

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

Board Meeting Minutes

August 26, 2014 5:30 pm

Attendees

Charley Fisher

Kristin Shreeve

Jenny Meisel

Roberta Sperling

Betty Griffiths

Karen Emery

Absent

Kent Daniels

Mary Buckman

Guests

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

Approve minutes from previous meeting:

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

Financial Report

K. Shreeve gave her first report as treasurer.

The Pickleball account is down to zero, the balance has been spent. She added an account for the Franklin Park play structure and for Bald Hill Dog Control--\$1000 was received for this project. B. Griffiths stated that the Bald Hill funds will most likely go towards signs at the park.

K. Shreeve had a question on where to put funding that was earmarked for "greatest need", she has been putting them in the general fund. Discussion followed about the general fund.

K. Shreeve noted that she has not responded to the folks who have donated via PayPal. Some donors do not give a mailing address. B. Griffiths says they should get a thank you letter. R. Sperling is familiar with PayPal and stated that we should receive an email address for the individual along with their payment information. K. Shreeve would like to see if there's a way to generate an automatic letter in Quickbooks for PayPal donations. R. Sperling will look into this because her company uses PayPal and Quickbooks .

Budget

This item was not discussed

Spring Bulb Sale:

Spring Bulb Sale: K. Shreeve stated that we still have not received an exact amount that we need to pay. She did not record the names of people that purchased bulbs; she recorded it as one lump donation. Discussion followed on whether we need the names and orders of each individual. B. Griffiths thinks that we should have a list of the orders for accounting/IRS purposes. B. Griffiths stated that we will ask Ruby, the organizer, for names and purchase amounts once the orders are filled.

There was discussion regarding if we should treat the people who ordered bulbs as donors to the friends program. Some board members said no, but B. Griffiths thinks that we should add them to our mailing list.

K. Shreeve has concerns about this project and stated that we need to discuss this in more detail before agreeing to do this again next year.

Logo

Fourth Draft: Everyone liked the fourth draft. B. Griffiths shared an example of footprints that she liked and asked if we wanted to go back to footprints in the middle school. Everyone wanted to keep it as is and not go back to the footprints. R. Sperling suggested that we ask Mattea to provide us the name of the font and provide the logo in various file formats as well as gray scale.

C. Fisher made a motion to approve the fourth draft of the logo. J. Meisel seconded. All were in favor. Motion passed by unanimous vote.

Oregon Cultural Trust Grant

K. Emery stated that we received \$20,000 from the Oregon Cultural Trust for the Owens farm house foundation restoration. There is language in the condition of the grant award stating that we use specific language when we refer to the project in media materials. K. Emery will ask M. Buckman to add this information to the website.

Website:

B. Griffiths stated that M. Buckman has been working on the website with help from Justin Rose. B. Griffiths would like everyone to go back and look at the website and send her any comments/changes.

B. Griffiths asked if we wanted to start a blog, facebook or twitter. If so, we need someone to manage this. Discussion followed; R. Sperling suggested that we wait to do this—everyone was in agreement.

Development of Updated Projects List

B. Griffiths asked if we need to update this list. K. Emery will review the list and we can discuss/update at a later meeting. K. Emery suggested that we start a list of completed projects to put on the website, and will ask M. Buckman to add another tab for completed projects.

Marketing, Publicity and Outreach—follow up

Rotary clubs—K. Daniels and M. Buckman were not present to discuss their progress in contacting the Rotary Clubs.

K. Shreeve had a question about how to thank larger donors in a more significant way. We discussed calling the donor to thank them. Donations totaling \$1000 or more will receive a phone call. Everyone agreed that this was important. K. Emery has personal contact with some of the donors, and will ask for phone numbers since we do not get phone numbers for many of the people who donate. C. Fisher has the list of donors through June and will share the list with K. Shreeve. There was additional discussion regarding how to thank the woman who is donating monthly. It was decided that we should immediately send a letter acknowledging the ongoing donation and then send another letter in December with the amount received for the year.

Other

--K. Shreeve is attending Quickbooks for non profits training in Portland on September 4.

Franklin Park Play Structure

K. Emery recently met with the Jobs Addition Neighborhood Association (JANA) and spoke to them about two grants that could be used as matching funds for the playground. The Friends could be the applicant on the grants: 1) Meyer Memorial Trust; can apply quarterly for an amount under \$150,000. 2) The Parent company for Knife River (MDU Resource Foundation). They only give grants to communities where Knife River is, so we are eligible. The grant amount is for \$5,000-\$10,000. K. Emery has already contacted MDU and they suggested that we submit a request.

The City will apply for a grant from Oregon State Parks and Recreation in March, and a match will be required. The donations that are received, along with the above mentioned grant opportunities, can be used as match.

K. Emery stated that JANA members will assist with grant writing. Jackie Rochefort will meet with members of JANA and work on design, as this info will be needed for the state grant.

B. Griffiths has been in contact with Rebecca Sweet about the crowd funding and thinks that it needs to be set up by the Friends so we can receive the donations directly. K. Emery suggested that we wait until we get the design in place so we have an idea of the exact cost for the project.

JANA is having a neighborhood picnic on September 14. K. Emery suggested that a board member attend the picnic along with Jackie Rochefort to update them on our progress and support. C. Fisher agreed to attend.

--K. Emery stated that the refurbishment of the pickleball court is complete. The city is looking at ordering windscreens. K. Emery would like to put the Friends logo on the screen along with the city logo.

--K. Emery also stated that the City has a weekend of no cost use of the Majestic Theatre that is available once a year. She suggested that we keep this in mind if there's something that we want to use it for.

--K. Emery informed us that there is an OSU event for students in fall to let them know what's going on in Corvallis. Parks and Rec has a booth and she suggested that we join them at their booth. C. Fisher stated that students are not very likely to donate and suggested that we just provide our brochure.

K. Shreeve added that it would be nice to have a student board member for volunteer opportunities.

R. Sperling suggested that we check with the OSU Recreation Club to see if someone would want to be on the board. C. Fisher will contact the Recreation Club to see if they can help find us a volunteer.

--It was suggested that we look into getting a non-profit booth for Fall Festival. R. Sperling volunteered.

--There was discussion about purchasing a banner with the new Friends logo that we can put up at events. J. Meisel will get quotes and will look into a table drape.

C. Fisher suggested finding out what the size of the city banner is at Kermit Roth Park by the Chamber of Commerce office. He stated that we should put our banner there as it is very visible to everyone coming over the bridge into Corvallis. K. Emery stated that the rules are very specific for banner placement and recommended that someone contact Steve DeGhetto to get the information. J. Meisel will contact Steve.

--K. Shreeve added that we have received \$6.35 from the Amazon smile program.

Completed action items from last meeting:

-B. Griffiths added a link on the website about our budget and the report that C. Fisher created

-B. Griffiths has contacted Greenbelt Land Trust about doing a fundraising training for us.

-K. Shreeve and C. Fisher have not started working on the spreadsheet of donor information--keep as action item for next month

-K. Emery checked on donor software: Greenbelt Land Trust uses tapestry and it is very expensive. They suggested using a spreadsheet until our donor information is too complicated.

-B. Griffiths has a contact for the Thursday noon rotary

-K. Emery will send Maryanna Mace's contact info to B. Griffiths, she may be a potential board member

-Toyota letter--K. Emery stated that Corporate Toyota contacted Parks and Rec and has agreed to sponsor the Turkey Trot for \$4500. She is wondering if we should still pursue a donation locally for the Aquatic Center.

There was a brief discussion and we decided that K. Emery will still send a letter from the Friends and C. Fisher should sign it and talk to his contact once the letter is sent.

Action Items

-K. Emery will send the city logo to M. Buckman

-Look into local businesses donating proceeds to us--agenda item for September meeting?

-R. Sperling will see if there's a way to generate an automatic letter in Quickbooks for PayPal donations.

-K. Emery will ask M. Buckman to add Oregon Cultural Trust Grant information to the website.

-K. Emery will review the project list for discussion/update at a later meeting.

-K. Emery will ask M. Buckman to add a new tab on the website for a list of completed projects

-C. Fisher will contact the OSU Recreation Club to see if they can help find us a student volunteer for the board.

-R. Sperling will look into a non-profit booth for Fall Festival.

-J. Meisel will get quotes for a banner and table drape and will contact Steve DeGhetto for banner size

-K. Shreeve and C. Fisher will work on the spreadsheet of donor information

-K. Emery will send Maryanna Mace's contact info to B. Griffiths, she may be a potential board member

-K. Emery will send a donation request letter to Toyota for the aquatic center climbing wall. C. Fisher will sign it on behalf of the Friends and talk to his contact once the letter is sent.

Meeting was adjourned at 655

Next meeting September 23, 2014.

Minutes by J. Meisel