

Williston Park and Recreation Foundation - Regular Meeting
Date, April 22nd, 2026
Williston Area Recreation Center-12:00pm
Jordy Larvick Board Room



- I. Additions or Deletions to the Agenda
- II. Approval of Minutes
 - a. Regular Board meeting
- III. Approval of Bills- No update as Finance Director is still working on this.
- IV. Approval of Financial Statements
 - a. Financial Summary- No update as Finance Director is still working on this.
- V. Executive Director/Staff Reports
- VI. Old Business
 - a.
- VII. New Business
 - a. WPRD Foundation Best Practices Guidelines Review
 - b. WPRD Foundation Liaison Update
- VIII. Correspondence
 - a. Citizens to be heard.
 - b. Written
- IX. Adjourn

Next WPRD Foundation Meeting **Wednesday, May 20th 2026 @ 12:00pm** in the **Jordy Larvick Board Room at the Williston Area Recreation Center (822 18th St E)**

If special accommodations are needed due to a disability, please call the Williston Parks and Recreation Foundation Secretary at (701)774-1513.

Anyone who would like to address the Board needs to be put on the agenda by calling the Williston Parks and Recreation Foundation at (701)774-1513 or emailing Rhonda@wprd.us by Thursday before each meeting.

Board Members – Lorri Amsden (President), Skye Olsen (Vice-President), Justin Graham, Larry Grondahl, Karen Guglich, Pace Bates, Kelly Heller
Rhonda Ludlum, Foundation Liaison, Secretary & Treasurer

Mission Statement: "Superior Parks, Facilities, and Programs for all to enjoy an active life"



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**WILLISTON PARKS AND RECREATION DISTRICT FOUNDATION
REGULAR MEETING OF THE FOUNDATION BOARD**

March 18, 2026 | 12:00PM

Williston Area Recreation Center (WARC): Jordy Larvik Board Room

CALL TO ORDER

The meeting was called to order at 12:00PM by Board President Amsden

ROLL CALL

Present: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

Absent: Bates

Also Present: Ludlum, O'Rear, Barsh

ADDITIONS AND DELETIONS TO THE AGENDA

APPROVAL OF MINUTES

Motion by Grondahl, **Seconded** by Graham we approve the minutes of the previous meeting as received.

Motion Carried

APPROVAL OF BILLS

Motion by Grondahl, **Seconded** by Olsen, to approve WPRD Foundation Bills.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: Bates

ABSENT: None

APPROVAL OF FINANCIAL STATEMENTS

Motion by Graham, **Seconded** by Olsen, to approve WPRD Foundation financial statements.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: None

ABSENT: Bates

Motion Carried

EXECUTIVE DIRECTORS REPORT

- In the process of approving the recommendations for the architect for Raymond center and ARC projects. We have a budget of \$15 Million. We had four firms and will present to the Park Board at the next meeting.



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- We received two proposals for the gold course renovation on vertical construction. We are looking at \$25 million for this project that includes vertical and horizontal work.
- New policy update for the next park board meeting.
- CAPRA will be here at the end of April for their onsite visit and this is our last review.
- Ice and turf facility is close to a GNP.
- We are in support with the Boom Fastpitch club on their project as they have received some grants and they will fundraise with our support for a fast pitch complex. JLG is leading that project.
- The SLP overlook project is moving forward we have \$160,000 grant to pave the road going to the overlook at the park. We have to work with city engineering on this project.
- Pros consulting had a survey for staffing and they are working through those. The summary will be provided in the next park board meeting. Through this process management has learned that they need to find a better way to communicate WPRD operations better with staff.

OLD BUSINESS

- **Policy Review-**

Motion by Grondahl, **Seconded** by Guglich, to approve the policies as they are at this time.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: None

ABSENT: Bates

Motion Carried

- **By-Laws-**

Motion by Grondahl, **Seconded** by Graham, to approve the new by-laws with the change of "commitment to youth" to commitment to community.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: None

ABSENT: Bates

Motion Carried

- Board meeting frequency- We will continue to meet monthly.
- Foundation Funding priorities and areas of support- The board knows that they will be a working board as we move forward. We will not build policy and procedure around a person but around a position.



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NEW BUSINESS

- Community Wellness Fair Booth Participation- Lorri will run the booth, Karen and Justin will try to come and help out as well. We may have a pledge packet with information on how community members can give to the foundation.
- Approval for Treasurer to write check for the pavers before they are made and shipped.

Motion by Guglich, **Seconded** by Heller, to approve the Foundation Treasurer to write checks for the pavers before they are made and shipped.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: None

ABSENT: Bates

Motion Carried

CORRESPONDENCE/PUBLIC COMMENT

No correspondence or citizens were present to be heard.

NEXT MEETING DATE- April 22nd, 2026

ADJOURNMENT

Motion by Grondahl, **Seconded** by Guglich, to adjourn meeting

Motion Carried

WPRD FOUNDATION

Liaison Update – Rhonda Ludlum

Professional Development – Financial Success for Nonprofits

I am currently completing a 4-course series focused on nonprofit financial management and governance. Progress to date:

- **Completed: CIPA511 – Financial Statements & Ratio-**
Understanding financial statements, organizational health, and key performance ratios
- **Completed: CIPA512 – Budgeting, Debt & Cash Flow-**
Building realistic budgets, managing cash flow, and planning for financial stability
- **In Progress: CIPA514 – Strategic Governance**
Board structure, governance best practices, and RAPID decision-making framework
- **Starting April 30: CIPA513 – Fundraising & Revenue Generation**
Fundraising strategy, donor development, grants, and revenue diversification

Current Focus Areas

In addition to coursework, I have been researching and developing foundational knowledge in:

- Naming rights and gift acceptance policies
- Endowment structure and long-term funding strategy
- Board structure, roles, and governance best practices

Application to WPRD Foundation

This work is directly supporting the Foundation as we continue to grow and become more structured. Key areas of impact include:

- Strengthening financial understanding and decision-making
- Supporting development of policies and procedures
- Introducing tools like RAPID to improve clarity and efficiency
- Preparing for larger decisions such as endowment planning and long-term funding strategies

Moving Forward

My goal is to continue bringing forward best practices, tools, and recommendations to help guide the Foundation in a strategic and sustainable direction as we evolve.