

# Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

---

## Board Meeting Minutes September 24, 2013 5:30 pm

### Attendees

Mary Buckman  
Kent Daniels  
Roberta Sperling  
Charley Fisher

Karen Emery  
Jenny Meisel

### Absent

Phil Hays  
Betty Griffiths  
Kenny Davidson

### Guests

**Meeting called to order:** K. Daniels called the meeting to order at 5:33 pm.

### **1. Approve minutes from previous meeting:**

**M. Buckman motioned to approve the July minutes. R. Sperling Seconded the motion. All were in favor. Motion passed with a unanimous vote.**

### **Comments:**

K. Daniels stated that he contacted BA Beierle about being on our board. He noted that she would be a good addition because she is knowledgeable about historic preservation and is a good grant writer.

K. Daniels also made a note to add a discussion about the tax levy to the October Agenda.

### **2. Financial Report**

C. Fisher noted that we have \$6136 in our account. We received 2 separate donations, \$5000 dedicated for the Owens Farm and \$500 for the Owens Barn Assessment.

K. Emery added some additional information:

The city is beginning to work on a conceptual plan for the Owens Farm: the plan is for it to become a living museum that is open to the public and school groups. The City took financial ownership of the property and structures on September 6, 2013. The barn was recently listed as one of the 10 most endangered structures in Oregon. This designation will help the City leverage grants. They would also like to put the barn and house on the Benton County Historic Register. Tom Owens is planning to donate 500,000 to the Friends Group that K. Emery suggests be used as a match for grants and other funds. Tom's nephew is the person who donated the \$5500 that was recently received.

K. Emery also informed the board that there is the potential for a one room school house currently located on 9<sup>th</sup> St. to be moved to the Owens' property. The owner of the property wants to develop the property and has plans to demolish the school. A local couple is willing to pay for the structure to be moved and to fund a foundation on the Owens property. The City is waiting to hear if the developer is willing to move the structure instead of demolishing it. Tom Owens and his sister attended this school. K. Emery stated that this could happen quickly and that the couple will most likely pay the mover directly and will commit an additional \$50,000 to stabilize the structure and build a foundation. K. Daniels suggested that K. Emery ask the couple if they would be willing to donate the funding to the Friends group so it would be tax deductible for them.

K. Daniels asked about publicity for the school and the Owens farm property. He stated that it would be good for the City, the Owens' and for historic preservation. He also asked when the information about the Owens donation becomes public. K. Emery stated that we need to wait until we receive the funds.

The group also discussed what the Owens donation can be used for and whether we should consider an administrative fee for the donation.

Additional discussion:

K. Emery presented the letter for the Mary's River Boardwalk on official letterhead that B. Griffiths created. R. Sperling offered to work on the format of the letterhead and print it on stationery to make it look better. She would like a copy of the template. J. Meisel suggested changing the template to a header/footer so that it cannot be changed.

There was additional discussion about how to handle the funds that will be received from Mr. Owens including how to allocate and where to keep the funds, ie: not in a checking account. J Meisel suggested keeping it in a CD or another place where it will gain more interest. The Friends group could then keep the interest.

### **3. Large Projects List from July Meeting**

K. Emery stated that the Mary's River Boardwalk letter was sent out today. The Parks Department is also re-prioritizing their budget to be able to make the match for the FEMA funding for the Mary's River Boardwalk. B. Griffiths and J. Rochefort met with the Brooklane Hill HOA to talk about the project.

K. Daniels suggested that we move the Owens project up to the top of the project list and add an income/funding column to keep track of funding received for each project.

K. Emery added that people are interested in donating for the Ron Naasko playground, but the city isn't ready so they are not advertising for this yet.

J. Meisel stated that she submitted an application to the Co-op to receive funding through their Beans for Bags program.

C. Fisher stated that we received a \$100 donation dedicated to the Osborn Aquatic Center.

### **Small Project List--review**

K. Emery will get the list from City staff and send to all board members.

A few of the items on the list are: trails, sidewalk improvements, senior center computers, tree inventory...

### **4. Marketing Publicity and outreach ideas**

A suggestion was made to send an email to all neighborhood associations to let them know that we exist.

K. Daniels suggested that we contact community service organizations such as Rotary, Kiwanis, Lions, Benton County Foundation, etc. K. Emery stated that we have a presentation where we can insert a few additional slides about specific projects.

We need more brochures. J. Meisel will send the original brochure file to K. Emery so they can be printed in house for City staff to use.

K. Daniels also suggested that we should conduct targeted outreach to the Starker and Johnson families.

### **5. Grant Research for Projects**

A few granting programs were mentioned: Benton County Foundation, Cultural Trust and the Co-op.

### **6. Logo/Website**

Add this as an agenda item for the October meeting. B. Griffiths should have information about this, but was not able to attend this meeting.

### **7. Other/Additional Discussion:**

K. Daniels asked the board if we should support the Corvallis Tax measure; should we make a statement in favor or against? K. Emery noted that we need to check our IRS paperwork to see what it says about political involvement. K. Daniels stated that perhaps we should have a policy in place before we decide on this. It was also stated that maybe we do not want to involve ourselves yet since we are a new organization and we are not in a position to make a statement.

M. Buckman stated that our tax return is due on November 15<sup>th</sup> and she will help with preparing the taxes.

### **Action Items**

- R. Sperling and J. Meisel will work on a template for a letterhead design
- Add an income/funding column to the large project list to keep track of funding received for each project.
- J. Meisel will send the original brochure file to K. Emery so they can be printed in house for City staff to use.
- K. Emery will get a list of small projects from her staff for the board to discuss

### **October Agenda Items:**

- \*Review discuss need for policies/guidelines on admin./overhead charges on donations, as well as fund balance investment policies
- \* Karen will present a list of small projects (she will "prod" her staff!)
- \* Work on identifying and contacting sources for small grants such as the Benton Co. Cultural Commission; the Benton Co. Foundation; The Co-op; the Thrift Store, others? Talk about potential large donor contacts.
- \* Continue discussion about marketing, publicity and outreach ideas.
- \* Betty update on logo and website status.

***Meeting adjourned at 6:55 pm.***

***Minutes by Jenny Meisel***

**Next meeting October 22nd**