

# Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

---

## Board Meeting Minutes

January 8, 2013 5:30 pm

### Attendees

Karen Emery  
Betty Griffiths  
Jenny Meisel

Charley Fisher  
Kenton Daniels

### Absent

Phil Hays

### Guests

Kenny Davidson

**Meeting called to order:** B. Griffiths called the meeting to order at 5:32 pm.

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

B Griffiths asked if there were any changes to the November minutes. J. Meisel asked if everyone liked the format of the minutes. K. Daniels suggested adding the word “minutes” to the top of the document and B. Griffiths suggested adding action items at the end of the minutes. J. Meisel stated she would make these changes.

**K. Daniels made a motion to approve the November minutes, C. Fisher seconded. All were in favor.**

### **2. Financial Report**

#### **Treasurer's Report**

C. Fisher stated that there is now \$300 in the account, which is actually \$295 to account for the \$5 monthly checking fee. He also presented a donation thank you letter to the board and it was discussed and edited by the group.

#### **Solicitations**

B. Griffiths presented a draft solicitation letter that is needed to get the word out regarding the benefits of Parks and Recreation. K. Daniels suggested that a line or additional bulleted item be added that states “maintain resident access to parks, trails etc.” The group discussed additional items in the bulleted list and suggested adding the number of youth programs to the list. K. Emery will provide B. Griffiths with the number of youth programs that are provided by the Parks and Rec Department. B. Griffiths will make the changes as discussed and send back to the board members for review.

B. Griffiths then asked who we should mail this letter to. K. Emery suggested adding the brochure to any mailings that go out, the board agreed. B. Griffiths suggested that we attend other advisory group meetings and present them with the letter. Suggested groups include: Parks and Rec Board, Senior Foundation, Civic Beautification and Urban Forestry (CBUF), Arts and Culture Commission. K. Emery will hand out letters at all advisory group meetings that she attends. The board discussed adding a more formal header to all of our documents and use the tag line **“Healthy parks, facilities and programs lead to healthy, vibrant lives”**. The Corvallis Sustainability Coalition was also suggested. J. Meisel suggested starting with their Natural Areas team. K. Daniels suggested including all members of City Advisory committees on a mailing list and there was discussion regarding if the contact info for all of these members was public information. B. Griffiths will ask Kathy Louie (City Recorder) about the contact info for these members. K. Daniels suggested asking the Library Foundation who they sent letters to. B. Griffiths will revise the solicitation letter according to the board's suggestions and will create 2 letters, one for individuals and one for advisory boards, and will take to the sustainability coalition and give to the heads of other advisory boards.

### **3. Reports**

#### **Brochure**

J. Meisel presented a printed version of the brochure. There was much discussion about edits and a background color change to green instead of purple and lavender. K. Emery will provide a new/updated paragraph that describes the Parks, Recreation and Natural Areas Department. It was suggested that a section titled "Who we are" be added. J. Meisel will make the suggested changes and send out a couple different color options before the next meeting.

#### **Academy for Lifelong Learning Presentation**

B. Griffiths shared a description of the ALL talk that she and K. Emery created. The Board decided on the title of "Discover Your Parks and Recreation". B. Griffiths stated that ALL is an OSU group that is affiliated with the Alumni Association and is a non-credit course that anyone, including members of the public, can attend.

#### **Contacts from GT Article 12-06-12**

Not discussed?

#### **Other**

### **4. Board Member Recruitment**

B. Griffiths has a list of contacts that she will send a letter to. Kenny Davidson is interested in being on the board of directors and was in attendance at this meeting.

#### **Review Board Responsibilities & Board Application**

B. Griffiths created a Board Responsibilities document and a personal profile document. The board discussed the questions in the personal profile document and it was decided to remove questions #5 & #8 to make the document shorter and to avoid similar questions.

**K. Daniels made a motion to adopt the Personal Profile and Board Member Responsibility Documents with amendments as discussed. C. Fisher seconded. All approved.**

B. Griffiths stated that there are 6 people interested in becoming board members and it would be good to have a variety of experience from members of the community who are outside of the Parks family. B.. Griffiths will send out a list of attributes that are wanted in board members and will also send out the names of potential board members that she has accumulated. The goal is to get to 11 board members total.

### **5. Other**

Next regular scheduled meeting date is on Tuesday January 22; however J. Meisel will not be able to attend, so the meeting was changed to Thursday January 24. The February meeting will follow the 4<sup>th</sup> Tuesday schedule with the meeting being on the 26<sup>th</sup>.

K. Emery presented a flyer to the Board for a Rotary sponsored fundraiser to build a new picnic shelter at Willamette Park. The project goal is \$150,000 and they already have \$90,000. The Benton County Foundation is currently holding the funding, however if the Friends group had been formed when this project started, they would have been the recipients of the funding.

K. Davidson, guest at our meeting is interested in being on the Friends Board. He introduced himself by saying that he recently ran for City council and is very supportive of Corvallis Parks and Recreation and does not want to see any more cuts to this department.

**Meeting adjourned at 7:00 pm.**

**Minutes by Jenny Meisel**

### **Action Items**

#### **Solicitations:**

- K. Emery will provide B. Griffiths with the number of youth programs that are provided by the Parks and Rec Department.
- B. Griffiths will make changes to the Solicitation Letter according to the board's suggestions and will create 2 letters, one for individuals and one for advisory boards and send back to the board members for review. She will then will take letters to the sustainability coalition and give to the heads of other advisory boards.
- K. Emery will hand out letters at all advisory group meetings that she attends.
- B. Griffiths will ask Kathy Louie (City Recorder) about the contact info for members of all city advisory group members

#### **Brochure**

- K. Emery will email a new/updated paragraph that describes the Parks, Recreation and Natural Areas Department to J. Meisel.
- J. Meisel will make the suggested changes to the brochure and send out a couple different color options before the next meeting.

#### **Board Member Recruitment**

- Remove questions #5 & #8 from the personal profile document