

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT FINANCE COMMITTEE WORKSHOP

Tuesday, September 23, 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

Mark Barnebey District Counsel

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.

SECOND ORDER OF BUSINESS

Election of Chair, Vice Chair, and Secretary

Mr. Crouch self-nominated for the position of Chairperson. A motion was made by Mr. Crouch, seconded by Ms. Schaffer, and unanimously approved to appoint Mr. Crouch as Chair.

Mr. Cristafio nominated Ms. Schaffer for the position of Vice Chair. The motion was seconded by Mr. Crouch and unanimously approved to appoint Ms. Schaffer as Vice Chair.

Mr. Crouch recommended Mr. Port for the position of Secretary. Mr. Port accepted the nomination and self-nominated for the position. Ms. Schaffer seconded the motion, and it was unanimously approved to appoint Mr. Port as Secretary.

However, as a quorum was not established (with two members present in person and three attending via Zoom), it was later determined that this meeting was a workshop, and the elections could not be formally approved.

THIRD ORDER OF BUSINESS

District Counsel: Overview of Sunshine Laws

Mark Barnebey, legal counsel of the UPRD, provided an overview of the Sunshine Laws as they are applicable to the committee. There was discussion about whether quorum could be established if the members attended via Zoom or phone rather than in person. It was decided to postpone the official election of officers until the next meeting to ensure quorum was established.

FOURTH ORDER OF BUSINESS

Feedback on Orientation Binders.

The committee discussed the contents of the orientation binders that were provided at the 9/18/2025 Orientation Meeting.

Review August 2025 Financials.

John Fetrick presented an executive summary of the August 2025 financials for UPCC.

2025-2026 Budget Review.

John Fetrick presented an executive summary of the 2025-2026 Enterprise Budget.

FIFTH ORDER OF BUSINESS

Administrative Matters

Review meeting schedule

The upcoming meetings were noted:

Date	Meeting Type	Time	Location	Note
September 30, 2025	Auditor Selection Committee Meeting	1:00 pm	Business Office	In person or by Zoom
October 6, 2025	Finance Committee Meeting	4:00 pm	Business Office	In person or by Zoom
October 15, 2025	Finance Committee Meeting	3:00 pm	Business Office	In person or by Zoom

SIXTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 5:08 pm.