

11/20/2023



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

Tuesday October 17, 2023

A meeting of the Board of Directors (the “Board”) of Fair Park First, a Texas non-profit corporation (the “Corporation”), was held remotely via electronic means and livestreamed to the public at [Facebook.com/Fairparkfirst](https://www.facebook.com/Fairparkfirst) on Tuesday October 17, 2023 at 6:07 p.m.

Directors Present:

Darren L. James, President of the Corporation
Robert Luxen, Secretary
Chelby Sanders Kirk
Chris Bowers
Cris Zertuche Wong
Daniel Wood, Ex Officio
Donald Parish Sr.
Jason Brown
Keba Batie
Kimberly Shaw
Lincoln Stevens
Margo R. Keyes
Maribel Moncada
Sonya Woods Rose
Tim Dickey, Ex Officio
Violetta Forsythe Lill

Arriving after 6:07:

Ann Barbier Mueller
Christina B. Lynch

Not Attending:

Emily Ledet

Staff and Guests:

Brian Luallen, CEO of the Corporation
Alyssa Arnold, Chief Impact Officer
Anita Crethers, Community Engagement Manager

Crystal Zapien, Visitor Experience Manager
Peter Sullivan, General Manager
Bryce Hamilton, Director of F&B
Clif Huebner, Director of Finance
Dee Ann Hirsch, Asst. General Manager
Julian Bowman, Senior Director of Marketing
Samuel Gaddis, Capital Projects Program Manager
Scott Norton, Asst. General Manager
Dan Biederman, BRV
Ashley Langworthy, BRV
Josh Anderson, BRV
Heather Stevens, Rise360

Mr. Darren L. James served as the Chair and Mr. Robert Luxen served as Secretary for the meeting.

1. Call to Order and Introductions.

Mr. James officially called the meeting to order at 6:07. 14 of the Board members were in attendance at the beginning of the meeting, and with a quorum present the meeting proceeded. Board Members, Officers, sub-management firms, guests and employees introduced themselves.

2. Approval of Minutes.

The second order of business before the meeting was the approval of the minutes from the meeting scheduled on October 17, 2023. There being no discussion or questions, a motion was made by and duly seconded and the minutes were approved as presented.

3. Outside Counsel Procurement

Secretary Luxen briefed the board on the results on a long-discussed procurement for outside counsel with expertise in non-profit governance and lobbying. Three firms submitted to a public RFQ of which one firm was well qualified and interviewed.

Following robust discussion and questions from the board, Mr. Luxen made the following motion, "I move that Fair Park First retain the Spencer Fane law firm to represent Fair Park First and direct Brian Luallen to complete an engagement letter on behalf of Fair Park First with Spencer Fane based on its response to Fair Park First's Request For Proposal For Legal Services For Fair Park First."

The chair acknowledged the motion, which was duly made and seconded and the motion passed unanimously.

4. Finance Report.

Keba Batie and Clif Huebner provided an update on the organization's finances for the month of September (Year End). Minor discussion ensued about the end of year closing and the upcoming third-party audit.

Both gentlemen then briefed the Board on an ongoing reconciliation of utility billing and payments with the City of Dallas. This brought to an end a 10-month process of transferring utility accounts to the City of Dallas, per the First Amendment to the Fair Prak Management Agreement.

5. Board Development and Fundraising

Mrs. Veletta Forsythe Lill and Mrs. Margo R. Keyes briefed the board on several recent gifts/grants and introduced Mrs. Heather Stevens, who provided a robust update on fundraising activities including new gifts and multiple fundraising events on the horizon.

There were positive comments and discussion among the board.

Secretary Luxen made a motion to enter Executive Session to discuss Security Protocols during Tenant Events and matters related to staffing, so as to be advised by outside counsel. Chris Bowers seconded the motion, which was duly passed. The board entered executive session at 6:40.

6. Adjournment

Upon return to regular session at 8:35, and there being no other business to consider, upon a motion duly made and seconded, the meeting was adjourned at 8:39 p.m.

Respectfully submitted,



By: Robert Luxen, Secretary