

# Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

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## Board Meeting Minutes February 25, 2014 5:30 pm

### Attendees

Mary Buckman

Jenny Meisel

Roberta Sperling

Karen Emery

Betty Griffiths

### Absent

Charley Fisher

Kenny Davidson

Kent Daniels

### Guests

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

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

**R. Sperling made a motion to approve the minutes from January. M. Buckman seconded the motion. All were in favor. Motion passed with a unanimous vote.**

### **2. Financial Report**

C. Fisher was absent from the meeting. B. Griffiths reported what C. Fisher had provided to her:

\$117,615 was donated and spent on the Sunnyside school project

Balance of \$3.18 in school project fund

Marys River Boardwalk-\$3,344.04. K. Emery added that the City had already received money for this project prior to the formation of the friends. She also stated that the City has \$20,000 match in Capital Improvement Project fund.

Owen's farm barn: \$20,500

Arnold Park: \$25,000

Ron Naasko Playground: \$50.00

Osborn Aquatic Center: \$100.00

General Fund/undesignated: \$2276.86

B. Griffiths noted that she had purchased envelopes and stationary.

### **3. Cultural Trust Application:**

B. Griffiths reported that the application was denied.

### **4. Logo**

R. Sperling is going to ask a friend at LBCC about doing a logo for us. There is a class that has a branding project.

J. Meisel will ask a friend about designing a logo.

B. Griffiths talked to the agency that created the Benton SWCD Logo, and they suggested a woman who might design a logo for free or for a small fee. B. Griffiths will get in touch with her, and suggested that \$500 seems like a reasonable amount to spend for a logo. B. Griffiths thinks the logo should be abstract. She likes the library and Benton SWCD logos. R. Sperling received a card with a bike leaning up against a tree, thought this would be a good logo—will share with the board members and will contact the artist to see if we can use the image.

Add this to agenda for next month.

### **5. Grant Process**

B. Griffiths stated that we should create a document to have something in writing for city staff to understand our process for reviewing grants. K. Emery found an old grant application form that was created in 2012 for pass through grants. R. Sperling will review/edit existing procedure and create a new document draft that will be specifically for parks and recreation staff asking the Friends to be the applicant.

Items to be included in the document: Description of project, budget, 30 days in advance, how is project going to be maintained/funded, submit proposal to chair first, then chair will send to the rest of the board for discussion/approval.

#### **6. Review Status of recent grants**

Starbucks—denied

Taco Bell—haven't heard

Spirit Mountain—application was just finished. K. Emery thinks it is due in April.

#### **7. Mary's River Boardwalk Fund Raising Event:**

The event will be at the Chintimini Senior Center on Saturday March 2 from 2-4 pm. The event was organized by Chere and Cliff Pereira, and Barb Taylor and Steve Strauss; residents of the Brooklane neighborhood.

K. Emery and B. Griffiths are planning to attend. M. Buckman and J. Meisel stated that they will also attend. K. Emery or B. Griffiths will give a short statement about the Friends Group, and will introduce the board members. K. Emery stated that perhaps we could offer an incentive for donations: suggested that for a donation of \$100 or more, the donors name will be listed on a board of the boardwalk.

J. Meisel will create a sign in list for donations to keep track of donations so we can send them a receipt. R. Sperling will create a donation sign for the sign in table.

B. Griffiths stated that there will be an article in the Gazette Times on Thursday. J. Meisel will bring a camera and take pictures for website, etc.

K. Emery stated that there will be another event for potentially large donors: Coffee at Todd Lewis and Susan Bottomly's house on March 13<sup>th</sup> at 6pm. There will be a second coffee at someone else's house if needed. K. Emery and B. Griffiths are helping to organize these events.

#### **8. Marketing, Publicity, and Outreach—follow up**

K. Davidson was not in attendance to report on rotary clubs.

B. Griffiths hasn't contacted any of the neighborhood associations. She will send a letter soon to active organizations.

K. Emery stated that the Friends group got a lot of positive publicity from the Sunnyside school house project.

R. Sperling will contact The Advocate to see if they would be interested in writing an article about the Friends organization.

#### **9. Other**

Board members will think about more places and opportunities for publicity. We will apply for the Beans for Bag Program again next year.

R. Sperling will contact the Co-op about getting an article in the Thymes newsletter

#### **Potential board member:**

K. Emery reported that Jackie Rochefort has a neighbor who is interested in being a board member, she is a bookkeeper and she could possibly take over treasurer duties.

K. Emery will have Jackie send the contact information to B. Griffiths

B/. Griffiths reported that 2 people from Kiwanis were interested, she contacted them and never heard back. Betty will re-contact them.

#### **Website:**

Heath Kierstead from Benton SWCD set up the website and showed B. Griffiths how to update and maintain the website. B. Griffiths would like for someone else to help with the website. M. Buckman is willing to learn. B. Griffiths will write up instructions for Mary and then schedule a meeting with Heath to go over the website. B. Griffiths will email the password to Mary so she can get started.

B. Griffiths will also look into creating a new email so the Paypal info can be sent directly to the treasurer, instead of her.

**Board insurance:** Kent is not present to discuss this topic.

## **Miscellaneous**

--R. Sperling followed up with Citizens Bank about financial planning. They do not provide those services, but recommended someone that she can contact. She stated that she also knows another financial advisor and will get more information from him. B. Griffiths suggested John Martinson who works for Wells Fargo. She stated that he is very conservative and is willing to come to a meeting in a few months. He has experience working with non-profits.

-K. Emery stated that Mr. Owens was having some tax problems, so we are not sure when we are going to get the funding.

-K. Emery shared a draft letter to a potential donor. This could be a template for other donors, perhaps as an annual mailing, etc.

B. Griffiths recalled James saying there was a donor list for the Aquatic Center. K. Emery will ask James if there's a donor list for the Aquatic center that friends can access.

R. Sperling suggested that we try to include a write up in the senior center newsletter for publicity and to highlight our projects and to say that we have applied for the bus grant. K. Emery will look into this.

K. Emery added that she dedicated the front page of the parks and rec activity guide to the Friends group. R. Sperling also created an ad to include in the guide. The guide goes out to all 25,000 households in Corvallis at the end of March and should be good publicity.

## **Action Items**

Reminder to Charley to send names of donors to Jenny so she can start a mailing list.

### **Logo:**

R. Sperling is going to ask a friend at LBCC about doing a logo for us.

J. Meisel will ask a friend about designing a logo.

B. Griffiths will also contact someone about designing a logo.

### **Grant Procedure:**

R. Sperling will review/edit existing grant procedure and create a new document draft that will be specifically for parks and recreation staff asking the Friends to be the applicant.

### **Marketing, Publicity, and Outreach—follow up:**

R. Sperling will contact The Advocate to see if they would be interested in writing an article about the Friends organization.

R. Sperling will contact the Co-op about getting an article in the Thymes newsletter

### **Potential board member:**

K. Emery will have Jackie send the contact information for a potential board member to B. Griffiths

B. Griffiths will re-contact 2 people from Kiwanis that were interested in becoming board members.

### **Website:**

B. Griffiths will write up instructions for Mary and then schedule a meeting with Heath to go over the website.

B. Griffiths will email the password to Mary so she can get started.

B. Griffiths will also look into creating a new email so the Paypal info can be sent directly to the treasurer, instead of her.

### **Other:**

R. Sperling will follow up with the financial advisor

K. Emery will ask James if there's a donor list for the Aquatic center that friends can access.

K. Emery will look into the possibility of including an article about the Friends in the Senior Center newsletter.

## **March 25 Agenda Items:**

Grant process

Logo updates from Roberta, Betty and Jenny

Financial advisor

Board insurance

Small projects list—Karen will work on this

Marys River Boardwalk Fundraising

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

***Minutes by Jenny Meisel***

***Next meeting March 25, 2014***