

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT FINANCE COMMITTEE MEETING

Thursday, September 18, 2025

3:00 pm

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Finance Committee Members present in person or via Zoom:

Richard Crouch

Tony Crisafio

Cathie Schaffer

Alan Port

Craig Dwight

Also, present in person or via Zoom:

David Murphy Treasurer – University Park Recreation District

John Fetsick General Manager – University Park Country Club

Paul Fay Controller - University Park Country Club

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, and
Pledge of Allegiance**

The meeting was called to order at 3:00 pm by John Fetsick. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

There were no public comments at this time.

Welcome and Introductions

John Fetsick opened this period with introducing himself and his background, followed by David Murphy, Paul Fay, Richard Crouch, Tony Crisafio, Cathie Schaffer, Craig Dwight, Alan Port, Jennifer Kakretz and Vivian Carvalho.

SECOND ORDER OF BUSINESS

Business Matters

Overview of Finance Committee binder

John Fetsick provided a general overview of the Finance Committee Binder by reviewing the table of contents.

Audit Selection Committee

John Fetsick informed the committee that the three-year engagement with the Philips-Feldman Group has concluded and that the UPRD Board of Supervisors has approved forming an Audit Selection Committee. The committee will include one UPRD Board Supervisor, David Murphy, and two Finance Committee members to be selected.

The committee discussed the roles and responsibilities of the Audit Selection Committee. Richard Crouch and Anthony Crisafio each nominated one another to serve on the committee.

On motion by Mr. Crouch, **seconded** by Ms. Schaffer, and **approved unanimously**, the Finance Committee selected **Mr. Crouch and Mr. Crisafio** to serve on the Audit Selection Committee.

The Auditor Selection Committee meeting was scheduled to occur on Tuesday, September 30, 2025.

Roles and Responsibilities

John Fetsick opened a discussion regarding the roles and responsibilities of the Finance Committee members.

Discuss the selection of Chair, Vice Chair, and Secretary roles.

John Fetsick announced that elections for the Chair, Vice Chair, and Secretary positions will take place at the next Finance Committee meeting.

THIRD ORDER OF BUSINESS**Administrative Matters****Review meeting schedule**

The upcoming meetings were noted:

Date	Meeting Type	Time	Location	Note
September 23, 2025	Finance Committee Meeting	3:00 pm	Business Office	In person or by Zoom
September 30, 2025	Auditor Selection Committee Meeting	1:00 pm	Business Office	In person or by Zoom

There was a discussion regarding quorum requirements of how many members are required to be in the room versus Zoom.

Distribution of Emails

John Fetsick provided an update on the distribution of UPRD email addresses to the committee members.

Finance Committee Member Requests & Public Comments

There were no committee member requests or public comments.

FOURTH ORDER OF BUSINESS**Adjournment**

The meeting was adjourned at 4:51 pm.