

Subject: FOIA meeting today
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Date: Wednesday, June 13, 2012 8:25 PM

Hello Gentlemen,

I appreciate the time you spent today at our FOIA meeting. I believe it was productive. A 360 view is the most accurate, but it requires more than one set of eyes.

Here is a summary meeting report on documentation issues. Please let me know if my understanding is incorrect and add what you believe I missed.

Item A) Available: some receipts; a check register, I have a copy
Unavailable: journal entries; trial balances; chart of accounts; banking records; purchase orders; invoices and other financial information

Item B) List of assets, coming in 30 days or less, as you wish.

Item C) Unavailable

Item D) a. Unavailable
b. It exists but was not at the meeting
c. Available, copy acquired
d. Unavailable, believed to be inapplicable due to never doing grants
e. Working, will know in 30 days
f. Working, will know in 30 days

Lack of Documentation Issues

1. Organization asserts lack of manpower and lack of community involvement on the board as factor limiting documentation. Board is only 3 members.

2. Lack of financial information. Without some kind of management and traccability, impossible to tell what money is being used for and what is the record of donations, if there are any, and who/what if any, are recipients of charity. No budgeting means the organization can't discern it's own performance. Can't plan for upgrades/improvements, or, anything else. Can't tell anything about financial performance. What is the purpose of the organization if it isn't to perform financially (which means have enough money to meet charitable goals). What are the charitable goals? 1% of kids? 5%? 10% of revenue?

3. Lack of meeting minutes and other management information, Can't tell if organization follows bylaws
Can't tell how decisions are made, can't tell what decisions were made. Can't tell if there's any organizational leadership.
4. Organization is unclear about delineation of task responsibility of park management and asset ownership because of arrangement with County and lack of corporate S.O.P.s
5. Over reliance on verbal communication, and lack of dissemination of public access information.

Suggestions/discussion during meeting

1. Institute basic financial tools, like budget.
2. Initiate SOPs on public access, post and disseminate

Roadblocks to improving public information dissemination

1. Vandalism in the park is prohibitive to posting information in the park
2. Limited manpower

That's all for now. Let me know if I missed stuff.

katrina