

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

Board Meeting Minutes

June 25, 2013 5:30 pm

Attendees

Betty Griffiths

Mary Buckman

Roberta Sperling

Karen Emery

Phil Hays

Kenny Davidson

Absent

Jenny Meisel

Kent Daniels

Charley Fisher

Guests

Meeting called to order: B. Griffiths called the meeting to order at 5:30 pm.

1. Approve minutes from previous meeting:

There were no changes to the May 28, 2013 meeting minutes and the minutes were approved as written.

2. Financial and Business Report

Treasurer's Report

Betty Griffiths reported there is \$380 in the account, including a \$100 donation for Osborne Aquatic Center.

Other-Status of IRS application

B. Griffiths reported she has heard nothing from the IRS. She sent a letter in response to the questions from the IRS and spoke with a representative. She reported to the IRS that we used the term "donor-advised funds" incorrectly initially and reworded the application to note that we accept funds for specific purposes.

3. Budget

We need to develop a budget, a framework on how we are going to operate and spend money. The fiscal year is July 1-June 30. The budget will include logo items to use primarily as marketing and perhaps to make money, operating expenses such as printing and mailing, and projects.

The largest items will be specific projects and they will be variable and opportunistic. The Friends should be positioned to apply for grants and assist others with projects. Karen Emery reported on items from the CIP that might realistically happen in the near future. They include:

- Mary's River Boardwalk for \$180,000
- Design for Shawala Point and the Naasko Playground, likely ½ of the \$60,000 budget
- Play structure in Franklin Park that had to be unexpectedly replaced with an estimated cost of \$37,500
- Play structure at Arnold Park that needs matching funds for a \$60,000 grant

It was noted that priority switched to Shawala Point away from Porter Park and that a climbing wall at Osborne had been dropped as a priority. The Kinsman Foundation provides funding to maintain historic structures and might be used to upgrade the Gaylord House. B.A. Bierly wrote a grant and is active in this location.

Betty Griffiths will work on a budget for the next meeting.

4. Outreach and Marketing

We need to print more brochures and find someone to make a logo. Board members were asked to consider their own skills or any graphic artists they know. Betty and Karen had a good response at the Academy for Lifetime Learning and expect that we may make other similar presentations at community organizations. Roberta offered to write a blurb regarding new Board members for the "Movers and Shakers" column in the Gazette-Times. We should list meetings in the FYI column and perhaps put something in the Advocate regarding out meetings.

Roberta also noted the volunteer organization that worked on Lily Park. She suggested that we might want to reach out to them and perhaps send them a thank you more for their activity.

5. Administrative Fee

A common administrative charge is 10% for groups similar to ours, but we discussed starting at a lower number. The fee might be different depending on the amount of work involved for the Friends. After discussion, we adopted a policy to charge a 7% administrative fee with exceptions both higher and lower made on a case-by-case basis.

Meeting adjourned at 6:45 pm.

Minutes by Mary Buckman

Action Items

- Roberta Sperling will draft a thank you note to the Lily Park volunteers. She will also put a piece in the Gazette-Times.
- Mary Buckman will review the administrative filing requirements such as tax filing dates, Oregon Department of Justice and Secretary of State registration and filing requirements.
- Betty Griffiths will put the ideas and dollar amounts discussed into a budget.

Next meeting

- Further budget discussion
- Brainstorm marketing, publicity and outreach ideas