

# Status of the Corporation, 2022

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FEBRUARY 10, 2022

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**C.A.P.R.C.B.M.**

**Paul Romero**

**Executive Director**



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# Annual Report of the Corporation

## California Association of Park and Recreation Commissioners & Board Members

The California Association of Parks and Recreation Commissioners & Board Members is a 501©3 nonprofit corporation incorporated in California and registered with the California Secretary of State, Attorney General Office of Charitable Trusts, and the Internal Revenue Service as a tax-exempt corporation. The governing documents are on file with the California Secretary of State and annual registrations and reporting documents are attached to this report and filed at the office of the Association.

***The Mission of the Association is to “provide education, networking and advocacy that enhance the role of commissioners and board members in California”***

The Association is affiliated, by agreement, with the National Recreation and Park Association and the California Park and Recreation Society.



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## Preamble

The intent of this report is to present a non-biased assessment of the current status of the Association.

Financial conditions for nonprofit organizations have significantly changed as a result of the Covid-19 pandemic. In most cases, nonprofits have re-evaluated their income stream and internal expenditures. Some nonprofits were eligible for federal “pandemic” funds to compensate for losses in income. Others, like CAPRCBM, did not qualify for funding. Consequently, the Association needed to completely evaluate its relevancy, income sources, available funds and expenditures to determine its status. These past two years, beginning in March 2020 and continuing on today, have been the most difficult time period in the history of the Association. This report reflects on the challenges that have confronted CAPRCBM and resulting actions.

## Legal Status

The Association is governed under California nonprofit law and we are accountable to several state entities. Each entity requires annual filing to maintain current legal status to operate in California. We are also responsible to comply with California law which has changed the method of our operation. We are also responsible to file annual tax statement for nonprofit organizations with the California Franchise Board and the U.S. Internal Revenue Service. Liability insurance to protect the Association and their employees is provided by Arch Insurance Company (Policy #NFP0125978-04) and filed (in part) to this report. At this time, we are in compliance and have filed appropriate documents with all the respective state and federal agencies and have obtained liability and worker’s compensation insurance (documents appended to this report).

The two greatest legal impacts on the Association are associated with 1) the requirement to comply with California AB5 (and subsequent AB2257) that changed the relationship of contractors with California entities, both public and private; and, 2) the requirement to have a “legal” office instead of using a postal mail box for business purpose.

Impact of AB5

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Prior to the enactment of AB 5, the management of the Associations business was done through contract with an independent contractor. AB 5 requires that a series of tests be applied to all “existing” contractors doing business in California; and, if any of the 5 tests did not pass criteria set in the law, then the business entity would need to hire for the service or employ a contractor that met the tests. Subsequently, AB 2257 superseded AB 5 and applied 9 tests that must be met for a business or government entity to use a contractor instead of hiring an employee to perform the work.

Since CAPRCBM used a contractor to manage the business of the Association, the 5-test standard needed to be applied. Three of the 5 tests failed and the new law (AB 5) prohibited the previous methodology from being used. Now CAPRCBM was required to employ an individual (or more) to conduct work on behalf of the Association. The Executive Director is now an employee of the Association and all state and federal laws governing employee/employer relationships now prevail. Consequently, the following was initiated after the passage of AB 5 and fully implemented in 2021.

- The Association now uses Gusto services for processing monthly payroll, state and employee federal tax processing and reporting, and administration of W-2 and Form 1099 distributions.
- Worker’s Compensation Insurance is purchased and administered by State Compensation Insurance Fund (Policy #9269708-22).
- Employee taxes associated with Social Security are equally shared with employee and the Association, in accordance with law.
- Consultant services for tax preparation, insurance purchase, and all other the business of the Association could only be conducted with companies that met the California Contractor test (if they did business in California).
- The Association must be aware and in compliance with the Fair Labor Standard Act, Worker’ Compensation law, health and safety code including OSHA laws, and so forth.

#### Business Office

Our business office is at the Executive Director’s residence. One room is dedicated to business use and the Association pays \$100 monthly for rent of that space. All equipment including computer, printers, desks, filing cabinets, visual equipment, and proportional

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utilities are dedicated to business use in accordance with legal requirements. Our mailing address remains the same and is PMB #157, 1750 Prairie City Road, Suite 130, Folsom, CA 95630.

## Financials

### Budget

The annual budget is adopted at the Spring meeting of the Board of Directors as defined in the Association By-laws. Our primary income source, stipulated in the By-laws, is membership income. To sustain the annual expenditures of the Association, at least \$25,500 must be generated from all income sources. That amount equates to 102 agency memberships. As the attached budget shows, expenditures and income do not balance. Consequently, either more income must be derived or expenditures must be reduced to accomplish a balance budget. Both strategies have been applied in 2021 with selected expenditures eliminated and more income derived from donations and gifts. Unfortunately, to balance the budget, more service reductions were applied than anticipated. The budget remains unbalanced in the 2021-22 fiscal year.

### Banking

The Association maintains three bank accounts at Wells Fargo Bank. Three individuals have access to the accounts (Paul Romero, Executive Director; Patricia Bentson, Secretary/Treasurer; and, Ron Ruef, President Elect). One account is an operating account and two are considered reserve accounts for scholarship funds and operating expenses.

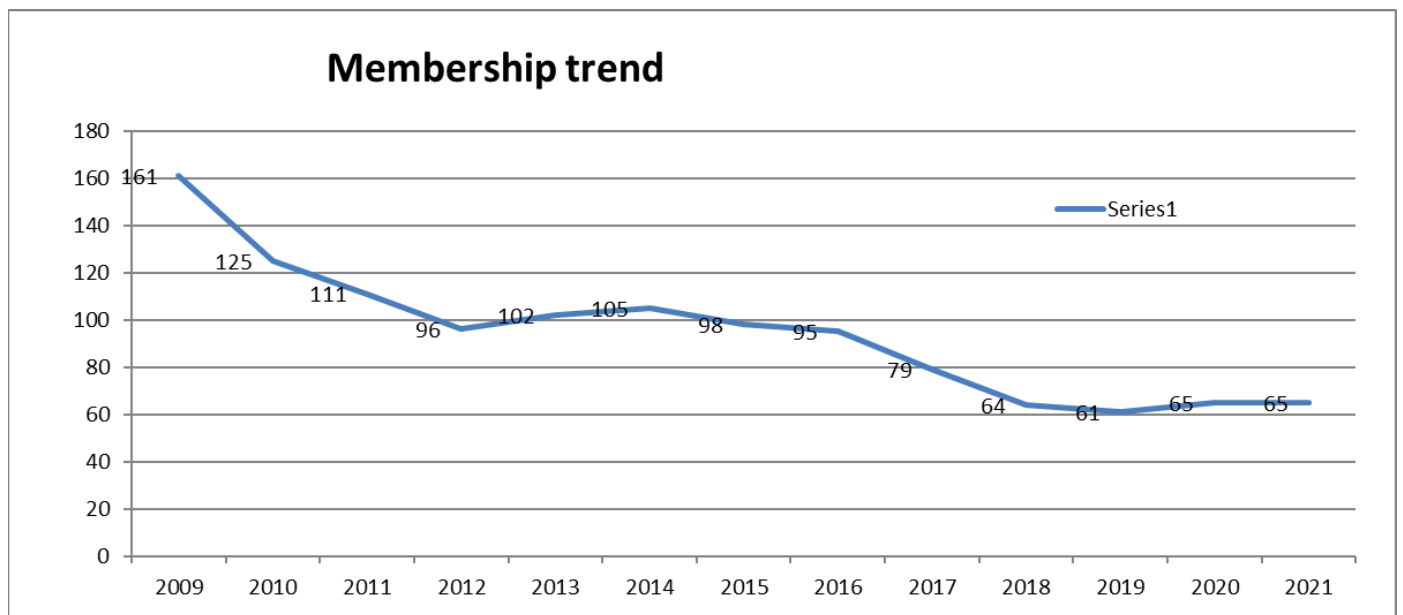
### Scholarship

The Association offers an annual scholarship partnering with the California Foundation for Park and Recreation. Although the amount of the scholarship has varied over the years, the 2021 scholarship award is \$1500 and the income to cover the award is generated by donations. This year the Board of Directors concluded henceforth that the annual award will be \$1,500, awarded to one individual, and named as the CAPRCBM/David Nigel Scholarship. David is the principal fundraiser for the scholarship and has generated over \$60,000 in donations.

## Membership

The By-laws specify the Association membership categories and define eligibility requirements. There are three membership categories; Agency membership, Individual membership, and Honorary membership. The Officers of the Association are also defined in the By-laws and consist of the President, President Elect, Vice President, Secretary, Treasurer, and Past President. The Board of Directors are statewide with one-half coming from southern California and the other half from northern California. Currently, there are 16 filled seats and 8 vacant seats on the Board of Directors including the Officers. Three of the filled seats are not in compliance with the By-laws.

The Board of Directors meet three times each year and the Executive Committee, consisting of the Officers and three delegated members of the Board, meet monthly to conduct the business of the Association. California Corporation law stipulates that the Association must have an Annual meeting of the Corporation that is posted and open to all members of the Association. That meeting is typically held at the annual conference of the California Park and Recreation Society. Because of the Covid-19 pandemic, the meetings of the Board have been “virtual” and publicized in the monthly newsletter and the website of the Association ([www.caprpbm.org](http://www.caprpbm.org)). The membership of the Association is highly variable and only becomes truly measurable in January. The trends show that membership numbers have been decreasing which is a concern. The following table shows the trend:



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The list of Past Presidents and Honorary members of the Association is appended to this report. The roster of the Board of Directors is also attached.

## State of the Association

As previously stated, the Covid-19 pandemic has dramatically impacted the Association. Without the generosity of many individuals, the Association may not have survived this difficult year. Many of the Board of Director seats have been filled by Past Presidents. Local government agencies have experienced lower sales tax income revenue and their employees have worked from home. City council meetings, by order of County Health Department edicts, have been virtual. Parks department services have been curtailed and Commission meetings are virtual. Each of these limitations have affected the Association either financially, organizationally, and emotionally. Functionally, new strategies needed to be created for sustainability. A Sustainability Report was prepared and submitted for consideration by the Executive Committee. At this time, most of the strategies have not been implemented. Consequently, we continue to struggle.

Even during this difficult time period, we have moved forward. An updated and improved website was created by Brian Wallace, a new Board of Directors member. David Nigel led a productive scholarship campaign and exceeded the \$1,500 goal. This year was the first time we asked for donations and received over \$3,000 from generous individuals. Fundraisers through “Facebook”, unsolicited donations through the United Way, gifts from Board members, and a \$1,500 sponsorship from the Public Restroom Company all added to our success. The leadership of the Association has been fantastic. President Betsy Truax is a continuous “breath of fresh air” and constantly demonstrates what leadership is all about. Our new group of Officers are hard workers and experienced leaders in their respective communities. Undoubtedly, the Association will prosper because of the people involved and their commitment to the organization. Although we may continue to struggle, we will prevail and honor our long history and build a successful future.

The Appendix include various filings and statements, insurance policies, current Roster, list of Past Presidents, 2021-22 budget, and the Sustainability Report.





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# Appendix

1. Summary
2. Articles of Incorporation
3. Internal Revenue Service Federal Tax Ruling
4. Attorney General Annual registration
5. Secretary of State, Annual filing
6. Liability Insurance
7. Workers Compensation Insurance
8. 2021-22 Fiscal Year budget
9. Roster, Board of Directors
10. List of Past Presidents
11. Sustainability Report

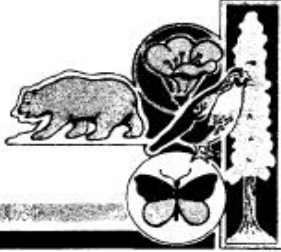
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## Summary

1. Legal name-California Association of Park and Recreation Commissioners & Board Members
2. Officers for 2021
  - a. Betsy Temple Truax, President
  - b. Ron Ruef, President Elect
  - c. Clarence Mamaril, Vice President
  - d. Patricia Bentson, Secretary/Treasurer
  - e. Loretta Herrin, Immediate Past President
3. Paul Romero, Executive Director
4. Corporation Office-328 Marsh Hawk Drive, Folsom CA 95630
5. Mailing Address-PMB #157, 1750 Prairie City Rd, Ste. 130, Folsom, CA 95630
6. State of California Incorporation #1861397
7. State Employee Insurance Number #125-1173-9
8. Federal Tax ID #94-3197078
9. Wells Fargo Bank Accounts-2396, 0546, and 3787
10. Arch Insurance Company-Liability Policy NFP0125978-04
11. Worker's Compensation Policy #9269708-22
12. Email address: [contact@caprcbm.org](mailto:contact@caprcbm.org)
13. Website: caprcbm.org
14. Business phone: 916 693-5207
15. Executive Director's phone: 916 221-8895

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# Legal Documents



1861397

State  
of  
California  
OFFICE OF THE SECRETARY OF STATE

CORPORATION DIVISION

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the corporate record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

*IN WITNESS WHEREOF*, I execute this certificate and affix the Great Seal of the State of California this

JUL - 1 1993



*March Fong Eu*

Secretary of State

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: MAR 31 1994

CALIFORNIA ASSOCIATION OF PARK AND  
RECREATION COMMISSIONERS AND BOARD  
MEMBERS  
P O BOX 161118  
SACRAMENTO, CA 95816

Employer Identification Number:  
94-3197078  
Case Number:  
953355192  
Contact Person:  
RANDY HOWARD  
Contact Telephone Number:  
(213) 725-7002

Accounting Period Ending:  
Dec. 31  
Foundation Status Classification:  
509(a)(2)  
Advance Ruling Period Begins:  
June 16, 1993  
Advance Ruling Period Ends:  
April 30, 1998

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and

Letter 1045 (DO/CG)

CALIFORNIA ASSOCIATION OF PARK AND

contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social securities taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed

Letter 1045 (DO/CG)

CALIFORNIA ASSOCIATION OF PARK AND

\$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

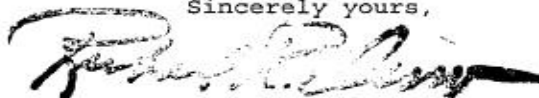
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Richard R. Orosco  
District Director





(For Registry Use Only)

MAIL TO  
Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento CA 95833-4470

## ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code  
11 Cal. Code Regs. sections 301-306, 309, 311, and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

STREET ADDRESS  
1900 I Street  
Sacramento, CA 95814  
(916) 210-5400

RECEIVED  
Attorney General's Office

OCT 15 2020

WEBSITE ADDRESS  
www.org.ca.gov/char-tr

California Assoc of Park & Recreation Commissioners & Board Mmbrs Name of Organization		Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report	Registry of Charitable Trusts
List all DBAs and names the organization uses or has used 1750 Prairie City Rd PMB 157 #130 Address (Number and Street) Folsom CA 95630 City or Town, State, and ZIP Code			
Telephone Number	E-mail Address	State Charity Registration Number	Corporation or Organization No. 1861397
		Federal Employer ID No. 943197078	

### ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312) Make Check Payable to Department of Justice

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

#### PART A - ACTIVITIES

For your most recent full accounting period (beginning 05 / 01 / 2019 ending 04 / 30 / 2020) list:

Gross Annual Revenue \$ 30665      Noncash Contributions \$ \_\_\_\_\_      Total Assets \$ 24625  
Program Expenses \$ 22804      Total Expenses \$ 31319

#### PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		✓
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		✓
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		✓
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coverages used?		✓
5. During this reporting period, did the organization receive any governmental funding?		✓
6. During this reporting period, did the organization hold a raffle for charitable purposes?		✓
7. Does the organization conduct a vehicle donation program?		✓
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?		✓
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		✓

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Paul D. Romero      Paul D. Romero      Exec. Director      10/13/20  
Signature of Authorized Agent      Printed Name      Title      Date

\$25  
721836



**California Secretary of State  
Electronic Filing**



**Corporation - Statement of Information**

**Entity Name:** CALIFORNIA ASSOCIATION OF PARK AND RECREATION COMMISSIONERS AND BOARD MEMBERS  
**Entity (File) Number:** C1861397  
**File Date:** 07/14/2021  
**Entity Type:** Corporation  
**Jurisdiction:** CALIFORNIA  
**Document ID:** GU90032

**Detailed Filing Information**

- 1. **Entity Name:** CALIFORNIA ASSOCIATION OF PARK AND RECREATION COMMISSIONERS AND BOARD MEMBERS
- 2. **Business Addresses:**
  - a. **Street Address of Principal Office in California:**
  - b. **Mailing Address:** 1750 Prairie City Rd Ste 130 PMB 157  
Folsom, California 95630  
United States of America
- 3. **Officers:**
  - a. **Chief Executive Officer:** Bessie Truax  
1750 Prairie City Rd Ste 130 PMB 157  
Folsom, California 95630  
United States of America
  - b. **Secretary:** Patricia Bentson  
1750 Prairie City Rd Ste 130 PMB 157  
Folsom, California 95630  
United States of America

Document ID: GU90032

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# **Insurance Protecting the Association**



Home Office Address:  
3100 Broadway, Suite 511  
Kansas City, MO 64111

Administrative Address:  
One Liberty Plaza, 53<sup>rd</sup> Floor  
New York, NY 10006  
Tel: (800) 817-3252

**ARCH CANOPY POLICY FOR NONPROFIT ORGANIZATIONS<sup>SM</sup>**

**NOTICE: THE LIABILITY COVERAGE PARTS OF THIS POLICY PROVIDE CLAIMS MADE COVERAGE. EXCEPT AS OTHERWISE PROVIDED, SUCH COVERAGE APPLIES ONLY TO CLAIMS FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD AND REPORTED TO THE INSURER NO LATER THAN 60 DAYS AFTER THE END OF THE POLICY PERIOD. EACH APPLICABLE LIMIT OF LIABILITY SHALL BE REDUCED, AND MAY BE EXHAUSTED, BY DEFENSE COSTS PAYMENTS. IF ANY LIMIT OF LIABILITY IS EXHAUSTED, THE INSURER SHALL HAVE NO FURTHER LIABILITY FOR THE COVERAGE TO WHICH SUCH LIMIT APPLIES, INCLUDING LIABILITY FOR DEFENSE COSTS. ALL LOSS PAYMENTS, INCLUDING DEFENSE COSTS PAYMENTS, SHALL APPLY TO THE DEDUCTIBLE.**

**NOTICE: A DEFINITION OF CLAIM IS OUTLINED IN EACH COVERAGE PART AND IS CRITICAL TO COVERAGE AFFORDED. PLEASE READ THIS POLICY CAREFULLY.**

**DECLARATIONS**

Policy No.: NFP0125978-04

**Item 1. Named Organization & Address:**

California Association of Park & Recreation  
1750 Prairie City Rd. Ste.130  
Folsom, CA 95630

**Item 2. Policy Period:**

From: 07/19/2021  
To: 07/19/2022  
12:01 a.m. local time at the address stated in Item 1

**Item 3. Policy Premium:**

Taxes, Surcharges and other Assessments, if applicable

\$786.00

Premium Attributable to Terrorism Risk Insurance:

\$0

Included in Policy Premium

In Addition to Policy Premium

**Item 4. Extended Reporting Period (Liability Coverage Parts only):**

Additional Period: 1 year  
Additional Premium: 50% of annual premium

ENDORSEMENT AGREEMENT  
COVID-19 REPORTING REQUIREMENT  
ENDORSEMENT - CALIFORNIA

9269708-22  
RENEWAL  
NA  
9-96-15-01  
PAGE 1 OF 4

HOME OFFICE  
SAN FRANCISCO

ALL EFFECTIVE DATES ARE  
AT 12:01 AM PACIFIC  
STANDARD TIME OR THE  
TIME INDICATED AT  
PACIFIC STANDARD TIME

EFFECTIVE FEBRUARY 5, 2022 AT 12.01 A.M.  
TO FEBRUARY 5, 2023 AT 12.01 A.M.

CALIFORNIA ASSOCIATION OF PARK & R  
PMB#157  
1750 PRAIRIE CITY RD STE 130  
FOLSOM, CA 95630

IN ADDITION TO THE REQUIREMENTS UNDER PART 4, "YOUR DUTIES  
IF INJURY OCCURS" OF YOUR POLICY, IF YOU HAVE FIVE OR MORE  
EMPLOYEES AND AN EMPLOYEE THAT IS NOT DESCRIBED IN  
CALIFORNIA LABOR CODE SECTION 3212.87 TESTS POSITIVE FOR  
COVID-19, YOU ARE REQUIRED TO REPORT THE FOLLOWING  
INFORMATION AS PROVIDED BELOW.

REPORTING COVID-19 POSITIVE TESTS FROM JULY 6, 2020 TO  
SEPTEMBER 17, 2020

PURSUANT TO CALIFORNIA LABOR CODE SECTION 3212.88(K)(2), IF  
YOU ARE AWARE OF AN EMPLOYEE TESTING POSITIVE FOR COVID-19  
ON OR AFTER JULY 6, 2020 AND PRIOR TO SEPTEMBER 17, 2020,  
YOU MUST REPORT TO YOUR CLAIMS ADMINISTRATOR IN WRITING VIA  
ELECTRONIC MAIL OR FACSIMILE WITHIN 30 BUSINESS DAYS OF  
SEPTEMBER 17, 2020, ALL OF THE FOLLOWING:

1. AN EMPLOYEE HAS TESTED POSITIVE. FOR PURPOSES OF THIS  
REPORTING, DO NOT PROVIDE ANY PERSONALLY IDENTIFIABLE  
INFORMATION REGARDING THE EMPLOYEE WHO TESTED POSITIVE  
FOR COVID-19 UNLESS THE EMPLOYEE ASSERTS THE INFECTION  
IS WORK RELATED OR HAS FILED A CLAIM FORM PURSUANT TO  
CALIFORNIA LABOR CODE SECTION 5401.
2. THE DATE THAT THE EMPLOYEE TESTS POSITIVE, WHICH IS THE  
DATE THE SPECIMEN WAS COLLECTED FOR TESTING.
3. THE SPECIFIC ADDRESS OR ADDRESSES OF THE EMPLOYEE'S

CONTINUED

NOTHING IN THIS ENDORSEMENT SHALL BE HELD TO VARY, ALTER, WAIVE OR EXTEND  
ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS POLICY  
OTHER THAN AS ABOVE STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE  
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR  
LIMITATIONS IN THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO: FEBRUARY 8, 2022

1159

  
AUTHORIZED REPRESENTATIVE

  
PRESIDENT AND CEO

SCIF FORM 10217 (REV.4-2018)

OLD DP 217

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# Board Roster

**CAPRCBM  
BOARD OF DIRECTORS  
March 2017 - March 2020**

OFFICE	TERM EXPIRES	FIRST NAME	LAST NAME	ADDRESS	HOME PHONE NUMBER	WORK/CELL/FAX NUMBER	CITY/ZIP	EMAIL	AGENCY
President	10/1/2022	Betsy	Truax*	PO Box 8461		(520)-834-4940	Mammoth Lakes CA 93546	betsydesk@gmail.com	Mammoth Lakes Park and Recreation Commission
President-Elect	10/1/2022	Ron	Ruef*	27342 Cetanova	(949) 367-1054	(949)-310-7119	Mission Viejo CA 92692	ronruef@gmail.com	Mission Viejo Community Services Commission
Vice President	10/1/2022	Clarence	Maman*	54 Palestrina Drive		(707) 567-8364	American Canyon, 94503	clarenceem@aol.com	American Canyon Parks and Recreation Commission
Sec./Treasurer	10/1/2022	Patricia	Bantson*	1209 Bovino Way		(408) 607-5276	Gilroy, CA 95020	parcitygal@gmail.com	City of Gilroy Parks & Recreation Commission
Treasurer	10/1/2022	Vacant							
Immed Past Pres	10/1/2022	Loretta	Herrin*	25111 Criteria Way	(949) 788-6838	(949) 533-8953	Lake Forest CA 92630	lorettaherrin@gmail.com	Past President
Director N	3/1/2024	Bill	Lock	561 Poplar Avenue		(650) 588-8896	So San Francisco CA 94080	horse561@yahoo.com	South San Francisco Parks & Recreation Commission
Director N	3/1/2024	Brendan	Havenar-Daughton	3529 May Road		(510) 414-0957	Richmond, CA 94803	BHDaughton4Parks@gmail.com	Richmond Recreation and Park Commission
Director S	3/1/2024	Phil	Brook	1328 12th Street #1	(310) 393-8004	(310) 849-2710	Santa Monica CA 90401	commissionerbrook@gmail.com	Santa Monica Parks & Recreation Commission
Director S	3/1/2024	Donna	Peery	13982 Malena Drive	(714) 838-1806		Tustin, CA 92780	djpeery1632@aol.com	Tustin Community Services Commission
Director N	3/1/2023	David	Nigel	520 Skyline Boulevard		(650) 291-9572	San Bruno, CA 94066	davidnigel500@sanbrunocable.com	San Bruno Parks and Recreation Commission
Director N	3/1/2023	Brian	Wallace	303 Ever Ct		(916) 890-7083	Folsom, CA 95630	wallace95630@yahoo.com	Folsom Park and Recreation Commission
Director S	3/1/2023	Rebecca	Rodarte-Byrne	5356 Starling Dr		310-903-9308	Jurupa Valley CA 92509	rodarte-byrne@jarad.org	Jurupa Area Recreation and Park District
Director S	3/1/2023								
Director N	3/1/2022	Lupe	Lopez-Garcia			(925) 864-9883		lupelove@comcast.net	Ambrose Rec & Park District
Director N	3/1/2022	Vacant							
Director S	3/1/2022	Vacant							
Director S	3/1/2022	Vacant							
At Large Director	3/1/2024	Vacant							
At Large Director	3/1/2024	Leo	Friedland	9621 Graham St #47		(714) 615-5988 (C)	Cypress CA 90630	leofriedland@dps.lacounty.gov	
At Large Director	3/1/2023	Vacant							
At Large Director	3/1/2023	Steve	Hoagland*	1169 Sentinel Court		(925) 303-9689	Merced, CA 95340	steverhoagland@gmail.com	Past President
At Large Director	3/1/2022	Vacant							
At Large Director	3/1/2022	Isabel	Rodriguez	218 28th St	(310) 372-4716		Hermosa Beach CA 90254	isarodriguezusc@hotmail.com	Hermosa Beach Community Services Commission
2018 Executive Director		Paul	Romero	328 Marsh Hawk Drive		(916)-221-8895	Folsom, CA	paulromero2011@gmail.com	
CAPRCBM Address: PMB #157 1750 Prairie City Rd. Ste. 130 Folsom, CA 95630						Phone (916) 893-5207		contact@caprcbm.org	Website: www.caprcbm.org
Updated 10/20/21 * = Exec Committee Members.									

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## **List of Past Presidents**



ROBERT BANES	PAST PRES/HON LIFE MBR	1969-1971	Deceased
J. RICHARD TEAGUE	PAST PRES/LIFE MBR	1971-1972	Deceased
SHEILA HYMAN	PAST PRES/HON LIFE MBR	1972-1973	Deceased
EVERETT GREENBERG	PAST PRES/LIFE MBR	1973-1974	Deceased
DOUGLAS MORRISON	PAST PRES/LIFE MBR	1974-1975	Deceased
MARY HERNANDEZ	PAST PRES/LIFE MBR	1975-1976	Deceased
POLLY SANDKULLA	PAST PRES/HON LIFE MBR	1976-1977	Deceased
THOMAS COOPER	PAST PRES/LIFE MBR	1977-1978	Deceased
DAVID NIGEL	PAST PRES/HON LIFE MBR	1978-1979	
FRANCIS BOYKIN	PAST PRES/LIFE MBR	1979-1980	Deceased
BILL LOVE	PAST PRES/LIFE MBR	1980-1981	Deceased
DONNA ROGERS	PAST PRES/HON LIFE MBR	1981-1982	Deceased
ROSE MARY FOREHAND	PAST PRES/HON LIFE MBR	1982-1983	
HILMI IBRAHIM	PAST PRES/LIFE MBR	1983-1984	Deceased
CHARLES SKOEN, JR	PAST PRES/LIFE MBR	1984-1985	Deceased
GLORIS HEER	PAST PRES/LIFE MBR	1985-1986	Deceased
FRANCIS KROMMENHOCK	PAST PRES/LIFE MBR	1986-1987	
ROSEMARIE HARRIS	PAST PRES/LIFE MBR	1987-1988	
JOHN O'DONNELL	PAST PRES/LIFE MBR	1988-1989	Deceased
PATRICIA CRASK-PRIEST	PAST PRES/HON LIFE MBR	1989-1990	
FRED CASTRO	PAST PRES/LIFE MBR	1990-1991	Deceased
BETTY WALLACE	PAST PRES/LIFE MBR	1991-1992	Deceased
STANLEY ANDERSON	PAST PRES/LIFE MBR	1992-1993	
PATRICIA HADLEY	PAST PRES/LIFE MBR	1993-1994	
NEIL FREEMAN	PAST PRES/HON LIFE MBR	1994-1995	
MYRTLE BRAXTON-ELLINGTON	PAST PRES/LIFE MBR	1995-1996	
SARA LAMPE	PAST PRES/LIFE MBR	1996-1997	
JUDITH HOWELL	PAST PRES/LIFE MBR	1997-1998	
NATE RIDDICK	PAST PRES/HONLIFE MBR	1998-1999	Deceased
JUDITH BUSH	PAST PRES/LIFE MBR	1999-2000	
RAY STROUP	PAST PRES/LIFE MBR	2000-2001	
WALLY CAMPBELL	PAST PRES/LIFE MBR	2001-2003	Deceased
INDERJIT KALLIRAI	PAST PRES/LIFE MBR	2003-2004	
FRANK JELINCH	PAST PRES/LIFE MBR	2004-2005	
PETER TATEISHI	PAST PRES/LIFE MBR	2005-2006	
TOM LINK	PAST PRES/LIFE MBR	2006-2007	
ERNIE RODRIGUEZ	PAST PRES/HON LIFE MBR	2007-2008	Deceased
KATHLEEN WAGNER	PAST PRES/LIFE MBR	2008-2009	
WILLIAM THOMAS	PAST PRES/HON LIFE MBR	2009-2010	
RON RUEF	PAST PRES/LIFE MBR	2010-2011	
DEIRDRE MURRAY	PAST PRES/LIFE MBR	2011-2012	
PHIL BROCK	PAST PRES/LIFE MBR	2012-2013	
DENISE DAMROW	PAST PRES/LIFE MBR	2013-2014	Deceased
DENISE DAMROW	PAST PRES/LIFE MBR	2014-2015	
STEVE HOAGLAND	PAST PRES/LIFE MBR	2015-2016	
RANDY DAVIS	PAST PRES/LIFE MBR	2016-2017	
DONNA PEERY	PAST PRES/LIFE MBR	2017-2018	

LORETTA HERRIN  
BETSY TRUAX

PAST PRES/LIFE MBR  
PAST PRES/LIFE MBR

2018-2019  
2019-2020

AL LOPEZ  
ANNE WOODSELL  
JACKIE RYNERSON  
LESTER KNOTT  
LOIS CARR  
RUTH MAC IVOR  
V. DEAN SKEELS  
WILLIAM THOMAS

HON LIFE MEMBER  
HON LIFE MEMBER  
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# Sustainability Report

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## ***Long Term Sustainability-Is it Possible?***

### *The Problem:*

During the 2008 recession our membership numbers fell to half of our normal annual membership (206 agencies to 106). Consequently, our income was essentially halved. Most recently and as a result of the global Covid-19 pandemic, our economy has stalled from business closures, people being asked to shelter-in-place, supply chain failures, inconsistency in government directions, vaccination rebellion, and distrust of government. Local governments have sales and transient occupancy tax reductions and consequently reduced workforce and closed offices. Many people are working from home and local government offices have closed to avoid the transmission of the Covid-19 virus. Consequently, our membership numbers dropped an additional 40% and our income is now compromised to the point where it is difficult to provide long-term sustainability of the Association.

### *Past Actions:*

In 2010-21 fiscal year the Board of Directors implemented a corporate partnership program followed in 2018 with an individual donor program; both have had limited success. Thanks to the generosity of a few Board members, we have been able to maintain the scholarship program; and donations have helped cover operating expense. To keep income and expenses in balance, the Executive Director has cut his pay, delayed payroll, and is making other cost cutting efforts to help with sustainability.

### *Affiliates have taken action:*

As previously mentioned, the pandemic is not only impacting our Association but is also impacting the revenue of other nonprofits across the nation.

NRPA is a membership-based organization and has always supplemented the income by holding an annual conference and vendor exhibit hall. Since January, 2020, their challenge has been the inability to hold “live” conferences. The result is that the revenue from vendor space rental was lost. Their reaction to the loss of income was to reduce staff numbers and concentrate on advertising. Advertising is evident in their magazine, monthly newsletters, correspondence, internet communications and use of social media. Advertising is a good option because of their large membership mailing list and their nonprofit status. Their nationwide membership base is primarily individual professionals and numbers over 4000 people. Their 501c6 nonprofit organization status authorizes advertising, lobbying, fundraising; but they are subject to paying federal and state taxes.

CPRS is also a 501c6 nonprofit organization with an individual membership exceeding 3000 members. They also employ a lobbying firm, advertise in the magazine and online communication, and pay taxes on income derived from advertising. CPRS was impacted, like most nonprofits, by the Covid-19 pandemic. As a result, they reduced their permanent staff by two people and filled the vacancies by part-time employees. They had significant reserves to help absorb the loss of “live conferences” and turned to advertising. Although much of CPRS’s income is from memberships, much of their income comes from the annual conference exhibit hall. Vendors replaced their exhibit hall advertising with online advertising and this action has helped CPRS weather through the revenue reduction. Like NRPA, the large membership base is conducive to selling advertising space as an alternative to sharing product at an exhibit hall. CPRS is not soliciting revenue from donors. What can we do?

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CAPRCBM is a 501c3 nonprofit organization and is exempt from paying state or federal taxes. Income generated from income sources other than memberships must be disclosed and income from raffles or auctions require a permit and separate accounting. That income is subject to tax payment. A 501c3 organization is restricted from lobbying or advertising but can educate its membership on an issue or product. We can receive donations, bequests, and gifts without penalty but must disclose the amount and source as part of our tax return and annual report to the Attorney General. We can offer scholarships, gift awards to our membership, and cover expense to operate the Association.

Our options are somewhat limited because of our membership size and nonprofit status. For the most part, our revenue generation is agency membership and not individuals. Consequently, the 60-70 membership size is not attractive to private partnerships when compared against the 3000-5000 members offered by NRPA or the 2500-3500 members in CPRS. We are just not attractive to those vendors that want to advertise.

To our advantage is that our membership is more politically engaged because members are either elected (Recreation and Park Districts) or appointed. That reality should have some value. Since we are a nonprofit organization, donations are tax deductible. Fundraising campaigns are acceptable as are auctions and raffles. We can sell products as part of a fundraising effort and can educate our membership about products or activities. So, we are not totally limited on what we can go.

But whatever we do comes with the imitations of lack of personnel to perform and execute an event or activity. Our donor campaigns have failed from inconsistency (and poor economies). Our private partnership effort never really progressed and our online auction has not proven to be fruitful. Our greatest donor campaigns come from within and are associated with student scholarships, a worthy cause.

Unfortunately, what we have been doing is not generating significant revenue and is not providing long-term sustainability. We need a different model.

#### *Objective and Goal:*

Our first step is to determine what our base budget level need should be and then make sure we meet that level. Once the amount is known, then we must establish a strategy to meet that minimum amount.

Secondly, we must evaluate extras, or those things we want but can't afford. Once that is known then we must develop a strategy to attain that revenue.

Next, we need to strategize on alternative fundraising methods available to us considering our size, negotiation value, visibility and other strengths and weaknesses. An action plan is then needed using the tools available and commitment to the effort.

Finally, we need measurement tools to monitor and assess the objectives.

Objective 1 – Base amount needed: Our primary income comes from membership. We already determined that the annual cost to operate at the minimum stand is \$19,225. This amount does not include scholarship awards, conference involvement, Board reimbursements, or other non-critical expenses. To meet our base operational obligation, we must maintain 77 agency memberships. **Our first objective is the renew 77 agency members annually.**

Objective 2 - To be fully functional as an Association we need to participate at the annual Conference and Expo and award at least one scholarship. Conference involvement includes a booth at the Expo, Award presentation, and a fundraising event. The combined cost for the conference and Expo is approximately \$4,000. This cost is

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not budgeted. **Our second objective is to fundraise \$4,000 so that the Association can be involved in the conference and Expo.**

Objective 3 – Fundraising strategies and tactics: Regardless of our involvement in the annual conference and Expo, the Association is committed to provide a scholarship award. Typically, that award is generated by a fundraising campaign. The Board has agreed to award one scholarship at the \$1,500 level. Most years, that amount is generated. In reserve are unused funds from previous year campaigns that can be used to support the scholarship award.

**1. Strategy 1:**

- a. Renew 77 agency members. Every agency member non-renewal increases the amount we must generate for basic operation. The Board must set a goal to attain the needed amount of agency members!
- b. Establish a donation program to fund costs of the Conference and Expo. If the additional \$4,000 is not attained, then we should not participate in the conference and consider other methods to conduct the business that would generally be offered at the conference.

**2. Strategy 2:**

- a. Create an action-oriented committee to assess the vendor market and determine what they will pay for the services we can offer. When the vendor partnership program was first offered the amount determined versus the benefit received was subjective. Now, we need a truly objective measurement on what we offer versus its value to a vendor.
- b. Develop a methodology to reach potential donors/vendors to educate our membership about their product or service.
- c. Determine the threshold on what our nonprofit status will allow for product awareness and education. We must decide on whether or not we want to pay tax on advertising and what detriment that will have on the Association budget and tax status.

**3. Strategy 3:**

- a. Seek more income from partnerships. Public Restroom Company donation has become an income stream that we depend on for annual budgetary needs. We need to set a goal to attain two more private partners to donate \$1,500 each to support the budget. Our commitment should be recognition sponsoring a program or event offered by the Association. This income source should not be directed to scholarship awards.
- b. Establish a commerce page on our website that allows for individuals to purchase items sponsored or sold by the Association. A profit margin should be established and mailing and handling needs to be considered. The Board needs to designate a manager of the commerce page to see that products are distributed on a timely basis. A legal opinion may be needed to determine if sales are taxable or tax exempt for nonprofits.
- c. Examples of events that may attract sponsors are:
  - i. Award Program sponsor- \$1,000
  - ii. Education program sponsor- \$1,500
  - iii. Website sponsor- \$1,000
  - iv. Booth sponsor- \$500
  - v. Other....

**4. Strategy 4:**

- a. Recognize and honor those individuals, agencies or business that have contributed time and/or money to the Association. We need to recognize those that provide benefit to the membership with some form of recognition at our Awards function.
- b. The Awards Committee should recommend a complementary type of recognition that honors the benefit. The award should be appropriate with the donation/contribution and not compete or conflict with other awards presented at the ceremony.

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## 5. Strategy 5:

- a. Designate an Officer of the Board, by policy codified in the Standing Rules, to monitor and measure the success of the fundraising effort. If needed, a standing committee could be created to support this effort.
- b. In the quarterly budget analysis, show the financial success from the various income categories to highlight the success/failure of the fundraising effort.
- c. Establish an annual award to recognize the donors and partnerships. Provide a plaque/photo or statue to recognize all those exceeding a minimum amount established by the awards committee.
- d. We want to recognize and encourage positive behavior and contributions. Currently, we provide a letter acknowledging the contribution and offer verbal recognition. We need to do more and honor those who contribute to us.

Generating revenue doesn't come from desire but is a result of hard work. We've talked about an online auction, sponsorships, working together to seek agency membership renewals, membership campaigns to generate new memberships, and more; all with limited success. Every year we come up with enough money to provide a scholarship award. That success is a result of the effort and commitment from David Nigel. Bill Lock has donated in excess of \$1,000 each year for the past 5 years and other Board members have generously donated money to the scholarship program (our most successful fundraising effort to date). Other Board members, including Steve Hoagland and Phil Brock, have donated in-kind services and gifts for our booth or auction. Donation campaigns on different social media outlets has generated several thousand dollars that have helped us cover operation expenses. Without doubt, contributions and gifts from our Association leadership is not only generous but also welcomed. The time and energy from every Board member is keeping the Association together. The question is "can we be sustainable over the long-term without a major commitment to do so"?