

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

Board Meeting Minutes

January 24, 2013 5:30 pm

Attendees

Charley Fisher

Betty Griffiths

Jenny Meisel

Phil Hays

Kent Daniels

Absent

Karen Emery

Guests

Kenny Davidson

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

1. Approve minutes from previous meeting:

There were no changes to the January 8th meeting minutes.

K. Daniels made a motion to approve the November minutes, J. Meisel seconded. All were in favor. Motion passed with a unanimous vote.

2. Financial Report

Treasurer's Report

C. Fisher stated that there had not been any changes; there is still \$295 in the account. He also reported that the non-profit training he attended was very good and he learned a lot about accounting, mainly that we should have QuickBooks or a better program than Excel to keep the budget. One thing that he learned is that someone else, not a board member, be assigned to oversee his budget keeping. There was discussion about C. Fisher writing checks for payments and then the checks being signed by the president of the board.

P. Hays stated that he has a good spreadsheet that he keeps for the County Friends group and is willing to share this with C. Fisher. He mentioned that he keeps track of separate donors so he can send them a thank you letter.

3. Reports

Brochure

J. Meisel presented an updated brochure that had a green background instead of the rough draft purple/lavender. Everyone liked the brochure. There was discussion regarding minor edits and brochure printing. J. Meisel will get printing quotes not to exceed \$200 for 250 brochures from local printing businesses and bring back to the group for discussion/decision.

Solicitations

B. Griffiths presented a long list of all City Advisory Boards and Commissions. Email and mailing addresses were not on this list, just member names. It was decided that we would split up the list and each board member would attend a few of the upcoming meetings to tell them about our new organization and let them know that we are happy to work with their group. C. Fisher thought that we may have a potential conflict of interest with the Bike and Pedestrian Commission because they are also trying to raise funds. B. Griffiths thinks this is ok, and may actually be an opportunity to partner, or at least hold the funds for the commission. P. Hays stated that he thinks we may be able to partner with them on grants, and asked the board if we would want to work with other Boards/Commissions outside of the City parks. B. Griffiths stated that this was allowed under our bylaws.

5:50 pm—Kenny Davidson entered the meeting

The following Commissions were assigned:

C. Fisher: Bicycle and Pedestrian

B. Griffiths: Airport, Economic Development and Downtown

K. Daniels: Planning, Historic, CBUF, Library, Housing and Community Development

J. Meisel: Watershed Management

OSU Folk Club Thrift Shop Grant

B. Griffiths presented a draft of a grant application for the amount of \$10,000 to the supplement the UV Sanitation System at the Aquatic Center. She asked the group if it was ok to submit this grant. The deadline is January 31 and she was going to turn it in on the 29th as she was leaving town for 2 weeks. P. Hays and J. Meisel thought the amount was maybe a bit large. P. Hays asked what the asking limit was for the grant and B. Griffiths stated that a limit was not provided in the information. The group was in favor of submitting the application.

Other

C. Fisher stated that we need to create a logo and official letter head soon so he can use it on Thank You letters to donors. J. Meisel said she would ask a friend if they would help create a logo.

4. Board Member Recruitment

K. Davidson was present at the meeting and had submitted his completed board member application. B. Griffiths stated that she had sent the board member application to 10 people. Roberta Sperling had also turned in an application, but no one has met her. The board members would like her to attend a meeting so they can meet her before electing her to the board. B. Griffiths is trying to recruit Linda Wolfenbarger and Mary Buckman.

B. Griffiths also presented a list of names of potential board members. K. Daniels stated that he only knew about 50% of the names on the list and asked where the names came from. B. Griffiths stated that she and K. Emery created the list and a few names were people that responded to the Gazette Times newspaper article. There was discussion about other potential recruits. B. Griffiths suggested that we send an email to the group first before we ask someone to be on the board. A few names mentioned: Heath Keirstead, John Griesmeyer, Jason Wallace, Larry Daly, Mike Maksud, and Pam Stewart.

The current board members filled out a "board Profile Grid" that contained a number of attributes/skills/experience that would be good to have in board members. All current members filled out the grid and B. Griffiths stated that we are lacking in fundraising and real estate experience, and we should try to recruit folks to fill those niches.

The board then discussed electing Kenny Davidson to the board.

C. Fisher made a motion to elect Kenny Davidson to the Friends of Corvallis Parks and Recreation Board of Directors for a 2 year term. K. Daniels seconded the motion. All were in favor. Motion passed with a unanimous vote.

P. Hays stated that we should check the bylaws to determine if the new board member can vote immediately..the response was yes.

5. Other

Next regular scheduled meeting date is on Tuesday February 26.

Next meeting we will follow up with the final brochure edits.

P. Hays asked if we are ever going to get a PO Box. B. Griffiths stated that we need more money first, and we just turned in the IRS forms, so she doesn't want to change the address right away. She thinks we are ok for now using the Corvallis Parks and Rec mailing address.

Meeting adjourned at 6:45 pm.

Minutes by Jenny Meisel

Action Items

Brochure

J. Meisel will get printing quotes not to exceed \$200 for 250 brochures from local printing businesses and bring back to the group for discussion/decision.

Solicitations:

Each board member listed below will attend an upcoming commission meeting as assigned to inform them of the formation of the Friends Group.

C. Fisher: Bicycle and Pedestrian

B. Griffiths: Airport, Economic Development and Downtown

K. Daniels: Planning, Historic, CBUF, Library, Housing and Community Development

J. Meisel: Watershed Management

Logo

J. Meisel will ask a friend to help create a logo

Board Member Recruitment

Current Board members will invite others to join our board, and will send an email to all other board members to inform them who they are asking to be on the board.