

Williston Park and Recreation Foundation - Regular Meeting
June 24th, 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
- IV. Approval of Financial Statements
 - a. Financial Summary
 - b. Review of Foundation Through Donations Sponsorships, and Donor Support
- V. Executive Director/Staff Reports
- VI. Old Business
 - a. Giving Hearts Day
- VII. New Business
 - a. Foundation Liaison Position Description – Review and Approval
 - b. Appointment and Approval of the Foundation Liaison
 - c. CD & Endowment updates
 - d. Naming Rights Contract for Coca-Cola’s pledge for concessions naming rights at the Ice/Turf facility approval.
 - e. Pavers and Tiles at WPRD Capitol Projects updates
- VIII. Correspondence
 - a. Citizens to be heard.
 - b. Written
- IX. Adjourn

Next WPRD Foundation Meeting **Wednesday, July 22nd @ 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 Secretary, Treasurer

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



May 20, 2026,

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

Date May 20, 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 Vice President Olsen

ROLL CALL

Present: Olsen, Bates, Graham, Guglich

Absent: Amsden, Grondahl, Heller

Also Present: Rhonda, Joe, Jessica, Emily, Lions Club members, Amanda, Tim, Sam, Zack.

ADDITIONS AND DELETIONS TO THE AGENDA-

- Add to requests for \$500 approval for the 2026 WDA Softball tournament approved through email May 1st, 2026.

APPROVAL OF MINUTES

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

Motion Carried ,

APPROVAL OF FINANCIAL STATEMENTS- There are no statements at this time the Finance Director came to the meeting with an update.

- In the process of separating WPRD Foundation from WPRD with its own systems and accounting conversions. We will get our own balance sheets and have our own books.

Motion by Guglich, **Seconded** by Bates, to approve WPRD Foundation financial statements update from the Financial Director.

ROLL CALL VOTE:

AYE: Olsen, Bates, Graham, Guglich

NAY: None

ABSENT: Amsden, Grondahl, Heller

Motion Carried

EXECUTIVE DIRECTORS REPORT

- Finance update from the financial director for WPRD finances. The capitol improvement budget was approved through the park board.
- Ice and turf is progressing and working towards a GMP at the next park board meeting. They are in the finishing stages of design. The grand opening is projected for late spring early summer 2028.



May 20, 2026,

- The Muni golf course expansion project has started. The groundbreaking ceremony will be May 26th. The vertical construction CMAR will be presented to the park board in June.
- Raymond center renovation met with JLG and will start bi-weekly meetings to create the design. There are two firms left to get under contract. Working to update the first floor at this time and the outside.
- SLP overlook contract was awarded to Knife River with the project to be done no later than October to repave the drive and parking lot to the overlook.
- Western Star project is working on a master site program with fastpitch and JLG. The park district will be a partner but fastpitch will have to be fundraised.
- Working to acquire 12 acres of park space near Cote Park, working towards a quiet-title transfer and we are the only interested party at this time.
- SLP nature center attended the park board meeting and gave updates on how their season and being in the keel boat went during their soring season.
- WPRD had a land swap approval in the park board meeting. WPRD swapped land with WBSD#7 near water world, the land will be used towards the mini golf course.
- We had a site visit with our CAPRA accreditation; the site went great and we will be recommended for accreditation.
- Memberships at the ARC are much higher this time of year compared to previous years because family memberships are tied to the outdoor water park.
- The golf course Club house has had 689 rounds of golf played since the opening in March.
- Pro consulting has sent over the rough draft of the strategic plan and will plan another site visit in the near future to get it approved with the park board.

REQUESTS

- \$10,000 Lion's Club Spring Lake Park Amphitheater Upgrades- Members of the Lion's Club attending the WPRD Foundation meeting to present to the board requesting funds to help renovate the amphitheater including seating, resurface the stage, replace the roof on the shelter, remove some dead trees, add a new shelter, and much more. There are also plans to make this area ADA compliant including the sidewalk up to the amphitheater from the parking lot.

Motion by Bates, **Seconded** by Guglich, to approve \$10,000 to the Lions club for the SLP Amphitheater upgrades.

ROLL CALL VOTE:

AYE: Olsen, Bates, Graham, Guglich

NAY: None

ABSENT: Amsden, Grondahl, Heller

Motion Carried



May 20, 2026,

Motion by Bates, **Seconded** by Graham, to approve Lions club to use the WPRD Foundation 501 (c) 3 as a pass through for all funds for this project.

ROLL CALL VOTE:

AYE: Olsen, Bates, Graham, Guglich

NAY: None

ABSENT: Amsden, Grondahl, Heller

Motion Carried

- \$500 Golf course to purchase and offer free range balls to youth. Matching donation with API.

Motion by Graham, **Seconded** by Guglich, to approve \$500 Golf course to purchase and offer free range balls to youth.

ROLL CALL VOTE:

AYE: Olsen, Bates, Graham, Guglich,

NAY: None

ABSENT: Amsden, Grondahl, Heller

Motion Carried

- \$3,500-5,000 WPRD Recreation for new jerseys, pants, and helmets for football program new branding.

Motion by Guglich, **Seconded** by Graham, to approve \$5,000 towards new gear including jerseys, pants, and helmets for the rebranding for the football program. The WPRD Foundation logo will be included on the new gear.

ROLL CALL VOTE:

AYE: Olsen, Bates, Graham, Guglich

NAY: None

ABSENT: Amsden, Grondahl, Heller

Motion Carried

- \$263.64 Valerie Harmon Zumba subscription fees reimbursed with ARC Fitness Scholarship.

Motion by Bates, **Seconded** by Guglich, to approve \$263.64 for the fitness scholarship to reimburse Valerie.

ROLL CALL VOTE:

AYE: Olsen, Bates, Graham, Guglich

NAY: None

ABSENT: Amsden, Grondahl, Heller

Motion Carried



May 20, 2026,

- \$500- 2026 WDA Softball Tournament Sponsorship approved through email May 1st, 2026

Motion by Pace, **Seconded** by Larry, to approve the \$500 sponsorship for the 2026 WDA Softball Tournament.

ROLL CALL VOTE:

AYE: Olsen, Bates, Graham, Guglich,

NAY: None

ABSENT: Amsden, Grondahl, Heller

Motion Carried

OLD BUSINESS

- Foundation Liaison Updates- Completed Financial Success For Nonprofits. Also there official description of the position will be created and presented to the board to approve.

NEW BUSINESS

- Giving Hearts Day- No new updates. We cannot sign up at this time. The board needs to decide what we want to donate to and will bring something to the meeting in the following months.

CORRESPONDENCE/PUBLIC COMMENT

No correspondence or citizens were present to be heard.

NEXT MEETING DATE- June 24,2026

ADJOURNMENT

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

Motion Carried

06/18/26
10:17:02

FOUNDATION-WILLISTON PARKS & RECREATION
Balance Sheet
For the Accounting Period: 1 / 26

Page: 1
Report ID: L150

10 Unrestricted Operating

Assets

Current Assets

Operating Checking - ASBT	137,722.03
Secondary Checking - ASBT	15,089.98
First International CDAR	1,040,000.00

Total Current Assets 1,192,812.01

Total Assets 1,192,812.01

Liabilities and Equity

Total Liabilities

Equity

Fund Balance	1,178,863.67
CURRENT YEAR INCOME/(LOSS)	13,948.34

Total Equity 1,192,812.01

Total Liabilities & Equity 1,192,812.01

06/18/26
10:17:02

FOUNDATION-WILLISTON PARKS & RECREATION
Income Statement
For the Accounting Period: 1 / 26

Page: 1
Report ID: LB170A

10 Unrestricted Operating

Account Object	Description	Current Year			
		Current Month	Current YTD	Budget	Variance %
Revenue					
300100	Contributions	22,000.00	22,000.00		22,000.00
300500	Investment Income	284.42	284.42		284.42
	Total Revenue	22,284.42	22,284.42	0.00	22,284.42
Expenses					
410700	Sales Tax Expense				
1000	General	212.50	212.50		-212.50
	Total Account	212.50	212.50		-212.50
420400	Grants & Scholarships				
1500	WPRD General	116.00	116.00		-116.00
1540	Fitness Programs	3,807.58	3,807.58		-3,807.58
1550	Special Events	2,000.00	2,000.00		-2,000.00
1620	Club Softball	1,000.00	1,000.00		-1,000.00
1630	Club Basketball	1,000.00	1,000.00		-1,000.00
	Total Account	7,923.58	7,923.58		-7,923.58
420500	Tavel & Meetings				
1120	Meals & Food Supplies	200.00	200.00		-200.00
	Total Account	200.00	200.00		-200.00
	Total Expenses	8,336.08	8,336.08	0.00	-8,336.08
	Net Income from Operations	13,948.34	13,948.34		
	Net Income	13,948.34	13,948.34		

Note: Formula for % columns = revenue*100/total expense for Fund.

06/18/26
10:17:02

FOUNDATION-WILLISTON PARKS & RECREATION
Cash Report
For the Accounting Period: 1/26

Page: 1
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 Unrestricted Operating						
100100 Operating Checking - ASBT	1,164,646.78	22,281.83	0.00	0.00	1,049,206.58	137,722.03
100110 Secondary Checking - ASBT	15,299.89	2.59	0.00	0.00	212.50	15,089.98
100500 First International CDAR	0.00	0.00	1,040,000.00	0.00	0.00	1,040,000.00
Total Fund	1,179,946.67	22,284.42	1,040,000.00		1,049,419.08	1,192,812.01
73 CLAIMS CLEARING FUND						
100100 Operating Checking - ASBT	0.00	0.00	9,206.58	9,206.58	0.00	0.00
100110 Secondary Checking - ASBT	0.00	0.00	212.50	212.50	0.00	0.00
Total Fund			9,419.08	9,419.08		0.00
Totals	1,179,946.67	22,284.42	1,049,419.08	9,419.08	1,049,419.08	1,192,812.01

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

06/18/26
10:17:02

FOUNDATION-WILLISTON PARKS & RECREATION
Claim Details
For the Accounting Period: 1/26

Page: 1
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1	-99900E	1 ND TAX	212.50					
1		ND Tax Tax Payment	18.78*			10 410700	1000	100110
2		ND Tax Tax Payment	193.72*			10 410700	1000	100110
2	1376M	2 WILLISTON PARKS & RECREATION	1,083.00					
ASBT Credit Card Payment for December closing date								
1		12/09/25 ND Tax Commissioner	10.00			10 202110		100100
2		12/09/25 ND Tax Commissioner	10.00			10 202110		100100
3		12/11/25 Shirtworx LLC	1,016.00			10 202110		100100
4		12/19/25 Shirtworx LLC	47.00			10 202110		100100
3	1378M	2 WILLISTON PARKS & RECREATION	5,923.58					
January Foundation Requests								
1		01/22/26 Special Events Date Night	2,000.00*			10 420400	1550	100100
2		01/12/26 WBSD7 Food Pantry	116.00*			10 420400	1500	100100
3		01/19/26 Fitness Scholarship	307.58*			10 420400	1540	100100
4		01/22/26 Fitness GO Challenge - Sponsor	3,500.00*			10 420400	1540	100100
4	1379M	2 WILLISTON PARKS & RECREATION	2,000.00					
Through Donation to WPRD from Kimray INC								
1		WBBC Donation via Kimray Inc	1,000.00*			10 420400	1630	100100
2		Boom Fastpitch via Kimray Inc	1,000.00*			10 420400	1620	100100
5	1382M	2 WILLISTON PARKS & RECREATION	200.00					
ASBT Credit Card Payment for Januray closing date								
1		01/23/26 3Amigos	200.00*			10 420500	1120	100100
# of Claims 5 Total:			9,419.08					
Total Electronic Claims			212.50	Total Non-Electronic Claims			9,206.58	

06/18/26
10:17:02

FOUNDATION-WILLISTON PARKS & RECREATION
Fund Summary for Claims
For the Accounting Period: 1/26

Page: 2
Report ID: AP110

Fund/Account	Amount
10 Unrestricted Operating	
100100 Operating Checking - ASBT	9,206.58
100110 Secondary Checking - ASBT	212.50
Total:	9,419.08

06/18/26
10:11:06

FOUNDATION-WILLISTON PARKS & RECREATION
Balance Sheet
For the Accounting Period: 2 / 26

Page: 1
Report ID: L150

10 Unrestricted Operating

Assets

Current Assets

Operating Checking - ASBT	137,785.42
Secondary Checking - ASBT	15,092.29
First International CDAR	1,040,000.00

Total Current Assets 1,192,877.71

Total Assets 1,192,877.71

Liabilities and Equity

Total Liabilities

Equity

Fund Balance	1,178,863.67
CURRENT YEAR INCOME/(LOSS)	14,014.04

Total Equity 1,192,877.71

Total Liabilities & Equity 1,192,877.71

06/18/26
10:11:06

FOUNDATION-WILLISTON PARKS & RECREATION
Income Statement
For the Accounting Period: 2 / 26

Page: 1
Report ID: LB170A

10 Unrestricted Operating

Account Object	Description	----- Current Year -----			
		Current Month	Current YTD	Budget	Variance %
Revenue					
300100	Contributions		22,000.00		22,000.00
300500	Investment Income	65.70	350.12		350.12
	Total Revenue	65.70	22,350.12	0.00	22,350.12
Expenses					
410700	Sales Tax Expense				
	1000 General		212.50		-212.50
	Total Account		212.50		-212.50
420400	Grants & Scholarships				
	1500 WPRD General		116.00		-116.00
	1540 Fitness Programs		3,807.58		-3,807.58
	1550 Special Events		2,000.00		-2,000.00
	1620 Club Softball		1,000.00		-1,000.00
	1630 Club Basketball		1,000.00		-1,000.00
	Total Account		7,923.58		-7,923.58
420500	Tavel & Meetings				
	1120 Meals & Food Supplies		200.00		-200.00
	Total Account		200.00		-200.00
	Total Expenses	0.00	8,336.08	0.00	-8,336.08
	Net Income from Operations	65.70	14,014.04		
	Net Income	65.70	14,014.04		

Note: Formula for % columns = revenue*100/total expense for Fund.

06/18/26
10:11:06

FOUNDATION-WILLISTON PARKS & RECREATION
Cash Report
For the Accounting Period: 2/26

Page: 1
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 Unrestricted Operating						
100100 Operating Checking - ASET	137,722.03	63.39	0.00	0.00	0.00	137,785.42
100110 Secondary Checking - ASET	15,089.98	2.31	0.00	0.00	0.00	15,092.29
100500 First International CDAR	1,040,000.00	0.00	0.00	0.00	0.00	1,040,000.00
Total Fund	1,192,812.01	65.70				1,192,877.71
Totals	1,192,812.01	65.70	0.00	0.00	0.00	1,192,877.71

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

06/18/26
10:17:26

FOUNDATION-WILLISTON PARKS & RECREATION
Balance Sheet
For the Accounting Period: 3 / 26

Page: 1
Report ID: L150

10 Unrestricted Operating

Assets

Current Assets

Operating Checking - ASBT	131,291.13
Secondary Checking - ASBT	15,094.85
First International CDAR	1,040,000.00

Total Current Assets 1,186,385.98

Total Assets 1,186,385.98

Liabilities and Equity

Total Liabilities

Equity

Fund Balance	1,178,863.67
CURRENT YEAR INCOME/(LOSS)	7,522.31

Total Equity 1,186,385.98

Total Liabilities & Equity 1,186,385.98

06/18/26
10:17:26

FOUNDATION-WILLISTON PARKS & RECREATION
Income Statement
For the Accounting Period: 3 / 26

Page: 1
Report ID: LB170A

10 Unrestricted Operating

Account Object	Description	Current Year			
		Current Month	Current YTD	Budget	Variance %
Revenue					
300100	Contributions	5,000.00	27,000.00		27,000.00
300500	Investment Income	70.48	420.60		420.60
	Total Revenue	5,070.48	27,420.60	0.00	27,420.60
Expenses					
410200	Administrative				
1140	Professional Development	875.00	875.00		-875.00
	Total Account	875.00	875.00		-875.00
410700	Sales Tax Expense				
1000	General		212.50		-212.50
	Total Account		212.50		-212.50
420400	Grants & Scholarships				
1500	WPRD General		116.00		-116.00
1540	Fitness Programs		3,807.58		-3,807.58
1550	Special Events		2,000.00		-2,000.00
1570	Recreation Programs	5,500.00	5,500.00		-5,500.00
1615	Club Baseball - BRWS	5,000.00	5,000.00		-5,000.00
1620	Club Softball		1,000.00		-1,000.00
1630	Club Basketball		1,000.00		-1,000.00
	Total Account	10,500.00	18,423.58		-18,423.58
420500	Tavel & Meetings				
1120	Meals & Food Supplies	187.21	387.21		-387.21
	Total Account	187.21	387.21		-387.21
	Total Expenses	11,562.21	19,898.29	0.00	-19,898.29
	Net Income from Operations	-6,491.73	7,522.31		
	Net Income	-6,491.73	7,522.31		

Note: Formula for % columns = revenue*100/total expense for Fund.

06/18/26
10:17:26

FOUNDATION-WILLISTON PARKS & RECREATION
Cash Report
For the Accounting Period: 3/26

Page: 1
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 Unrestricted Operating						
100100 Operating Checking - ASBT	137,785.42	5,067.92	0.00	0.00	11,562.21	131,291.13
100110 Secondary Checking - ASBT	15,092.29	2.56	0.00	0.00	0.00	15,094.85
100500 First International CDAR	1,040,000.00	0.00	0.00	0.00	0.00	1,040,000.00
Total Fund	1,192,877.71	5,070.48			11,562.21	1,186,385.98
73 CLAIMS CLEARING FUND						
100100 Operating Checking - ASBT	0.00	0.00	11,562.21	11,562.21	0.00	0.00
Totals	1,192,877.71	5,070.48	11,562.21	11,562.21	11,562.21	1,186,385.98

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

06/18/26
10:17:26

FOUNDATION-WILLISTON PARKS & RECREATION
Claim Details
For the Accounting Period: 3/26

Page: 1
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6	1386M	2 WILLISTON PARKS & RECREATION	875.00					
	Foundation-specific PD for R. Ludlum							
1	Financial Success for NP's		875.00*			10 410200	1140	100100
7	1387M	2 WILLISTON PARKS & RECREATION	187.21					
	ASBT Credit Card Payment for Feb closing date							
1	Foundation Lunch		187.21*			10 420500	1120	100100
8	1385M	2 WILLISTON PARKS & RECREATION	5,000.00					
	Through Donation to WPRD from Williston Basin Chapter API							
1	BRWS Donation via WBC API		5,000.00*			10 420400	1615	100100
9	1384M 999999	MILESTONE HEALTH PARTNERS	5,000.00					
	Donation to for iCan Bike Camp							
1	iCan Bike Camp Sponsor		5,000.00*			10 420400	1570	100100
10	1383M	2 WILLISTON PARKS & RECREATION	500.00					
	Donation to WPRD for Hockey Tournament							
1	Keelboat Clash - Hockey Tourn		500.00*			10 420400	1570	100100
	# of Claims	5	Total:	11,562.21				

06/18/26
10:17:26

FOUNDATION-WILLISTON PARKS & RECREATION
Fund Summary for Claims
For the Accounting Period: 3/26

Page: 2
Report ID: AP110

Fund/Account	Amount
10 Unrestricted Operating	
100100 Operating Checking - ASBT	11,562.21
Total:	11,562.21

06/18/26
10:17:49

FOUNDATION-WILLISTON PARKS & RECREATION
Balance Sheet
For the Accounting Period: 4 / 26

Page: 1
Report ID: L150

10 Unrestricted Operating

Assets

Current Assets

Operating Checking - ASBT	131,356.47
Secondary Checking - ASBT	13,560.57
First International CDAR	1,040,000.00

Total Current Assets 1,184,917.04

Total Assets 1,184,917.04

Liabilities and Equity

Total Liabilities

Equity

Fund Balance	1,178,863.67
CURRENT YEAR INCOME/(LOSS)	6,053.37

Total Equity 1,184,917.04

Total Liabilities & Equity 1,184,917.04

06/18/26
10:17:49

FOUNDATION-WILLISTON PARKS & RECREATION
Balance Sheet
For the Accounting Period: 4 / 26

Page: 2
Report ID: L150

73 CLAIMS CLEARING FUND

Assets

Current Assets

Operating Checking - ASBT 15,400.00

Total Current Assets 15,400.00

Total Assets 15,400.00

Liabilities and Equity

Current Liabilities

CHECKS PAYABLE 15,400.00

Total Current Liabilities 15,400.00

Total Liabilities & Equity 15,400.00

06/18/26
10:17:49

FOUNDATION-WILLISTON PARKS & RECREATION
Income Statement
For the Accounting Period: 4 / 26

Page: 1
Report ID: LB170A

10 Unrestricted Operating

Account Object	Description	----- Current Year -----			
		Current Month	Current YTD	Budget	Variance %
Revenue					
300100	Contributions	15,400.00	42,400.00		42,400.00
300350	Alcohol Sales Revenue	2,599.00	2,599.00		2,599.00
300500	Investment Income	67.61	488.21		488.21
	Total Revenue	18,066.61	45,487.21	0.00	45,487.21
Expenses					
401100	Cost of Good Sold				
1130	Alcohol Purchased	4,135.55	4,135.55		-4,135.55
	Total Account	4,135.55	4,135.55		-4,135.55
410200	Administrative				
1140	Professional Development		875.00		-875.00
	Total Account		875.00		-875.00
410700	Sales Tax Expense				
1000	General		212.50		-212.50
	Total Account		212.50		-212.50
420400	Grants & Scholarships				
1500	WPRD General		116.00		-116.00
1540	Fitness Programs		3,807.58		-3,807.58
1550	Special Events		2,000.00		-2,000.00
1570	Recreation Programs	400.00	5,900.00		-5,900.00
1610	Club Baseball	15,000.00	15,000.00		-15,000.00
1615	Club Baseball - BRWS		5,000.00		-5,000.00
1620	Club Softball		1,000.00		-1,000.00
1630	Club Basketball		1,000.00		-1,000.00
	Total Account	15,400.00	33,823.58		-33,823.58
420500	Tavel & Meetings				
1120	Meals & Food Supplies		387.21		-387.21
	Total Account		387.21		-387.21
	Total Expenses	19,535.55	39,433.84	0.00	-39,433.84
	Net Income from Operations	-1,468.94	6,053.37		

06/18/26
10:17:49

FOUNDATION-WILLISTON PARKS & RECREATION
Income Statement
For the Accounting Period: 4 / 26

Page: 2
Report ID: LB170A

10 Unrestricted Operating

Account Object	Description	----- Current Year -----			
		Current Month	Current YTD	Budget	Variance %
	Net Income	-1,468.94	6,053.37		

Note: Formula for % columns = revenue*100/total expense for Fund.

06/18/26
10:17:49

FOUNDATION-WILLISTON PARKS & RECREATION
Cash Report
For the Accounting Period: 4/26

Page: 1
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 Unrestricted Operating						
100100 Operating Checking - ASBT	131,291.13	15,465.34	0.00	0.00	15,400.00	131,356.47
100110 Secondary Checking - ASBT	15,094.85	2,601.27	0.00	0.00	4,135.55	13,560.57
100500 First International CDAR	1,040,000.00	0.00	0.00	0.00	0.00	1,040,000.00
Total Fund	1,186,385.98	18,066.61			19,535.55	1,184,917.04
73 CLAIMS CLEARING FUND						
100100 Operating Checking - ASBT	0.00	0.00	15,400.00	0.00	0.00	15,400.00
100110 Secondary Checking - ASBT	0.00	0.00	4,135.55	4,135.55	0.00	0.00
Total Fund			19,535.55	4,135.55		15,400.00
Totals	1,186,385.98	18,066.61	19,535.55	4,135.55	19,535.55	1,200,317.04

*** Transfers In and Transfers Out columns should match, with the following exceptions:
1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

06/18/26
10:17:49

FOUNDATION-WILLISTON PARKS & RECREATION
Claim Details
For the Accounting Period: 4/26

Page: 1
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11	-99899E	4 DELANEY DISTRIBUTING	1,052.00					
	Alcohol Purchases							
1	Alcohol Purchases		1,052.00*			10 401100	1130	100110
12	-99898E	4 DELANEY DISTRIBUTING	612.30					
	Alcohol Purchases							
1	Alcohol Purchases		612.30*			10 401100	1130	100110
13	-99897E	4 DELANEY DISTRIBUTING	694.25					
	Alcohol Purchases							
1	Alcohol Purchases		694.25*			10 401100	1130	100110
14	-99896E	3 MORELLIS DISTRIBUTING	1,420.50					
	Alcohol Purchases							
1	Alcohol Purchases		1,420.50*			10 401100	1130	100110
15	-99895E	3 MORELLIS DISTRIBUTING	356.50					
	Alcohol Purchases							
1	Alcohol Purchases		356.50*			10 401100	1130	100110
16	1388M	2 WILLISTON PARKS & RECREATION	400.00					
	Through Donation from First International Bank							
1	Rec BB/SB T-shirt sponsor		400.00*			10 420400	1570	100100
17	1390M	2 WILLISTON PARKS & RECREATION	15,000.00					
	Through Donation from Scheele Foundation							
1	Williston Boys Baseball		15,000.00*			10 420400	1610	100100
	# of Claims	7 Total:	19,535.55					
	Total Electronic Claims		4,135.55	Total Non-Electronic Claims		15,400.00		

06/18/26
10:17:49

FOUNDATION-WILLISTON PARKS & RECREATION
Fund Summary for Claims
For the Accounting Period: 4/26

Page: 2
Report ID: AP110

Fund/Account	Amount
10 Unrestricted Operating	
100100 Operating Checking - ASBT	15,400.00
100110 Secondary Checking - ASBT	4,135.55
Total:	19,535.55

06/18/26
10:18:17

FOUNDATION-WILLISTON PARKS & RECREATION
Balance Sheet
For the Accounting Period: 5 / 26

Page: 1
Report ID: L150

10 Unrestricted Operating

Assets

Current Assets

Operating Checking - ASBT	200,164.17
Secondary Checking - ASBT	18,877.31
First International CDAR	1,040,000.00

Total Current Assets 1,259,041.48

Total Assets 1,259,041.48

Liabilities and Equity

Total Liabilities

Equity

Fund Balance	1,178,863.67
CURRENT YEAR INCOME/(LOSS)	80,177.81

Total Equity 1,259,041.48

Total Liabilities & Equity 1,259,041.48

06/18/26
10:18:17

FOUNDATION-WILLISTON PARKS & RECREATION
Income Statement
For the Accounting Period: 5 / 26

Page: 1
Report ID: LB170A

10 Unrestricted Operating

Account Object	Description	----- Current Year -----			
		Current Month	Current YTD	Budget	Variance %
Revenue					
300100	Contributions	75,500.00	117,900.00		117,900.00
300350	Alcohol Sales Revenue	7,978.00	10,577.00		10,577.00
300500	Investment Income	73.93	562.14		562.14
	Total Revenue	83,551.93	129,039.14	0.00	129,039.14
Expenses					
401100	Cost of Good Sold				
1130	Alcohol Purchased	2,663.85	6,799.40		-6,799.40
	Total Account	2,663.85	6,799.40		-6,799.40
410200	Administrative				
1140	Professional Development		875.00		-875.00
	Total Account		875.00		-875.00
410700	Sales Tax Expense				
1000	General		212.50		-212.50
	Total Account		212.50		-212.50
420400	Grants & Scholarships				
1500	WPRD General		116.00		-116.00
1540	Fitness Programs	263.64	4,071.22		-4,071.22
1550	Special Events		2,000.00		-2,000.00
1560	Golf Course	1,000.00	1,000.00		-1,000.00
1570	Recreation Programs	5,000.00	10,900.00		-10,900.00
1610	Club Baseball		15,000.00		-15,000.00
1615	Club Baseball - BRWS		5,000.00		-5,000.00
1620	Club Softball		1,000.00		-1,000.00
1630	Club Basketball		1,000.00		-1,000.00
1710	Community Initiatives	500.00	500.00		-500.00
	Total Account	6,763.64	40,587.22		-40,587.22
420500	Tavel & Meetings				
1120	Meals & Food Supplies		387.21		-387.21
	Total Account		387.21		-387.21
	Total Expenses	9,427.49	48,861.33	0.00	-48,861.33
	Net Income from Operations	74,124.44	80,177.81		

06/18/26
10:18:17

FOUNDATION-WILLISTON PARKS & RECREATION
Income Statement
For the Accounting Period: 5 / 26

Page: 2
Report ID: LB170A

10 Unrestricted Operating

Account Object	Description	----- Current Year -----			
		Current Month	Current YTD	Budget	Variance %
	Net Income	74,124.44	80,177.81		

Note: Formula for % columns = revenue*100/total expense for Fund.

06/18/26
10:18:17

FOUNDATION-WILLISTON PARKS & RECREATION
Cash Report
For the Accounting Period: 5/26

Page: 1
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 Unrestricted Operating						
100100 Operating Checking - ASBT	131,356.47	75,571.34	0.00	0.00	6,763.64	200,164.17
100110 Secondary Checking - ASBT	13,560.57	7,980.59	0.00	0.00	2,663.85	18,877.31
100500 First International CDAR	1,040,000.00	0.00	0.00	0.00	0.00	1,040,000.00
Total Fund	1,184,917.04	83,551.93			9,427.49	1,259,041.48
73 CLAIMS CLEARING FUND						
100100 Operating Checking - ASBT	15,400.00	0.00	6,763.64	22,163.64	0.00	0.00
100110 Secondary Checking - ASBT	0.00	0.00	2,663.85	2,663.85	0.00	0.00
Total Fund	15,400.00		9,427.49	24,827.49		0.00
Totals	1,200,317.04	83,551.93	9,427.49	24,827.49	9,427.49	1,259,041.48

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

06/18/26
10:18:17

FOUNDATION-WILLISTON PARKS & RECREATION
Claim Details
For the Accounting Period: 5/26

Page: 1
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18	-99894E	4 DELANEY DISTRIBUTING	61.60					
	Alcohol Purchases							
1	Alcohol Purchases		61.60*			10 401100	1130	100110
19	-99893E	3 MORELLIS DISTRIBUTING	157.00					
	Alcohol Purchases							
1	Alcohol Purchases		157.00*			10 401100	1130	100110
20	-99892E	4 DELANEY DISTRIBUTING	60.80					
	Alcohol Purchases							
1	Alcohol Purchases		60.80*			10 401100	1130	100110
21	-99891E	3 MORELLIS DISTRIBUTING	985.00					
	Alcohol Purchases							
1	Alcohol Purchases		985.00*			10 401100	1130	100110
22	-99890E	4 DELANEY DISTRIBUTING	485.55					
	Alcohol Purchases							
1	Alcohol Purchases		485.55*			10 401100	1130	100110
23	-99889E	3 MORELLIS DISTRIBUTING	64.00					
	Alcohol Purchases							
1	Alcohol Purchases		64.00*			10 401100	1130	100110
24	-99888E	3 MORELLIS DISTRIBUTING	102.50					
	Alcohol Purchases							
1	Alcohol Purchases		102.50*			10 401100	1130	100110
25	-99887E	4 DELANEY DISTRIBUTING	747.40					
	Alcohol Purchases							
1	Alcohol Purchases		747.40*			10 401100	1130	100110
26	1391M	2 WILLISTON PARKS & RECREATION	500.00					
	Through Donation from WBC API							
1	Golf - Range Balls for kids		500.00*			10 420400	1560	100100
27	1396M	2 WILLISTON PARKS & RECREATION	5,763.64					
	May Grant Requests							
1	Golf - Range Balls for kids		500.00*			10 420400	1560	100100
2	Rec FB - Uniforms		5,000.00*			10 420400	1570	100100
3	Fitness - Trainer Fees		263.64*			10 420400	1540	100100

06/18/26
10:18:17

FOUNDATION-WILLISTON PARKS & RECREATION
Claim Details
For the Accounting Period: 5/26

Page: 2
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
28	1392M 999999	WILLISTON HIGHSCHOOL	500.00					
	WDA Softball Sponsor							
1	WDA Softball Sponsor		500.00*			10 420400	1710	100100
	# of Claims	11	Total:	9,427.49				
	Total Electronic Claims		2,663.85	Total Non-Electronic Claims			6,763.64	

06/18/26
10:18:17

FOUNDATION-WILLISTON PARKS & RECREATION
Fund Summary for Claims
For the Accounting Period: 5/26

Page: 3
Report ID: AP110

Fund/Account	Amount
10 Unrestricted Operating	
100100 Operating Checking - ASBT	6,763.64
100110 Secondary Checking - ASBT	2,663.85
Total:	9,427.49



P.O. Box 770001
Cincinnati, OH 45277-0053

SP 01 003869 93547 H 7 ASNGLP
BSNMZCBBBCQKT
WILLISTON PARKS & RECREATION FOUNDATION INC
WILLISTON PARKS AND RECREATION FOUNDATION
822 18TH ST E
WILLISTON, ND 58801-4475

003869 1/1

December 16, 2025

Greetings:

We are delighted to provide you with the attached check for **\$20,000.00**. This Fidelity Charitable Donor-Advised Fund SM grant was made at the recommendation of the Kelly and Lloyd Anseth Family Gift Fund, a donor-advised fund. ¹

This grant is made by Fidelity Charitable. Fidelity Charitable's donor recommends the grant be used for the following purpose (which does not constitute a restriction): **Development of Strider Bike Program**. This grant is to be used exclusively for charitable purposes, and is not made for the purpose of influencing legislation. This grant is also subject to the "Grant Terms" on the next page. If you are unable or unwilling to meet these grant conditions, you must return these funds to Fidelity Charitable.

Should you choose to send a thank-you letter, the donor has requested it be sent to the following address. You should not, however, issue a tax acknowledgement to either the recommending donor(s) or to Fidelity Charitable.

Kelly and Lloyd Anseth, 7858 Lake Thomas Road, Stevens Point, WI 54482

¹ Fidelity Charitable is an independent public charity that sponsors a donor-advised fund program. In a donor-advised fund, Donors make irrevocable charitable contributions to Fidelity Charitable, and have the privilege of recommending grants to qualified public charities.

DCG _CEBSNMZCBBBCQKT_BBBBB 20251216 5700 P OP=DCCK Page 1 of 2

EBSNMZCBBBCQKT_BBBBB 20251216 PLEASE FOLD AND DETACH AT PERFORATION BEFORE PRESENTING CHECK FOR PAYMENT

VERIFY THE AUTHENTICITY OF THIS MULTITONE SECURITY DOCUMENT. CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.

FIDELITY Charitable
Make more of a difference
P.O. Box 770001
Cincinnati, OH 45277-0053
800-952-4438
PAYABLE AT: THE BANK OF NEW YORK MELLON
EVERETT, MA 02149
53-292/113
16183893
December 16, 2025

WILLISTON PARKS AND RECREATION FOUNDATION **\$20,000.00**

*****Twenty Thousand & 0/100 DOLLARS*****

VOID AFTER 60 DAYS

⑆ 16 183893 ⑆ ⑆ 01 130 29 20 ⑆ ⑆ 004936 ⑆

Trust Through Donation

Check # 1379
Date: 1/26/2026
Vendor: WPRD Foundation

Amount
Revenue Code In **40.350517** **\$1,000.00**
Expense Code Out **40.7100.80030**
WPRD Rev Code
Program Name Fast pitch Boom
Donator Kimray Inc
Donor Check # 432395

Revenue Code In **40.350519** **\$ 1,000.00**
Expense Code Out **40.7100.80031**
WPRD Rev Code **10.xxxxxx**
Program Name WBBC Donations
Donator Kimray Inc
Donor Check # 432395

Revenue Code In **40.xxxxxx** **\$ -**
Expense Code Out **40.7100.xxxxx**
WPRD Rev Code **10.xxxxxx**
Program Name _____
Donator _____
Donor Check # _____

\$2,000.00

432935

KIMRAY INC.

Kimray Inc.
62 NW 42nd Street
Oklahoma City, OK 73118

MIDFIRST BANK

89-8799/3030

12/04/2025

PAY
TO THE
ORDER OF

WILLISTON PARKS & REC

\$ **2,000.00

DOLLARS

Two Thousand And 00/100*****

WILLISTON PARKS & REC FND.
822 18TH ST E
WILLISTON ND 58801
United States



[Handwritten Signature]
AUTHORIZED SIGNATURE

MEMO

⑈432935⑈ ⑆303087995⑆ ⑈5201023861⑈

432935

Invoice Number	Invoice Date	Memo	Original Amount	Amount Due	Discount/Credit	Net Amount
DONATION WPR 120225	12/02/2025		\$2,000.00	\$2,000.00		\$2,000.00

KIMRAY
INC.

Thanks to Pat Irgens for recommending this donation from Kimray!

- Robert Greenlaw

KIMRAY
INC.

Trust Through Donation

Check # 1385
Date: 2/26/2026
Vendor: WPRD Foundation

		Amount
Revenue Code In	40.350519	\$5,000.00
Expense Code Out	40.7100.80031	
WPRD Rev Code		
Program Name	Babe Ruth World Series WBBC	

Donator Williston Basin Chapter API
Donor Check # 2342

\$5,000.00

2842

WILLISTON BASIN CHAPTER API
PO BOX 546
WILLISTON, ND 58802

DATE 7/14/2006

7-51/913

PAY TO THE ORDER OF Williston Park and Rec Foundation \$ 5,000.00
Five thousand dollars and 00/100 DOLLARS



FOR Babe from World Series
Bauch Girard

⑆002342⑆ ⑆09⑆3005⑆5⑆ 977⑆0582⑆0⑆

Trust Through Donation

Check # 1388
Date: 4/21/2026
Vendor: WPRD Foundation

	Amount	
Revenue Code In	40.350516	\$400
Expense Code Out	40.7100.80029	

WPRD Rev Code
Program Name Rec League Team T-Shirt for baseball and softball

Donator First International Bank
Donor Check # 210837

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER, A VOID PANTOGRAPH AND MICROPRINTING

Iris International Bank & Trust

100 N. Main, PO Box 607
Vero Beach, FL 32986
(888) 421-2887



IRIS INTERNATIONAL BANK & TRUST
100 N. MAIN
PO BOX 607
VERO BEACH, FL 32986

210837
3/26/2026

WILKINSON PARKS & RECREATION FOUNDATION INC

FOUR HUNDRED \$100.00

400.00

FOUR HUNDRED DOLLARS

WILKINSON PARKS & RECREATION FOUNDATION INC
PO BOX 1168
WILKINSON, ND 58802

[Handwritten Signature]
EXPENSE CHECK

210837 09130503 00002011 21

Date	Invoice Number	Description	Amount
3/23/2026	03232026	REC LEAGUE TEAM T-SHIRT SPONSORSHIP	400.00

Amount Due: 400.00 W/H Amount: 0.00 Net Amount: 400.00

WILLISTON PARK & RECREATION FOUNDATION

TRUST ACCOUNT
PO BOX 1169
WILLISTON ND 58802-1169

7/15/91 1388

7/21/20

Pay to the order of *UNRND*

\$ 400.00

Four Hundred and No/100



AMERICAN STATE BANK
AND TRUST COMPANY
PO BOX 1416 WILLISTON ND 58802-1416 PH: 701-774-4100

[Signature]

⑆0918005151⑆ 928 187 91 1388

Trust Through Donation

Check # 1390

Date: 4/28/2026

Vendor: WPRD Foundation

		Amount
Revenue Code In	40.350519	\$15,000

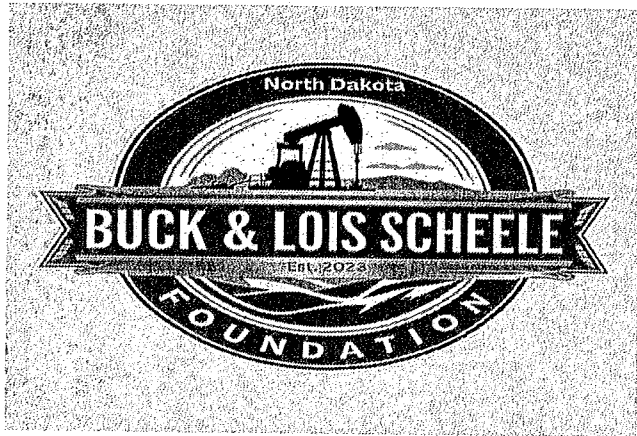
Expense Code Out	40.7100.80031
------------------	---------------

WPRD Rev Code

Program Name Williston Boys Baseball

Donator Buck & Lois Scheele Foundation

Donor Check # 164



1020, 42nd Street, Williston, ND 58801

April 23, 2026

Dear Williston Parks & Rec Department
Fbo: Williston Boys Baseball,

Mrs. Lois Scheele and the board of the Buck & Lois Scheele Foundation have awarded your charitable establishment a donation of \$15,000. Congratulations, and thank you for the wonderful work you do. This donation is to be used towards the Williston Boys Baseball needs.

We are required to have on file a copy of your 501c3. If you have previously provided us with a copy, we would request only a copy of your annual 990 filing, if you are required to file one with the IRS.

I would ask also for a receipt confirming that "no goods or services were received by this foundation for the donation".

You can email the 501c3 designation and receipt to cheryl@powersnd.com or mail it to Buck & Lois Scheele Foundation, 1020 42nd Street E, Williston, ND 58801

Keep doing what you do, you make the world a better place.

Lois Scheele / Cheryl Powers / Tom Powers / Adam Groth / Lisa Patton

BUCK & LOIS SCHEELE FOUNDATION
 1020 42ND ST. E
 WILLISTON, ND 58801-6809

Date: 4/15/2026

Pay to the Order of: W.P.R.D. Foundation \$ 15,000

Five thousand and no/100 Dollars

The Bank of New York Mellon
 1 Wall Street
 New York, NY 10280

⑆ 7018 Williston Bars Bankroll ⑆

⑆ 03100⑆ ⑆ 571⑆ ⑆ 20⑆ ⑆ 570⑆ ⑆ 68⑆ ⑆ 69⑆ ⑆ 51⑆ ⑆ 01⑆ ⑆ 61⑆

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND TRIT-REACTIVE INK. DETAILS ON BACK.

WILLISTON PARK & RECREATION FOUNDATION
 TRUST ACCOUNT
 P.O. BOX 116
 WILLISTON, ND 58802-1116

Date: 4/15/2026

Pay to the Order of: W.P.R.D. Foundation \$ 15,000

Five thousand and no/100 Dollars

ASB AMERICAN STATE BANK
 AND TRUST COMPANY
 360 EXETER WILLISTON, ND 58802-1416 PH: 701-774-4100

⑆ 091400⑆ ⑆ 45⑆ ⑆ 1⑆ ⑆ 0⑆ ⑆ 5⑆ ⑆ 7⑆ ⑆ 1⑆ ⑆ 9⑆ ⑆ 1⑆ ⑆ 1⑆ ⑆ 3⑆ ⑆ 5⑆ ⑆ 0⑆

ODJF-1
 47269

ASB AMERICAN STATE BANK
 JUD TRUST COMPANY
 P.O. BOX 1416 • WILLISTON, ND 58802-1416 PH: 701-774-4100

DATE: 4/128/26

NAME: _____
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

ACCOUNT NUMBER
 * 9031879

SIGN HERE FOR CASH RECEIVED (IF REQUIRED)

CASH

CHECKS

TOTAL FROM OTHER SIDE

SUB TOTAL

LESS CASH RECEIVED

NET DEPOSIT \$ 15,000.00

CHECKING DEPOSIT

⑆ 5⑆ 0⑆ 1⑆ 0⑆ 0⑆ 3⑆ 9⑆ ⑆

OUR PARTNERS



CONTRIBUTING

\$30 MILLION



\$10 MILLION
* ADJACENT INFRASTRUCTURE



\$12 MILLION

PUBLIC SUPPORT

02% VOTER APPROVAL TO RENEW WPRD SALES AND USE TAX

PRIVATE FUNDING

PLEDGE **YOUR** COMMITMENT

SPONSORSHIP

★ Facility Naming	\$8 Million
○ Main Arena Naming	\$5 Million
⚡ Year-Round Rink	\$3 Million
⚡ Support Rink	\$2 Million
⚡ Turf Facility	\$2 Million



DONOR RECOGNITION

- Prominent facility signage
- Digital and print recognition
- Legacy donor wall in main lobby
- Naming rights up to 20 years



FLEXIBLE GIVING OPTIONS

- Multi-year pledges accepted
- Donations can be tax-deductible
- Custom packages available for corporate partners

PLEDGE COMMITMENT FORM



YES, I/We hereby express our formal intention to make a charitable gift to the WPRD Foundation in support of its mission and initiatives. This pledge represents my/our commitment to strengthening programs, facilities, and services that benefit our community.

Facility / Project Supported: Williston Ice & Turf

TYPE OF COMMITMENT
 Naming Rights to: High School Girls Varsity Volleyball room
 Donor Recognition (Wall/Feature):
 Capital Construction Support
 Deferred Maintenance Fund - Facility Specific
 Permanent Endowment (Minimum \$10,000 Required)
 Other (Describe):

TOTAL GIFT/PLEDGE AMOUNT
 Total Commitment: \$ 15,000

Payment Structure:
 One-time Payment
 Multi-Year Pledge (Up to _____ Years)

If multi-year:
 Annual Installment: \$ _____
 Start Date: _____ End Date: _____

The WPRD Foundation will invoice according to the agreed-upon schedule.

Payment Method
 Check (payable to: WPRD Foundation)
 Mail to: WPRD Foundation PO Box 1153 Williston, ND 58802
 ACH / Wire Transfer Credit / Debit Publicly Traded Securities
 IRA Qualified Charitable Distribution Other: _____

DONOR RECOGNITION PREFERENCES
 Keep my/our gift anonymous: No Yes
 Include in Foundation publications: No Yes
 Preferred Recognition Name: Michael Karkov and Cindy Jandt

DONOR INFORMATION
 Donor / Business Name: Michael Karkov
 Mailing Address: PO Box 11353
 City: Williston State: ND ZIP: 58803
 Contact Name: Michael Karkov
 Telephone: 701-580-8817 Email: M.Karkov@cyber.com

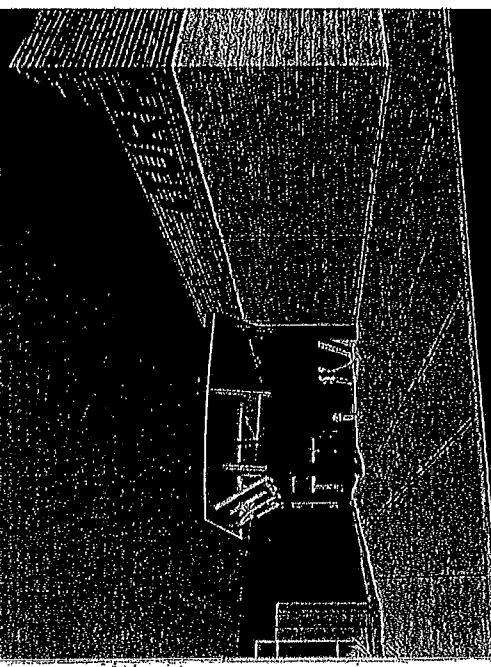
DONOR ACKNOWLEDGMENT
 I/We understand that this contribution is made to the WPRD Foundation, a 501(c)(3) charitable organization. Funds will be administered in accordance with Foundation policies and any documented donor restrictions. Naming rights and restricted gifts are subject to approval by the WPRD Foundation Board.
 Printed Name: _____
 Signature: Michael Karkov Date: 6/15/2016

ADMINISTRATIVE & POLICY DISCLOSURE
 A portion of naming gifts may be allocated to facility-specific deferred maintenance in accordance with the WPRD Foundation Naming Gift Allocation & Deferred Maintenance Policy. Administrative expenses, if applicable, shall comply with Foundation policy and limits established by the Foundation Board.

Williston Parks and Recreation District Foundation
 PO Box 1153 Williston, ND 58802
willistonparks.com/wprd-foundation

WILLISTON ICE & TURF

WILLISTON, ND
 BUILDING THE FUTURE OF YOUTH SPORTS
 IN WESTERN NORTH DAKOTA



Job Title: WPRD Foundation Liaison

Status: Assigned Additional Work Responsibility / Full-Time WPRD Staff Assignment

Supervisor: Executive Director of Parks & Recreation



ESSENTIAL JOB DUTIES

- Serves as the primary administrative and coordination link between the Williston Parks and Recreation District and the WPRD Foundation.
- Serves as the main staff point of contact for the WPRD Foundation Board, supporting professional communication, meeting preparation, records, donor coordination, and policy implementation.
- Works closely with the Executive Director, Finance Director, Communications Director, and other WPRD staff to ensure a high-quality, professional, transparent, and well-organized operational relationship between WPRD and the WPRD Foundation.
- Supports the WPRD Foundation's role as a philanthropic partner to WPRD, with emphasis on capital support, asset reinvestment, endowments, restricted gifts, memorial giving, naming rights, sponsorships, scholarships, and limited one-time or seed support.
- Assists in maintaining clear boundaries between WPRD operations and WPRD Foundation governance, recognizing that the Foundation supports long-term philanthropic stewardship and does not replace WPRD's routine operating, staffing, budgeting, maintenance, or service delivery responsibilities.
- Coordinates Foundation-related administrative workflow while preserving the authority of the WPRD Foundation Board, WPRD leadership, and applicable policies.
- May be eligible, at the discretion of the WPRD Foundation Board and consistent with Foundation bylaws and policies, to serve as Foundation Secretary, Treasurer, or Secretary/Treasurer if formally appointed or designated by Board action.

The following statements are intended to describe the general nature and level of work to be performed by the individual assigned to this responsibility. They are not to be considered an exhaustive or all-inclusive listing of duties and tasks, as they may change or be adjusted as situations require.

JOB DUTIES/TASKS

- Serve as the primary conduit between WPRD staff and the WPRD Foundation Board.
- Coordinate WPRD Foundation meeting materials, agendas, supporting documents, board packets, action items, and follow-up items as assigned.
- Attend and participate in WPRD Foundation meetings as needed, providing administrative support and helping ensure proper routing of requests, reports, and information.
- Assist with preparation, organization, and maintenance of Foundation records, including agendas, minutes, action logs, donor correspondence, gift documentation, pledge records, sponsorship records, naming-rights materials, and Foundation-related reports.
- If appointed or designated by the WPRD Foundation Board to serve as Secretary, Treasurer, or Secretary/Treasurer, perform those duties in accordance with Foundation bylaws, Board direction, adopted policies, and applicable WPRD coordination practices.
- Receive and route District requests for Foundation consideration through the proper review and approval process.
- Coordinate with the Executive Director regarding Foundation priorities, District requests, project alignment, strategic direction, and Board communication.

- Coordinate with the Finance Director regarding gift receipting workflow, fund setup information, fund classification, restricted fund documentation, pledge tracking, financial reporting needs, and audit or review documentation.
- Coordinate with the Communications Director regarding Foundation messaging, donor acknowledgments, sponsorship recognition, naming-rights announcements, website content, public communication, and campaign-related materials.
- Assist with donor, sponsor, and community inquiries related to the WPRD Foundation, giving opportunities, memorial gifts, sponsorships, naming opportunities, and Foundation-supported projects.
- Support professional and timely donor communication, including acknowledgment coordination, information routing, follow-up reminders, and stewardship support.
- Maintain organized tracking systems for gifts, pledges, sponsorships, naming rights, memorial recognitions, restricted gifts, board-designated funds, and Foundation commitments.
- Coordinate internal review of proposed gifts, sponsorships, naming-rights opportunities, memorial recognitions, and Foundation requests before they are presented for formal approval.
- Assist with ensuring that donor restrictions, gift purposes, recognition commitments, and reporting expectations are clearly documented.
- Support implementation of Foundation policies, procedures, templates, and administrative standards.
- Help ensure that Foundation-related information is communicated clearly between WPRD leadership, Foundation Board members, donors, sponsors, staff, and community partners.
- Coordinate with WPRD staff when Foundation matters involve District facilities, parks, programs, capital projects, signage, recognition, communications, or public-facing materials.
- Assist with preparation of periodic Foundation updates, reports, summaries, and information requested by the Executive Director or Foundation Board.
- Monitor deadlines related to Foundation meetings, donor follow-up, pledge schedules, sponsorship renewals, recognition commitments, reports, and related administrative items.
- Help maintain consistency between Foundation records, WPRD operational information, public messaging, and approved Foundation Board actions.
- Assist in coordinating Foundation participation in community-facing giving opportunities, campaigns, fundraising initiatives, memorial programs, sponsorship efforts, and Foundation-supported projects.
- Provide procedural information to donors, sponsors, WPRD staff, and community members regarding Foundation processes, while avoiding commitments that require Board or leadership approval.
- Support a professional working relationship between WPRD and the WPRD Foundation by promoting clarity, responsiveness, documentation, and accountability.
- Maintain confidentiality of donor information, financial information, draft agreements, legal review materials, internal records, and other sensitive Foundation or District information.
- Identify Foundation-related questions, concerns, risks, or policy issues and route them to the Executive Director, appropriate WPRD leadership, Foundation Board leadership, or other authorized parties.
- Perform related duties as required or assigned by the Executive Director of Parks and Recreation.

LIMITS OF AUTHORITY

- The WPRD Foundation Liaison serves in an administrative, coordination, and support role.
- The Liaison shall not independently approve major gifts, complex gifts, restricted gifts outside routine parameters, naming rights, major sponsorships, contracts, expenditures, policy exceptions, or commitments of Foundation or District resources.
- The Liaison shall not alter donor restrictions, waive Foundation policies, bind the WPRD Foundation to contractual obligations, or represent that Foundation Board approval has been granted when it has not.
- Any delegated authority must be expressly granted by Foundation Board action, written policy, or approved administrative practice.
- The Liaison shall route matters requiring formal approval to the proper authority before public announcement, implementation, or commitment.

POTENTIAL SECRETARY/TREASURER ELIGIBILITY

- The WPRD Foundation Liaison may be considered eligible to serve as Foundation Secretary, Treasurer, or Secretary/Treasurer at the discretion of the WPRD Foundation Board.
- Appointment or designation to any officer or support role is not automatic and shall be made only through appropriate Foundation Board action, consistent with Foundation bylaws, policies, and governance needs.
- If appointed as Secretary, Treasurer, or Secretary/Treasurer, the Liaison may support duties related to meeting notices, minutes, official records, financial coordination, gift receipting workflow, fund tracking, reporting, and audit or review documentation.
- Service in a Secretary, Treasurer, or Secretary/Treasurer role does not grant independent authority to approve gifts, naming rights, sponsorships, contracts, expenditures, fund changes, or policy exceptions unless such authority is expressly delegated by the Foundation Board.

KNOWLEDGE REQUIRED BY THE POSITION

- Effective organizational, administrative, and interpersonal communication skills.
- Evidence of strong written and oral communication skills.
- Ability to work professionally with WPRD leadership, Foundation Board members, donors, sponsors, community members, staff, and public officials.
- Understanding of the WPRD Foundation's role as a philanthropic support and stewardship partner to WPRD.
- Understanding of the difference between administrative coordination and formal approval authority.
- Ability to maintain accurate records, organize documents, track deadlines, and manage follow-up items.
- Ability to handle confidential and sensitive information with discretion.
- General understanding of donor stewardship, sponsorship coordination, public recognition, and nonprofit support functions.
- General understanding of financial coordination concepts, including gift documentation, fund tracking, restricted funds, board-designated funds, and reporting needs.
- Microsoft Word, Excel, PowerPoint, email, calendar, and digital file management proficiency preferred.
- Requires a high level of professionalism, attention to detail, follow-through, resourcefulness, and sound judgment.
- Ability to manage multiple tasks involving WPRD staff, Foundation Board members, donors, sponsors, volunteers, and the public.
- Ability to support goals through organization, communication, documentation, and effective coordination.

SUPERVISORY RESPONSIBILITIES

- This assigned responsibility does not include direct supervisory authority unless otherwise assigned through the employee's primary WPRD position.
- Works collaboratively with WPRD directors, managers, administrative staff, Foundation Board members, and other staff as needed to support Foundation operations and coordination.

GUIDELINES

- WPRD Policies and Procedures.
- WPRD Foundation Bylaws.
- WPRD Foundation Board resolutions, officer appointments, and approved delegation schedules, if applicable.
- WPRD Foundation Best Practice Guidelines.
- Applicable District, Foundation, legal, financial, confidentiality, records, and public communication standards.

These guidelines are generally clear and specific but may require interpretation in application. Questions regarding authority, approval, policy interpretation, or sensitive matters should be routed to the Executive Director, Foundation Board leadership, or other appropriate authority.

WORKING CONDITIONS

- Office environment with computer, printer, phone, and digital recordkeeping systems.
- Position may require attendance at Foundation meetings, Park Board meetings, staff meetings, donor meetings, sponsorship meetings, community meetings, or special events.
- Position may require some evening, weekend, or occasional off-site work based on Foundation meetings, events, campaigns, donor needs, or District activities.
- Fast-paced public service environment with multiple projects, programs, facilities, donor interests, and community priorities occurring throughout the year.
- Public, donor, sponsor, Board, and staff contact may be frequent.
- Work requires attention to detail, confidentiality, professionalism, and timely follow-through.

MINIMUM QUALIFICATIONS

- Current full-time employment with the Williston Parks and Recreation District, or appointment through an approved WPRD and Foundation process.
- Sufficient experience to understand the basic principles relevant to the major duties of the assigned responsibility.
- Ability to work with limited supervision while maintaining alignment with Executive Director direction, Foundation Board expectations, and adopted policies.
- Ability to attend occasional evening or special meetings as needed.
- Ability to effectively communicate verbally and in writing.
- Ability to maintain organized records, track deadlines, prepare materials, and support meeting workflow.
- Ability to work professionally with WPRD staff, Foundation Board members, donors, sponsors, volunteers, public officials, and community members.
- Knowledge of WPRD operations, facilities, programs, public service standards, and community relationships preferred.
- Experience with administrative coordination, nonprofit support, donor relations, sponsorships, communications, finance coordination, public-sector administration, or related work preferred.
- Possession of or ability to obtain a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated, if required by the employee's primary WPRD position.
- Have essential physical and mental capabilities in the following: interpersonal skills, memory, attention to detail, following directions, comprehension, reading, writing, speaking, evaluating, organizing, confidentiality, decision support, and innovation.