

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT STRATEGIC PLANNING COMMITTEE ORIENTATION

Monday, September 29, 2025

9:00 am

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Strategic Planning Committee Members present in person or via Zoom:

Ken Schreder

Steve Swanson

Jim Freedman

Barbara Somma

Ronni Loundy

Also, present in person or via Zoom:

Sally Dickson Chair - UPRD Board of Supervisors

Jennifer Kakretz Executive Assistant - University Park Country Club

Vivian Carvalho District Manager – PFM Group Consulting LLC

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call

The meeting was called to order at 9:00 am by Sally Dickson. Those in attendance are outlined above.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS

**Overview of Strategic Planning
Committee binder (provided at
meeting), Roles and
Responsibilities, Discuss the**

**Selection of Chair, Vice Chair,
and Secretary roles.**

All committee members were provided with an orientation binder, and a high-level review of the table of contents was conducted. Sally Dickson chaired the meeting until officers were elected. The election of the Chair, Vice Chair, and Secretary is scheduled for the next meeting on October 8 at 3:00 p.m.

Each committee member provided a brief introduction outlining their background and relevant experience. Discussion followed regarding the restrictions imposed by the Florida Sunshine Law, particularly the prohibition on communication between committee members outside of publicly noticed meetings. Attorney Mark Barnebey will attend the October 8 meeting to provide detailed guidance on Sunshine Law compliance.

District Manager Vivian Carvalho provided clarification regarding procedures for meeting notices, attendance, quorum requirements, and the use of workshops. An overview was also given of the Strategic Planning Committee's role in comparison to the previous Business Plan Advisory Group. It was noted that while the work of the previous group will serve as background, the Strategic Planning Committee's purpose is to develop a comprehensive strategic plan, establishing the District's long-term direction prior to addressing financing.

The committee will determine the definitions of short-term and long-term planning, with short-term generally considered to encompass a five-year period. Members will review the most recently proposed Business Plan model and capital improvement documents included in their binders. Financial data contained in the current packet reflects Fiscal Year 2023, as updates were paused pending resolution of the ongoing bond issue appeal.

THIRD ORDER OF BUSINESS

**Administrative Matters:
Distribution of emails.**

As part of Florida Sunshine Law compliance, University Park Recreation District email addresses will be assigned to all committee members, as all communications between members are considered public record.

The upcoming meeting was noted:

Date	Meeting Type	Time	Location	Note
October 8, 2025	Strategic Planning Committee Meeting	3:00 pm	Business Office	In person or by Zoom

FOURTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 10:07 am.