

**FAIR PARK FIRST
MINUTES OF MEETING OF
THE BOARD OF DIRECTORS**

June 17, 2019

A meeting of the Board of Directors (the “Board”) of Fair Park First, a Texas non-profit corporation (the “Corporation”), was held at Briscoe Carpenter Livestock Center, Dallas Fair Park, 1403 Washington Street, Dallas, TX 75210 on June 17, 2019, at 6:09 p.m.

Directors Present: Norman Alston
Darren L. James
Veletta Forsythe Lill
Margo R. Keyes
Emily Ledet
Ovidia E. Amaya
Sonja McGill
John Proctor
Reverend Donald Parrish
Arcilia Acosta (entered at 6:19 p.m.)

Directors Absent: Jason Brown
Mercedes Fulbright

Guests: Peter Sullivan, Spectra

Legal Counsel: Robert McCormick, Winstead PC
Sean Brown, Winstead PC

Mr. Norman Alston, Secretary of the Corporation, acted as the secretary of the meeting. Mr. Darren L. James, President of the Corporation, served as the chair of the meeting.

1. Call to Order.

Mr. James officially called the meeting to order. Nine of the Board members were in attendance at the meeting, and with there being a quorum present, the meeting proceeded.

2. Approval of Operational and Transition Policies.

The Board reviewed the following policies created by the Corporation: (i) the Operational Reserve Policy, (ii) the Transition Reserve Policy, and (iii) the Operational Reserve and Transition Reserve Investment Policy (together, the “Operational and Transition Policies”). Mr. James provided a brief overview of such policies. Discussion ensued among the attendees of the meeting, and Mr. James answered questions from the Board.

When there were no further discussions or questions, Mr. James entertained a motion to authorize the Corporation to adopt the Operational and Transition Policies. Upon a motion duly

made and seconded, the following resolution was adopted by eight of the nine present members of the Board of Directors:

RESOLVED, that the Board hereby approves and adopts the Operational Reserve Policy as set forth on Exhibit A, the Transition Reserve Policy as set forth on Exhibit B, and the Operational Reserve and Transition Reserve Investment Policy as set forth on Exhibit C, as each may be amended from time to time upon notice to the members of the Board.

3. Delegation of Certain Power to President.

The next order of business was to discuss whether to delegate the power to determine the compensation, conditions of employment, and powers of the Executive Director of the Corporation to the President of the Corporation. Mr. James and Ms. Ledet provided the Board with a brief explanation of the benefits of delegating such power to the President. Discussions ensued among the Board members.

When there were no further discussions or questions, Mr. James entertained a motion to approve the delegation of the Board's power to determine the compensation, conditions of employment, and powers of the Executive Director to the President. Upon a motion duly made and seconded, the following resolution was adopted by all of the Board members present at the meeting:

RESOLVED, that the Board hereby delegates to the President the power to determine the compensation, conditions of employment, and powers of the Executive Director.

4. Report from the President.

Mr. James, as President of the Corporation, provided a general update on the operations of Fair Park. A summary of Mr. James's report is attached hereto as Exhibit D.

5. Report from Spectra

Peter Sullivan provided a general update on past and future events to be held at Fair Park. Additionally, he provided an update on the planning for the Community Park and the preparation of Fair Park Master Plan. A summary of Mr. Sullivan's report is attached hereto as Exhibit E.

6. Report of Executive Director Development Committee.

Ms. Ledet, Chairperson of the Executive Director Development Committee, provided an update on the progress of submitting an offer to the Executive Director Development Committee's top candidate.

7. Report of Facilities/Historic Preservation Committee.

Mr. Alston, Chairperson of the Facilities Committee, provided a written update on the Facilities/Historic Preservation Committee's ongoing activities, which is attached hereto as Exhibit F.

8. Finance Committee.

Ms. Acosta, Chairperson of the Finance Committee, provided a general update on the initial plans for the Finance Committee.

9. Report of Donor Relations/Fundraising Committee.

Ms. Keyes, Chairperson of the Donor Relations/Fundraising Committee, provided a general update on the initial plans for the Donor Relations/Fundraising Committee.

10. Fourth Amendment to Bylaws.

The next order of business was to discuss a potential amendment to Section 3.12 of the Bylaws to clarify term limits for any Board member who fills a vacancy on the Board. Mr. James, Mr. McCormick, and Mr. Brown provided the Board with a brief explanation of the need for such amendment. Discussions ensued among the attendees of the meeting, and Mr. James, Mr. McCormick, and Mr. Brown answered questions from the Board. After such discussion, no action was taken.

11. Change in Annual Meeting of Board.

The next order of business was to discuss whether to move the annual meeting of the Board to the month of October to coincide with the fiscal year of the City of Dallas. Mr. James explained the benefits of moving the Board's annual meeting to October. Discussions ensued among the Board members.

When there were no further discussions or questions, Mr. James entertained a motion to approve moving the annual meeting of the Board to October. Upon a motion duly made and seconded, the following resolutions were adopted by all of the Board members present at the meeting:

RESOLVED, that the Board hereby adopts and approves moving the annual meeting of the Board to the month of October.

There being no other business to consider, upon a motion duly made and seconded, the meeting was adjourned at 6:49 p.m.

[Remainder of page intentionally blank]

Respectfully submitted,

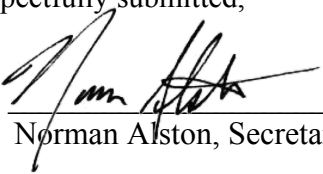
By: 
Norman Alston, Secretary

EXHIBIT A
OPERATIONAL RESERVE POLICY

[Attached]



FAIR PARK FIRST

OPERATING RESERVE POLICY

I. PURPOSE

The purpose of this Operating Reserve Policy for FAIR PARK FIRST, a Texas non-profit corporation (“FPF”), is to build and maintain an adequate level of unrestricted net assets to support the organization’s day-to-day operations in the event of unforeseen shortfalls. Once the reserve has reached or exceeded its target minimum, it may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure, provided such expenses do not reduce the reserve to less than 80 percent of the target minimum (once the target minimum is reached). Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. If used, the organization intends for the operating reserves to be replenished within a reasonable period. This Operating Reserve Policy will be implemented in conjunction with the other financial policies of the organization and is intended to support the goals and strategies contained in those related policies and in strategic and operational plans.

II. DEFINITIONS AND GOALS

The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors (“Board”). The minimum amount to be designated as operating reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The operating reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to 3 months of the operating expenditures as approved in the most current annual operating budget. .

In addition, the actual operating reserve level will be calculated at the fiscal year-end. These reserves will be reported to the Finance Committee and Board and included in the regular financial reports.

If the Operating Reserve Fund balance exceeds 150 percent of the target minimum upon approval of the annual budget, the excess amount will be used to fund the Capital Improvement Plan (CIP).

The organization intends for the Operating Reserve Fund to reach its target minimum by September 30, 2021].

III. ACCOUNTING FOR RESERVES

The Operating Reserve Fund will be recorded in the accounting system and financial statements as Board Designated Operating Reserve. The Operating Reserve Fund will be funded and available in cash or cash equivalents. Operating reserves will be maintained in a segregated bank account or investment fund, in accordance with investment policies.

IV. FUNDING OF RESERVES

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The City of Dallas shall make available \$500,000.00 to be used for initial funding. The Board may, from time to time, direct that a specific source of revenue be set aside for operating reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

V. AUTHORITY TO USE OPERATING RESERVES

The Director of Finance at Fair Park or FPF’s Authorized Officers (President/Secretary) will identify the need for access to reserve funds and will present a request to the Board. The request will detail the proposed use of funds, whether any other sources of funds are available, the sufficiency of the current level of reserve funds, and an estimate of the time required to replenish the funds.

The Board will consider the request and approve or deny the request in accordance with its rules.

Authority for the use of operating reserves rests with FPF’s Board and may not be delegated.



VI. REPORTING AND MONITORING

FPF's Authorized Officers (President/Secretary) are responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval of the use of operating reserve funds, the Director of Finance at Fair Park will maintain records of the use of funds and plan for replenishment. She/he will provide reports at least quarterly to the Board of progress to restore the fund to the target minimum amount. FPF's Authorized Officers will annually discuss what additional risk factors might be considered for the organization, the impact of budgeting on operating reserve levels, and any requirements with funders or chartering organizations.

VII. RELATIONSHIP TO OTHER POLICIES

FPF's Authorized Officers shall maintain the following board-approved policies, which may contain provisions that affect the creation, sufficiency, and management of the Operating Reserve Fund:

- Investment Policy, including risk tolerance

VIII. REVIEW OF POLICY

This Policy will be reviewed by the Finance Committee annually at minimum, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board. Proposed changes to the Policy must be provided to the City for review and comment prior to adoption by the Board. This Policy, upon every revision hereof, must be distributed by the Finance Committee to the following individuals/entities: the FPF President, the FPF Treasurer, the Director of Park & Recreation at the City of Dallas, and the City of Dallas Chief Financial Officer.

EXHIBIT B
TRANSITION RESERVE POLICY

[Attached]



FAIR PARK FIRST

TRANSITION RESERVE POLICY

I. PURPOSE

The purpose of this Transition Reserve Policy for FAIR PARK FIRST, a Texas non-profit corporation (“FPF”), is to govern access to the transition reserve, which is available in the event the Manager is 1) unable to meet its fundraising targets for operational expenses during the first three (3) years of the Agreement, i.e. City of Dallas fiscal years 2019, 2020, and 2021, despite making commercially reasonable efforts and 2) cannot make up the deficit by using revenues from other sources that exceed budget or excess fundraising revenue from prior years or by cutting expenses. This Transition Reserve Policy will be implemented in conjunction with the other financial policies of the organization and is intended to support the goals and strategies contained in those related policies and in strategic and operational plans.

II. DEFINITIONS AND GOALS

The Transition Reserve Fund is defined as the designated fund set aside by action of the Board of Directors (“Board”) in the event the Manager is unable to meet its fundraising targets during the first three (3) years of this agreement. Manager shall establish and maintain a separate account for the transition reserve and shall not commingle the funds with any other funds of Manager.

The fundraising target for operational expenses is \$3,000,000 per year for each of the first three (3) years of the agreement, per the pro forma upon which the contract was based.

III. ACCOUNTING FOR RESERVES

The Transition Reserve Fund will be recorded in the accounting system and financial statements as Board Designated Transition Reserve. The Transition Reserve Fund will be funded and available in cash or cash equivalents. Transition reserves will be maintained in a segregated bank account or investment fund, in accordance with investment policies. Upon approval of the use of transition reserve funds, the Director of Finance at Fair Park will maintain records of the use of funds.

IV. FUNDING OF RESERVES

The City of Dallas shall make available \$2,000,000 to the Manager to be used for the transition reserve. If the reserve is accessed during the fiscal year and fundraising totals exceed the target by the end of the fiscal year, the Manager will replenish those reserve funds.

V. AUTHORITY TO USE RESERVES

The Director of Finance at Fair Park or FPF’s Authorized Officers (President/Secretary) will identify the need for access to reserve funds and present a request to the Board. The request will detail the commercially reasonable fundraising efforts undertaken, the actual and forecasted fundraising totals for the current and following fiscal year, and the sufficiency of the current level of reserve funds.

The Board will consider the request and approve or deny the request in accordance with its rules.

Authority for the use of transition reserves rests with FPF’s Board and may not be delegated.



VI. REPORTING, MONITORING, AND FUND CLOSURE

FPF's Authorized Officer is responsible for ensuring that the Transition Reserve Fund is maintained and used only as described in this Policy. By December 1, 2019 and December 1, 2020, FPF shall report to the City the balance of the transition reserve and any approved withdrawals during the prior fiscal year. Within 45 days of issuing financial statements for FY 2021, FPF shall report to City the balance of the transition reserve and any approved withdrawals made during FY 2021, and FPF shall transfer the balance of the transition reserve to the City and close the transition reserve account. The City may in its sole discretion permit Manager to transfer all or a part of the balance of the transition reserve to the Manager's operational reserve.

VII. RELATIONSHIP TO OTHER POLICIES

FPF's Authorized Officer shall maintain the following board-approved policies, which may contain provisions that affect the creation, sufficiency, and management of the Transition Reserve Fund:

- Investment Policy, including risk tolerance

VIII. REVIEW OF POLICY

This Policy will be reviewed by the Finance Committee annually at minimum, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board. Proposed changes to the Policy must be provided to the City for review and comment prior to adoption by the Board. This Policy, upon every revision hereof, must be distributed by the Finance Committee to the following individuals/entities: the FPF President, the FPF Treasurer, the Director of Park & Recreation at the City of Dallas, and the City of Dallas Chief Financial Officer.

EXHIBIT C

OPERATIONAL RESERVE AND TRANSITION RESERVE INVESTMENT POLICY

[Attached]



FAIR PARK FIRST OPERATIONAL RESERVE AND TRANSITION RESERVE INVESTMENT POLICY

I. PURPOSE

The purpose of this Investment Policy is to provide a clear statement of FAIR PARK FIRST, a Texas non-profit corporation (“FPF”) investment objective, to define the responsibilities of the Board of Directors (“Board”) and any other parties involved in managing FPF’s investments, and to identify or provide target asset allocations, permissible investments and diversification requirements.

II. INVESTMENT OBJECTIVE

The overall investment objective of FPF is to optimize the return on invested assets while minimizing risk and expenses. This is done through prudent investing and planning, as well as through the maintenance of a diversified portfolio.

III. GENERAL PROVISIONS

- All transactions shall be for the sole benefit of FPF.
- The Board shall consider updating FPF’s investment policy on an annual basis.
- The Board shall conduct an annual review of FPF’s investment assets to verify the existence and marketability of the underlying assets or satisfy themselves that such a review has been conducted in connection with an independent audit (if any) of FPF’s financial statements.
- Any investment that is not expressly permitted under this Policy must be formally reviewed and approved by the Board.
- The Board will endeavor to operate the FPF’s investment program in compliance with all applicable state, federal and local laws and regulations concerning management of investment assets.
- Investments shall be diversified with a view to minimizing risk.

IV. DELEGATION OF RESPONSIBILITY; RELIANCE ON EXPERTS AND ADVISORS

- The Board has ultimate responsibility for the investment and management of FPF’s investment assets.
- The Board should receive training concerning the types of investments used at FPF every two years.
- The Board may delegate authority over FPF’s investments to a properly formed and constituted Investment Committee, being a Board Committee comprised only of directors.
- The Board or Board Committee may hire outside experts as investment consultants or investment managers.
- The Board may also establish an advisory committee (which may include non-directors) to provide investment advice to the Board or to the Board Committee. Advisory committees have no authority to act for the Board, but may monitor compliance with the investment policy, recommend changes, and assist the Board or Board Committee in selecting and retaining Investment Managers to execute this Investment Policy.
- The Board should establish an ethics policy and conflict of interest policy regarding its investments management, purchases of investments and the investment committee.

V. RESPONSIBILITIES OF THE BOARD, OR IF AUTHORITY IS DELEGATED, THE INVESTMENT COMMITTEE

- The Board, or if authority is delegated, the Investment Committee, is charged with the responsibility of managing the investment assets of FPF. The specific responsibilities of the Board or the Investment Committee, as applicable, include:
 - Communicating FPF’s financial needs to the Investment Managers on a timely basis.
 - Determining FPF’s risk tolerance and investment horizon and communicating these to the appropriate parties.
 - Establishing reasonable and consistent investment objectives, policy guidelines and allocations which will direct the investment of the assets, to be reviewed by the Board on an annual basis.
 - Prudently and diligently selecting one or more qualified investment professionals, including investment managers(s), investment consultant(s), and custodian(s).



- Regularly evaluating the performance of investment manager(s) to assure adherence to policy guidelines and to monitor investment objective progress.
- Developing and enacting proper control procedures (e.g., replacing investment manager) due to a fundamental change in the investment management process, or for failure to comply with established guidelines

VI. RESPONSIBILITIES OF INVESTMENT MANAGERS (IF ONE IS USED)

- Each investment manager will invest assets placed in his, her or its care in accordance with this investment policy.
- Each investment manager must acknowledge in writing acceptance of responsibility as a fiduciary.
- Each investment manager will have full discretion in making all investment decisions for the assets placed under his, her or its care and management, while operating within all policies, guidelines, constraints, and philosophies outlined in this Investment Policy. Specific responsibilities of investment manager(s) include:
 1. Discretionary investment management, including decisions to buy, sell, or hold individual securities, and to alter allocation within the guidelines established in this statement.
 2. Reporting, on a timely basis, monthly investment performance results.
 3. Communicating any major changes in the economic outlook, investment strategy, or any other factors that affect implementation of investment process.
 4. Informing the Board, or if authority is delegated, the Investment Committee, regarding any changes in portfolio management personnel, ownership structure, investment philosophy, etc.
 5. Voting proxies, if requested by the Board, or if authority is delegated, the Investment Committee, on behalf of FPF.
 6. Administering FPF's investments at reasonable cost, balanced with avoiding a compromise of quality. These costs include, but are not limited to, management and custodial fees, consulting fees, transaction costs and other administrative costs chargeable to FPF.

VII. GENERAL INVESTMENT GUIDELINES

- A copy of this Investment Policy shall be provided to all Investment Managers.
- A cash account shall be maintained with a zero to very low risk tolerance to keep cash available for other anticipated expenses.
- Safety of Funds: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital, with the objective of mitigating credit risk and interest rate risk.
 1. **Credit Risk:** FPF will minimize credit risk, the risk of loss due to the failure of the financial institution, by:
 - a. Limiting investments to the safest types of investments as provided for herein;
 - b. Pre-qualifying the financial institutions, brokers/dealers, and advisors with which the Association does business; and
 - c. Subject to the limitations herein, diversifying the investment portfolio so that potential will be minimized.
 2. **Interest Rate Risk:** FPF will minimize the risk of the market value of investments in the portfolio due to changes in general interest rates by:
 - a. Structuring the investment portfolio so that investments mature sufficiently close to cash requirements for ongoing operations, thereby minimizing the potential need to sell investments prior to maturity; and
 - b. Investing all funds primarily in short- to intermediate (no more than 3 years) investments.
- Liquidity of Funds: The investment portfolio shall remain sufficiently liquid to meet all planned expenditures for the following fiscal year. To ensure that adequate reserve and operating funds are available to pay FPF expenditures, annual fund investments shall reasonably match the planned expenditures for the following fiscal year.
- Types of Investments: The reserve fund portfolio shall consist largely of Cash and cash equivalents, Money Market Accounts, Certificates of Deposit, and Fixed Income Funds.
- No fixed income security shall have an equivalent credit quality below investment grade at the time of purchase.
- Yield: The Association's portfolio shall earn a competitive market rate of return on available funds throughout budgetary and economic cycles. In meeting this objective, the Association, through the Board, will take into



account the Association's investment risk, constraints, and cash flow needs. The 90-day Treasury Bill shall serve as the benchmark for comparison and analysis of the Association's fund investment yield

- Transactions shall be executed at reasonable cost, taking into consideration prevailing market conditions and services and research provided by the executing broker.
- Investments within the investment portfolio should be readily marketable.
- The investment portfolio should not be a blind pool; each investment must be available for review.
- FPF shall not invest in the following asset classes: Purchase of individual stocks, mutual funds consisting of mortgages, floating rate securities or floating rate certificates of deposit, non-negotiable securities, derivatives, high risk or junk bonds, private placements, precious metals, commodities, short sales, any margin transactions, straddles, warrants, options, life insurance contracts, leverage or letter stock.

VIII. PERFORMANCE

IX. Performance objectives are to be met on a net of fees basis. The investment performance of each asset allocation class will be measured on two levels: against inflation objectives for the total organization and against index objectives for individual portfolio components. Investment performance shall be measured no less than quarterly on a net of fees basis.

X. Reporting

On an annual basis, an investment report may be prepared and submitted by FPF's Authorized Officer or an outside advisor, who will provide such report to the Board in a timely manner, listing the reserve and operating fund investments held and the current market valuation of the investments. The report shall include a summary of investment earnings during the prior fiscal year.

VI. Policy Revisions

The Board of Directors shall review this reserve and operating fund investment policy periodically and may amend the policy as conditions warrant. FPF's Authorized Officer may recommend amendments to this policy as necessary. Proposed changes to this policy must be provided to the City for review and comment prior to adoption by the Board. This Policy, upon every revision hereof, must be distributed by the Finance Committee to the following individuals/entities: the FPF President, the FPF Treasurer, the Director of Park & Recreation at the City of Dallas, and the City of Dallas Chief Financial Officer.

EXHIBIT D
PRESIDENT'S REPORT

[Attached]



Fair Park First Board President Comments for June 17, 2019 Board Meeting:

▪ Website

- We met with web designer earlier today to continue refinement of fonts, colors and imagery for website and overall brand for Fair Park First
- We asked the web designer to establish a brand identifier and new logo as well as provide a style guide for all graphics, stationary, business cards etc.
- Address the four Pillars of Fair Park First
 - **Activation** – Bring more local, regional and national visitors to the park
 - **Community** – Engage the surrounding residents and larger community in the future planning for the park, provide economic opportunities for City of Dallas
 - **History** – Protect and Preserve the National Historic Landmark Status for Fair Park and respect the largest collection of ART Deco Architecture & Art in the US
 - **Culture** – Assist the Resident Cultural Institutions in driving their traffic and membership as well as becoming a new cultural, entertainment, recreation and sports destination for all visitors open, inviting and welcome to ALL.
- The full Fair Park First website is scheduled for unveiling September 2019
- The Fairparkfirst.org website will:
 - List upcoming Board Meetings
 - Have the Agenda and Meeting Minutes posted
 - Have a contact us portal for community feedback
 - Have a Donate link
 - Have a link between FPF and the FP websites
 - Have photos of each Board Member
- Spectra is currently working in parallel with a Fair Park website with ability to host tickets sales, provide sales and marketing for Fair Park, assist the resident cultural institutions in a support role, have a comprehensive schedule of events

▪ Internship Program

- The internship program started on June 10 with 20 students
 - 10 from Lincoln High School
 - 10 from Madison High School
- They are working closely with Spectra in various departments from Marketing & Events as well as placed in a couple of the Resident Institutions
- The 8 week program consists of paid work internship in professional environment
- At successful completion of program each student will receive \$1,000 towards an advanced certificate program or college/university of their choice.



- o They have job training seminars as college prep/readiness training
- o Field trips to various similar venues; American Airlines Center, AT&T Stadium, etc.
- o The students attended the City of Dallas Inauguration Ceremony held earlier today at the Winspear Opera House
- o Julian Bowman is point of contact for Spectra
- **Fair Park Field Days**
 - o We previewed an idea BRV proposed earlier this spring to host Fair Park Field Days
 - o The premise is on each Saturday in June and July from 9 a.m till 2 p.m. to invite everyone to come to Fair Park and participate in a series of activities around the Lagoon.
 - o This will allow BRV to see what's attract visitors, gather feedback on likes and dislikes
 - o Attract people to the park that wouldn't otherwise visit.
 - o The first Fair Park Field Day was June 8th and will continue until end of July
- **Quality of Life (City Council Committee)**
 - o Peter and I were scheduled to present our Parks & Recreation Department 1st Quarterly Report to the Quality of Life Committee
 - o Unfortunately due to weather I was stranded out of town due to flight cancellation
 - o Presentation will be rescheduled to later date
 - We will be working with P&R to reschedule

EXHIBIT E

SPECTRA'S REPORT

Events:

For the month of June, Fair Park hosted approximately 57 events/activities, equating to 125 event days, across all facilities on the campus.

Event highlights included: Aladdin at the Music Hall (22 performances), numerous seminars at the African American Museum, multiple receptions/ceremonies/weddings at Texas Discovery Gardens, Murder Mystery Theater at the Old Mill Inn, and multiple seminars/receptions and exhibits at the Hall of State.

On the commercial side we hosted the Dallas Pride and Parade, the Bayou Bash, Akon, the Texas Black Invitational Rodeo, as well as a full complement of concerts at Dos Equis Pavillion.

Finance:

We continue to work with the City in reviewing utility bills and are attempting to have the provider start direct billing Fair Park First to make the process more streamlined.

Staffing/HR:

We hired 3 part-time employees to work with Biederman Redevelopment Ventures in producing a number of our community events this summer; as well as hired 2 new full-time employees bringing our total number of full-time employees to 39.

Operations:

Mr. Sullivan discussed various operational matters including the capital plan, bond projects, Cotton Bowl renovations, and ongoing maintenance projects.

Marketing/Sales:

Mr. Sullivan discussed various marketing/sales matters including the internship program, Fair Park branding initiatives, as well as Fair Park Fourth activities/ideas.

Community Programing /Master Plan:

Fair Park Field Days and Fiesta will be occurring in June and July, for a total of 9 community event days this summer.

In regards to the Master Plan, a Request for Proposal (RFP) was sent out to a number of firms, with responses due 6/19/2019. Finalists will be interviewed by 7/10/2019, with a hire date in early August. K Strategies was recently on-boarded, and they looking to coordinate our first community meeting in early August.

EXHIBIT F
FACILITIES/HISTORIC PRESERVATION REPORT

[Attached]



Fair Park National Historic Landmark
Tower Building
3809 Grand Avenue
Dallas, Texas 75238

Facilities and Historic Preservation Advisory Committee Report to the Board of Directors

June 17, 2019

Current and Recent Activities

1. Reviewed the Capital Plan and made recommendations prior to its submittal to the City of Dallas.
2. Reviewed and commented on the Request for Qualifications draft from BRV. This will go out to their primary planning consultants.
3. I continue to monitor the progress of active projects in the park:
 - a. Fair Park Music Hall – Nearing completion of construction
 - b. Hall of State
 - c. Fair Park Coliseum – In early design
 - d. The Children's Aquarium
 - e. Vietnam Memorial.
4. Still actively seeking a digitized campus plan (in CAD or GIS formats) to be used as a background for documenting conditions, for record keeping and for planning purposes. Hope to get into the City of Dallas "vault" beginning sometime next week. Have also reached out to Hargreaves and Associates to see if such a document from the 2004/2007 master planning effort is available.
5. We continue to get a lot of interest expressed from a variety of cultural and educational institutions who wish to occupy space at Fair Park. They await a Request for Information from us, which we expect to give them sometime in July.

End of Report

Norman Alston, FAIA