

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

Board Meeting Minutes

October 22, 2013 5:30 pm

Attendees

Karen Emery

Kent Daniels

Roberta Sperling

Charley Fisher

Jenny Meisel

Betty Griffiths

Kenny Davidson

Absent

Phil Hays

Mary Buckman

Guests

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

1. Approve minutes from previous meeting:

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

2. Financial Report

Treasurers report:

Betty presented the new donated laptop from HP for Charley to use.

Charley noted that we have \$8416 in our account; General Fund: \$491; Osborn Aquatic Center: \$100; Marys River boardwalk: \$2280; Owens Farm: \$500 for assessment- \$5000 for project

Betty asked if he received a \$100 pay pal donation that she completed using pay-pal through the new website. He had not.

Karen stated that for any donations received at the office, a notification is sent to Charley.

Betty presented a bill/invoice to Charley for the Marys River Boardwalk mailing and stated that she also paid to purchase Word and Excel for the laptop.

Jenny told the group that there is a website that provides programs at a very reduced rate for non-profits. She thinks it is called tech soup and will double check and get back to the group.

Charley has completed the federal taxes and registered/paid with the State Dept. of Justice. The State taxes are not done yet.

Policy on Administrative Fee on donations

Betty had information from the OSU Foundation website which states that there is one time charge of 5% on major donations (max charge is \$100,000) for administrative fees and ongoing operations. The fee is 1.5% for endowments.

Betty is concerned about the legality of charging an administrative fee, she wondered if we should notify donors that we are charging this fee for administrative purposes? Kent thinks that we should avoid administrative fees if possible.

Betty stated we agreed to take 7% if another organization wanted to run a grant through us. There was further discussion about how to raise funds for mailings, paperwork etc.

Betty stated that we should do some research and create a policy for charging an administrative fee on donations. Kent added that if we have costs directly associated with a particular project, we would charge directly to that project and take those funds from the project funds. He stated that we would still need to have general funds for misc operations.

Jenny made a motion stating that any costs directly related to a specific project will be charged to that project and come from designated project donations. Kenny seconded the motion—all were in favor. Motion passed with a unanimous vote.

Charley will ask a friend how/if his non-profit charges an admin fee and how /if they advertise this fee. Roberta will check to see what the Benton County Foundation does.

There was discussion about a fee impacting donations. A number of suggested fees, rates and caps at various percentage amounts were suggested.

Kent stated that it would be good to know what our annual costs might be and use that to determine the amount we would charge.

The group decided to do some more research and discuss at the next meeting.

Karen stated that the City has learned that there has been an agreement between the owner of the one room school house and the couple that have offered to pay to move the school. The Parks board agreed to recommend that the school be moved to the Owens property. There is a possibility that the Hansen's (couple paying for the move) might give the funds to Friends group.

Investment Policy

Betty stated that the Greenbelt Land Trust is currently looking into index funds and is using a financial advisor as a third party to do this work. We will eventually need to look into an investment fund and a policy on investments.

3. Large Projects List-Prioritize

Do we need to prioritize? Karen suggested that we do not prioritize this list so that we remain flexible. Kent asked if the City will have enough funds to cover the grant match for the Marys River Boardwalk? Karen said yes because Jackie just got an extension until November 2014 to raise funds and the Parks Department is re-prioritizing funds to make the match.

Karen received a call from a woman who wants to do a fundraiser for the Boardwalk Project for the friends group. She has also been getting phone calls asking how close we are to meeting the match, and thinks that more funding is still coming.

Betty and Jackie have gone over the mailing list and discussed setting up one on one meetings with a few people who they think can give large donations.

Small Project List—review and prioritize

Karen and staff did not have the list finished—they will try to have it done by the next meeting.

4. Marketing Publicity and outreach ideas

The main goal is to get on the agenda to speak to various groups.

Discussion followed about what we would talk about. Karen stated that she has a good powerpoint presentation and we can add a few slides that focus on specific projects such as the Owens barn and the Marys River Boardwalk.

Best targets? The Rotary Friday Club was mentioned. Roberta suggested that for the Owens property we target people who are interested in history or those that have been here a long time and remember the property.

Betty has emailed Jackie to get better descriptions of the Marys River Boardwalk and the Owens Barn projects.

Kenny will contact rotary clubs and inquire about getting on their agenda. Karen will email Kenny the contact information for the 5 rotary clubs. Kenny will also contact Chamber After Hours.

Betty will get the contact information for Neighborhood Association's and email information to them about the Friends group. Kent suggested that Betty contact Courtney Cloyd to get this information. He also stated that Courtney would be a good addition to our board—Kent will ask him to be on our board.

Karen suggested that we advertise in the Parks activity guide. The publication goes to 25,000 households. We would need to write up the information that we would want to include in an ad. Roberta volunteered to create a write up for the activity guide.

Betty suggested that we need to explore becoming a membership organization. She will follow up with Carey Stevens to determine if we can do this and still be within the guidelines of our bylaws and IRS non-profit status. This was followed by a discussion on how to change the wording in the brochure to reflect membership. It was decided to change the wording in the brochure to read: Yes I would like to support by becoming a friend.

There was also a suggestion that we host a Friends appreciation event in summer for members/donors.

Charley suggested keeping a mailing list for contacts (donors, others, etc).

Jenny volunteered to create and maintain a mailing list and Charley will keep a list of donors. Everyone should send names/contact info of potential donors to Jenny so she can add them to the mailing list.

5. Grant Research for Projects

Betty asked Karen how we are to proceed with the grant list that Deb Curtis gave to us. Karen stated that city staff will write applications for the projects they would like funded and then bring the applications to the Friends Group for signature/review.

Betty stated that we should look into potential funding through the Benton County Foundation; they focus on kids and one of the playground projects would be perfect.

Roberta has a contact with someone from the Benton County Foundation and will ask if any of our playground projects would be appealing.

6. Logo/Website

Betty informed the group that Heath Keirstead has done some work on the website—everyone agreed that it looks good.

7. Other:

--Strategic plan: Betty suggested that we create a strategic plan that can be used for grants. Betty will start working on a draft and send to the group. Kenny suggested that we have a separate meeting to discuss the strategic plan.

--Phil Hays is resigning from the Friends Board and Kent will buy a card and bring to next meeting so we all can sign it for Phil.

--Kenny informed the group that he has asked to be on the planning committee for the kinetic sculpture race. He stated that DaVinci days is not happening in 2014, but the race will most likely continue. Kenny suggested that the Friends group should consider supporting the kinetic sculpture race if it is voted to continue. Karen suggested that the kinetic sculpture board try to get Parks and Rec as a sponsor.

--Betty informed the group that she has filed for a bulk mail permit to get reduced rate mailings.

Action Items

- Ask Mary if her non-profit charges an admin fee
- Charley will ask a friend how/if his non-profit charge an admin fee and how /if they advertise this fee.
- Roberta will check to see what the Benton County Foundation does regarding an admin fee.
- Explore becoming a membership organization—Betty will follow up with Carey Stevens
- Karen will email rotary club info to Kenny
- Kenny will contact rotary clubs to see if we can get on their agenda to give talks and will stop by the Chamber After Hours to do some promoting
- Roberta will write up information to include in the Parks and Rec Activity Guide
- Betty will start a draft strategic plan and send to the group

- Jenny will start and maintain a mailing list
- Everyone: send names/contact info of potential donors to Jenny so she can add them to the mailing list
- Karen will bring the small project list to the November meeting
- Betty will get the contact information for NA's and email information about the Friends group to each Neighborhood Association
- Kent will ask Courtney Cloyd to be on the Friends Board

November Agenda Items:

Admin Fee follow up

Membership organization follow up

Strategic Plan

Discuss Small Project List

Meeting adjourned at 7:00 pm.

Minutes by Jenny Meisel

Next meeting November 26th