

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

Board Meeting Minutes

May 28, 2013 5:30 pm

Attendees

Charley Fisher

Betty Griffiths

Jenny Meisel

Karen Emery

Kent Daniels

Kenny Davidson

Absent

Phil Hays

Guests

Mary Buckman

Roberta Sperling

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

1. New Board Members

Both guests, Mary Buckman and Roberta Sperling are interested in becoming board members. M. Buckman stated that she is interested in our group because it is separate from City activities. She has a special interest in the senior center and also stated that she can provide assistance with tax/financial activities.

R. Sperling stated that she still works full time and has her own business that publishes 2 magazines about poetry and rubber stamps.

K. Davidson made a motion to elect both Mary Buckman and Roberta Sperling to the Friends of Corvallis Parks and Recreation Board: Mary for a 3 year term and Roberta for a 1 year term. J. Meisel seconded. All were in favor. Motion passed with a unanimous vote

2. Approve minutes from previous meeting:

There were a few changes regarding name spellings to the April 23, 2013 meeting minutes and J. Meisel will make changes as suggested.

C. Fisher made a motion to approve the February minutes as amended. K. Daniels seconded. All were in favor. Motion passed with a unanimous vote.

3. Financial Report

Treasurer's Report

C. Fisher presented a funding request form and stated that he used the AFRANA form as a template. A few changes were discussed, such as adding a signature line instead of the existing "title" line for the person requesting funds, and also adding a place to declare the amount requested to the first section.

The group adopted the form by consensus

C. Fisher stated that we have received an additional \$110 in donations.

Other-Status of IRS application

We received a letter stating that more information is needed to process our application. Responses to the questions presented with the letter are due by June 7. There was discussion regarding some of the questions in the letter. B. Griffiths will follow up and call the contact listed on the letter to ask why we got this letter and how we should respond.

Revisit Term Limits

Term Limits were reviewed as we have 2 new board members:

1 year-Phil and Roberta

2 years-Jenny, Betty, Kenny

3 years-Kent, Charlie, Mary

It was decided that terms for everyone will start at the beginning of the fiscal year on July 1.

2013-2014 Budget/Fiscal Agent

B. Griffiths stated that we need to adopt a budget for this upcoming fiscal year and also need to decide whether we will have an administrative charge. If we adopt an administrative charge we can accept funds on behalf of other organizations and administer the funds to the organization while making some money for the Friends Group.

K. Daniels suggested writing a policy saying that we charge x% administrative fee and have the right to waive the fee if we feel it is necessary.

K. Emery stated that the Arts and Culture Commission received a \$600 grant to subsidize tickets for low income families. They could put the grant money into the Art Center fund, but there is a 10% administrative charge. If we did not charge a fee, the Commission would like for us to accept and distribute the funding so that they do not have to pay the administrative fee. There was discussion regarding an administrative fee and if we should accept the funding from the Arts and Culture Commission. K. Daniels suggested that we look into how an administrative fee is set for an organization.

C. Fisher stated that we should decline this request as we haven't yet made the decision of whether or not to have an administrative fee, and we also do not have approval from the IRS to handle any funds.

C. Fisher made a motion to deny the request to handle funding from the Arts and Culture Commission because we do not have approval from the IRS to handle fees. K. Davidson seconded. All were in favor. K. Daniels abstained from voting. The motion passed with a unanimous vote.

There was additional discussion on this topic. B. Griffiths asked if we should find a fiscal agent to handle our funds while we wait for the IRS to make a determination on our status so that we can write and/or accept grant funds. K. Daniels stated that we should not do this because a fiscal agent would most likely charge an administrative fee. He thought we should wait for the IRS and if something comes up, we can ask another organization to be our fiscal agent.

4. Reports

New Board Members

Was discussed at the beginning of the meeting.

Additional information: J. Meisel asked Heath Kierstead if she would like to be on the board again. She stated that she doesn't want to at this time, but would be willing to help design our website. B. Griffiths will contact her regarding the website.

5. Other

Vision, Mission and Goals

K. Daniels made a motion to approve the Vision, Mission and Goals as revised. C. Fisher seconded. All were in favor. Motion passed with a unanimous vote.

June 4th Presentation Academy for Lifelong Learning

B. Griffiths stated that she and K. Emery are giving a presentation at the Academy for Lifelong Learning class on June 4th. They will present info about Corvallis Parks and Recreation and the friends group and will hand out brochures.

K. Daniels asked about the status of the Ron Naasko playground, and asked how we move this forward. He stated that this would be a great source of donations. K. Emery has contact information for people who are willing to donate and city staff would write a grant for the funding and the Friends group could collect the funding. K. Emery then asked if this is a project that the Friends group would like to take on. The group agreed that we would like to accept this project. K. Emery will meet with the group and come up with a strategy to start raising funds. She estimates that the playground will cost approximately \$150,000 because it will be fully ADA accessible and the rubberized surface is expensive.

K. Daniels stated that we are now a member of the Corvallis Sustainability Coalition and he is our representative.

***Meeting adjourned at 6:50 pm. The next meeting is June 25th.
Minutes by Jenny Meisel***

Action Items

IRS Application

B. Griffiths will call the contact listed on the letter and ask why we got this letter and what we need to provide for a response.

Other-Logo—carryover from April Meeting, as this was not discussed at the May meeting

B. Griffiths will contact the OSU graphic design class.

Other

K. Emery will do research on administrative fees to help decide whether we want to charge one and what amount.