division)**

**E. Discussion: PP4K Sponsorship Program & Chamber of Commerce Invitations (Director Canchola) (Exhibit C)**

**6. New Business**

**7. Next Meeting Date:** Wednesday, October 19, 2016 at 6:30pm

**8. Adjournment**

Anyone wishing to obtain a copy of an agenda item may contact the **City Clerk at 305-593-6725** or view the agenda packet on the City's website at or at City of Doral Government Center, 8401 NW 53<sup>rd</sup> Terrace, Doral, Florida 3366 during regular business hours (Monday – Friday, 8:00 A.M. – 4:30 P.M.). Pursuant to Florida Statute 286.0105, anyone wishing to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing shall need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



# CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING DRAFT MINUTES

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**Wednesday, August 17, 2016 at 6:30 p.m.**

Doral Government Center  
3<sup>rd</sup> Floor Training Room  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

## 1. Call to Order / Roll Call of Foundation Members

Meeting was called to order at 6:38 pm.

Director Elizabeth Canchola	Present
Director Fernando Horruitiner	Present
Director Frank Silva	Present
Director Jodi Steinbauer	Present
Director Gerardo Vera	Absent

Also present were:

Officer Noel Feliciano, Police Department  
Lt. Daniel Muñecas, Police Department  
Erin Weislow, Parks & Recreation Department  
Barbie Hernandez, Parks and Recreation Director  
Silvia Watkins, Finance Department  
Dan Espino, City Attorney  
Connie Diaz, City Clerk

## 2. Approval of Minutes

### A. July 13, 2016 Board Meeting

**Motion to approve the minutes as amended** made by Director Silva and seconded by Director Horruitiner. By consensus, motion passes unanimously.

## 3. Public Comments

Ettore Sabatella, Doral Family Journal, addressed the Board and requested support to use the PP4K Logo and the participation of the PP4K Board for the I Am Doral Workshops.

**Motion to approve the request as presented** made by Director Silva and seconded by Director Horruitiner. By consensus, motion passes unanimously.

Maria Juliana Gutierrez addressed the Board and shared a story about her daughter's need for assistance with gymnastics.

**4. Financial Items**

**A. Update: Final submittal of Form 990, Form 3115, and Financial Statements for fiscal year ending on September 30, 2015 (Director Horruitiner)(Exhibit A)**

**B. Approval of C.P.A invoices for service rendered to submit the financial forms (Exhibit B)**

**Motion to approve the invoices as presented** made by Director Canchola and seconded by Director Silva. By consensus, motion passes unanimously.

**5. Discussion Items:**

**A. Approval of PP4K Directors Business Cards (Exhibit C)**

**Motion to approve** made by Director Silva and seconded by Director Steinbauer. By consensus, motion passes unanimously

**B. Recap: Back to School Night/ National Night Out Event (Parks & Recreation Department) (Exhibit D)**

Barbie Hernandez, Parks and Recreation Director, provided a recap.

**C. Update: Promotional Items Update (Parks & Recreation Department)**

Erin Weislow, Parks and Recreation, provided an update on the promotional items requested by the Board.

**D. Update: Volunteer Appreciation Event**

Erin Weislow, Parks and Recreation, provided an update on the volunteer appreciation event.

Discussion ensued on the possibility of obtaining sponsors to cover the parking costs for the event as well as utilizing the Parks and Recreation bus to assist with parking at Doral Central Park. By consensus, the Board asked staff to look into these options.

**E. Update: After School Programs (Police Department)**

Lt. Daniel Muñecas addressed the Board and provided an update on their efforts with reaching out to schools.

By consensus, the Board agreed to keep the implementation of the program at Renaissance Middle School for the first half of the year and to finalize the decision for the remaining of the year by the September 21, 2016 meeting.

**F. Update: Post Council Meeting Recap of the PP4K Webpage (Director Canchola)**

Director Canchola provided an update on the request for the webpage.

**G. Discussion: PP4K Budget (Director Canchola)**

Director Canchola addressed the Board and elaborated on the item. By consensus, the Board agreed to have Director Horruitiner work on a preliminary budget and bring it back for discussion at the September 21, 2016 meeting.

**6. New Business**

Barbie Hernandez, Parks and Recreation Director, addressed the Board and invited them to the Parks Master Plan Visioning Workshops.

**7. Next Meeting Date**

Next meeting date: September 21, 2016

**8. Adjournment**

Meeting adjourns at 7:55 pm

Respectfully submitted,

\_\_\_\_\_  
Connie Diaz, CMC  
City Clerk

Motion to approve the minutes of the August 17, 2016 Parks and Police 4 Kids Meeting made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Director Elizabeth Canchola  
Director Fernando Horruitiner  
Director Frank Silva  
Director Jodi Steinbauer  
Director Gerardo Vera

APPROVED and ADOPTED this 21 day of September 2016.

\_\_\_\_\_  
Elizabeth Canchola, CHAIR



## ***SAUGAR, P.A.***

***"CERTIFIED PUBLIC ACCOUNTANT"***

**1609 S.W. 57<sup>th</sup> Avenue  
Miami, Florida 33135-2134**

**TELEPHONE NUMBER: (305) 266-3008  
FACSIMILE NUMBER: (305) 266-1008**

September 16, 2016

Matilde G. Menendez, CPA, CGMA  
City of Doral-Finance Director  
Parks & Police 4 Kids, Inc.  
Finance Department  
8401 N.W. 53rd Terrace  
Doral, Florida 33166

Dear Ms. Menendez:

In the past, the accounting transactions of Parks & Police 4 Kids, Inc. (the Organization), were recorded in a spreadsheet, in lieu of an accounting software program. Although spreadsheets are widely used for various functions in accounting and finance, it is not a recommended alternative to an accounting software program to process the accounting transactions. This process was changed and the Organization has implemented the use of an accounting software program. A significant part of using any software package is an understanding of the functionality and the various features that are offered by the program.

You have requested that I perform additional nonattest service for the Organization. The scope of the nonattest service requested is as follows;

Provide training to the support personnel that are currently in-charge of processing the transactions for the Organization. The purpose is to enhance the personnel use of the program and its functionality to record and process the transactions as well as prepare various reports that will be useful to management.

The training section will be provided at your office at a mutually convenient date and time.

You have requested that I provide you with an estimate of the fees for the training section. The service will be provided based on my standard billing rate of \$150.00 an hour and the reimbursement of any expenses incurred. I am estimating that the training section will take between four and half to five and half an hour.

I appreciate the opportunity to be of service to you. If you have any questions, please feel free to contact me at my office number listed above, or you can also contact me via e-mail.

Sincerely,

*Saugar, P.A.*

## CREATION OF SPONSORSHIP BASE

As of today the PP4K Foundation has funded its programs mainly with the donation of the PGA Tournament and the PP4K Gala. It is time now to search for alternative and consistent ways to fund our programs and to set up a minimum amount which will allow us not only to continue with the existing programs but to increase the ones we have to better serve our children.

We need to create and encourage long-term partnerships with businesses in Doral, it is important to create the sense of Community that our City so deeply needs in all areas of our day to day, especially when it comes to our children, our future.

In order to create this network of donors, we need to solidify our marketing materials. Once this is in place we will be able to offer potential donors with:

- Marketing Opportunities
- Event naming opportunities
- Signage at events
- Recognition by event speakers
- Press
- Recognition on websites (City of Doral, Parks )
- Tickets to events, etc.

Suggested names/amounts for sponsorship levels:

Premier Platinum	- \$10,000
Platinum (limited to two sponsors)	- \$5,000
Gold ( limited to 4 sponsors )	- \$2,500
Silver	- \$1,250
Contributor	- donation in kind