

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

Board Meeting Minutes

January 7, 2014 5:30 pm

Attendees

Mary Buckman

Kent Daniels

Roberta Sperling

Charley Fisher

Jenny Meisel

Betty Griffiths

Absent

Karen Emery

Kenny Davidson

Guests

Meeting called to order: B. Griffiths called the meeting to order at 5:35 pm.

K Daniels requested to add an item to the agenda under grants.

C. Fisher stated that he does not have the draft of financial policy—this item should be removed from the agenda

K. Emery is not here to discuss the grant process and grant status review—these items should be postponed until the January 28 meeting.

1. Approve minutes from previous meeting:

R. Sperling motioned to approve the November minutes. C. Fisher seconded the motion. All were in favor. Motion passed with a unanimous vote.

2. Financial Report

Treasurers report:

C. Fisher noted that there is \$57,900.38 in the bank account

General Fund: \$2362.60

Osborn Aquatic Center: \$100.00

Mary's River Boardwalk: \$3144.04 Funding for the mailing was deducted from this amount

Owen's farm: \$5500.00

Sunnyside School: \$21779.48

Arnold Park: \$25000.00

PayPal Donations: \$19.26

Discussion about PayPal account donations—it was decided that these funds will go into the general fund unless otherwise noted. M. Buckman stated that PayPal can be set up with non-profit status. B. Griffiths will check with Heath Keirstead who created the PayPal account on the website.

B. Griffiths requested the list of new people who have donated. C. Fisher will send this to her.

Administrative Cost Policy:

Follow up from November meetings—B. Griffiths would like to clarify the motion. M. Buckman stated that there was a discussion at the November meeting about charging a different fee if we had to spend a lot of time on a grant process rather than if we were just passing through the funds for a different organization.

B. Griffiths stated that the motion needs to specify that the administrative fee is specifically for grant funds, and suggested that we should have a standard administrative fee for all grants whether we are the applicant or if we are a pass through for another organization. J. Meisel stated that she is not comfortable being a pass through for funds from other organizations, as this can be a liability. K. Daniels agreed.

M. Buckman made a motion to amend the motion from the November minutes to read: Administrative fees charged for grants will be 3%. The board has the authority to adjust the fee. K. Daniels seconded the motion. All were in favor. Motion passed with a unanimous vote.

Meet with financial advisor

B. Griffiths talked with a Wells Fargo financial advisor and he would be willing to come to one of our meetings to consult on our finances.

M. Buckman suggested that we ask Citizens Bank if they would consult with us since we have an account through them. R. Sperling will check with Citizens Bank to see if they have financial advisors.

Expenditure for Logo and Letterhead

B. Griffiths asked Heath Keirstead how much it cost to re-design the Benton SWCD Logo--\$750 to \$1500. She stated that she was not having any luck finding anyone to do it in-kind.

R. Sperling will check with LBCC on logo design.

J. Meisel knows someone who teaches art or graphic design at OSU and will contact her.

B. Griffith went to Hendersons and got prices on paper and letterhead printing. A ream of stationary will cost \$29-\$32. Printing of the letterhead is very expensive. Discussion followed about the need for stationary paper for mailing/printing and the board approved B. Griffiths to purchase a ream of paper.

3. Grant Process

Carry over to February meeting

K. Emery would like to discuss/develop a process relating to grant applications. The board had a short discussion about the procedure for receiving grant applications from City Staff. It was decided that if B. Griffiths receives a letter of intent, she should have the authority to modify and consult with the board if necessary. The Board would then need a certain amount of time to review the grant application or letter of intent before approval.

K. Daniels met with a representative from the Mary's River Watershed Council regarding a grant request. The watershed council would like to apply through the Friends Board for a small grant to assist with education projects relating to watersheds. K. Daniels stated that the Grantor requires the non-profit to be in existence for 2 years, so we are not eligible to apply. However K. Daniels thinks that this idea might have merit because the City also manages natural areas and this could be an opportunity to partner with another organization that educates about natural areas.

B. Griffiths noted that the grant funding would not be used on City owned property, so it doesn't have anything to do with the Friends Board, and she stated that it seems like a lot of effort for a small amount of money.

K. Daniels shared a list of other projects that the watershed council is working on and the board agreed to encourage the watershed council to proceed with this idea of educating about natural areas because it's related to the City of Corvallis Parks and Recreation property.

4. Review Status of recent grants

Carry over to February meeting

5. Mary's River Boardwalk Fund Raising Efforts

B. Griffiths attended the City Council meeting last night to present about the Friends group, the Mary's River Boardwalk and other projects that we have received funding for. Laurie Childers spoke about public meetings for the Board walk that will be held on January 23 and January 30. The first meeting will be about constraints and possibilities for replacing the boardwalk, and the second meeting will be about showing final designs. The Parks staff would like to have all the fund raising completed by June 2014.

B. Griffiths stated that Chere Pereira has agreed to have a fundraising event with neighbors. Chere knows Mike Riley and is going to try to get him to attend as a draw for others to donate.

K. Emery has a friend who lives in the neighborhood and has also agreed to host a fundraising event with neighbors who might give more money. B. Griffiths will write a letter to a select group of people who might willing/able to donate \$1000 or more and invite them to attend.
M. Buckman also lives in this area and offered to host a fundraising event with her neighbors.

6. Marketing Publicity and Outreach

Kiwanis

B. Griffiths and K. Emery attended a Kiwanis meeting on December 12 to talk about friends group. There was a light turnout because of the weather, but 2 people expressed interest in being on the Friends board. B. Griffiths has already heard back from Ron Thiessen who works for community outreach and was fundraiser for Benton County Foundation. She hasn't heard from the other person yet.

K. Daniels talked to Courtney Cloyd about being on the board—he said to call back in 6 months.

C. Daniels stated that we received \$500 from Rotary club of Corvallis for the Sunnyside School relocation.

B. Griffiths added that we could probably approach the Rotary Club in the future for small grants.

Rotary Clubs

K. Davidson was going to contact other rotary clubs, but he was not at the meeting to give an update.

Neighborhood Associations

B. Griffiths has not sent a letter yet, but states that it is still worth doing. She will draft a letter and include the handout that describes our projects.

Other opportunities

J. Meisel suggested contacting members of the Audubon society and Sierra Club. C. Fisher suggested contacting car dealerships. He knows the previous owner of the Toyota dealership and will ask the current Toyota dealership if they donate money for projects. R. Sperling suggested contacting real estate agents.

B. Griffiths suggested that we pick 2-3 projects if we are going to approach businesses; Franklin park play structure, Mary's River Boardwalk and Osborn climbing wall.

M. Buckman stated that in the future we will have to decide how we are going to recognize the donors. B. Griffiths noted that we will need to contact donors to get approval before we list their name.

J. Meisel stated that we did not get selected to be a recipient for the beans for bags grant program.

7. Other:

Website status

B. Griffiths would like everyone to review what she put on the website for our profiles, and inform her of any changes or edits. She has been learning how to edit and add content to the website and would like to keep it as simple as possible.

Board insurance

K. Daniels will talk to someone at RC&D about liability insurance.

Next meeting—January 28, 2014

Action Items

B. Griffiths will check with H. Keirstead about the non-profit status of the PayPal account

C. Fisher will send the list of new donors to B. Griffiths

R. Sperling will check with Citizens Bank to see if they have financial advisors

R. Sperling will check with LBCC on logo design.

J. Meisel knows someone who teaches art or graphic design at OSU and will contact her about designing a logo.

B. Griffiths will draft a letter to the Neighborhood associations

C. Fisher will contact the Toyota Dealership and ask if they donate to non-profit organizations
Everyone: Review profile and website content and provide any edits/feedback to B. Griffiths
K. Daniels will talk to someone at RC&D about liability insurance.

January 28 Agenda Items:

Grant process

Review status of recent grants

Board insurance

Meeting adjourned at 7:00 pm.

Minutes by Jenny Meisel

Next meeting January 28th, 2014