

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.
Corvallis, OR 97333

Board Meeting Minutes Annual Business Meeting January 12, 2016 5:00 pm

Attendees	Absent	Guests
Charley Fisher	Karen Emery	none
Olga Loza		
Mary Buckman		
Jess Beauchemin		
Ken Haines	Olga Loza and Ken Haines left at 5:45	

Meeting called to order: Charley Fisher called the meeting to order at 5:02 pm. No visitors were present. The next meeting will be February 23.

Approval of Minutes from last meeting:

Correct BA Bierle's name in November minutes.

Mary moved to approve the November meeting minutes with the noted amendments. Roberta seconded. All were in favor. Minutes were approved as amended by unanimous vote.

Center for Non-Profit Stewardship:

Charley stated that there is an all day workshop/training coming up in Corvallis on Saturday January 23. The cost is \$125 per person. Charley has attended this training in the past and said it was good. Kent recommends it—he's gone twice. Board members should email Charley if they are interested in going.

Mary made a motion to authorize up to 3 people to attend the training in Corvallis or another city. Board will pay for registration. Roberta seconded. All in favor. Motion passed by a unanimous vote.

Treasurer's Report

Kristin would like to omit the reimbursement for board members if she has a receipt for documentation. She will use the form for reimbursement from outside agencies. Charley stated that we still need to use the form for board members to keep a paper trail and document the transactions.

Kristin handed out a budget for 2015-2016. Most of the items were based on last year and the projected large donations that we are already aware of.

Charley stated that it is difficult for us to create a budget because we don't have a history to predict the budget, but it's important to have a budget when applying for grants.

Charley said he learned at a workshop that it is a good idea to have a CPA or someone on the board look over the budget to verify and give a second opinion.

A discussion followed regarding donation letters and customization in Quick Books.

A few specific line items in the budget were discussed:

-Olga stated that the Arnold Park playground is finished. She has gone there several times with her son.

-Washington Park Bench: A \$1000 grant from CBUF was received for the bench. There is an additional project going on to create an interpretive sign. They have received some grant funding for the sign. The sign is about the Gaylord House and its history and preservation.

-Senior Center: the change in amount is all from donations

- General fund: Our donation mailing generated ~ \$2230. All agreed this was worth the time spent.
- Bulb sale funds are still coming in
- Osborn Climbing wall is completed. We have all the funds from Toyota
- The pickle ball group had a fundraiser so we collected more funds for that account.
- Some donations for the Younger playground also came in—it's up to \$2600

Changing Bald Hill Signage

Kent stated that a donor has asked to change his donation to go to a different project. He is frustrated because his funds haven't been used for dog leash signs at Bald Hill.

The new project is the North Branch of Denawi creek restoration which would restore the creek to its original path. The current path of the creek disappears in the farm field-drainage tiles are suspected to divert the flow. The donor would like his funds to now be used for this project.

Jenny suggested that we put project updates on our website and facebook page so that donors can stay updated on the project status. A discussion followed about whose responsibility it is to provide updates on projects and how we should inform donors what their funds have been used for.

We need to get project updates from Karen at each meeting. Charley will follow up with parks staff on providing updates at our meetings each month.

Mary stated that project updates are usually included in the meeting minutes, so donors can check the minutes as well.

Jenny suggested adding a line to the donor thank you letter to encourage donors to check our website for project updates.

Bev and Olga will work together to put updates on facebook and on the website.

Jenny also suggested putting out a semi-annual newsletter.

Oregon Cultural Trust:

Mary asked if anyone has looked into Cultural trust funding. Mary will look into it because there are a number of parks funding opportunities on their website. All projects need to relate to historic or cultural projects.

Update on Electronic Presence

Bev and Olga are sharing online responsibilities. Bev stated that we don't have a lot of traffic. We need more projects and updates to go on facebook to get more people to follow. Kristin suggested getting a monthly update from Karen and putting that on the website/facebook

Bev suggested adding facebook logo to our stationary. Kristin doesn't use our letterhead—the letter just prints out from quickbooks.

Project updates, progress or additions:

Karen was not at the meeting to provide an update.

Fundraising Project Plan

Discussion on yearly solicitation: Kent thinks it is worth it if we make \$2,000-\$3,000 a year.

Jenny suggested utilizing email/mailchimp solicitation in addition to or instead of a paper copy of mailing in the future. It would require less time for us to do mailings and would be easier for donors donate online.

Next year's mailing should include language about what we did with funding from last year's solicitation.

Discussion about keeping track of donors: Who will do this? Kristin is currently doing this, but it could go to someone else. She stated that the information is not in a user friendly format in Quickbooks and it needs to be exported into a database. The data will need to be organized/manipulated to get it into a better format. Mary is willing to take this on as a task for the Vice President. Kristin and Mary will meet in March and come up with a way to exchange data.

Budget questions from Kent:

--Set up a meeting in the next 2 weeks to talk about donation solicitation to get a head start on planning.

January 25th at 1:00 at Sunnyside Up. Roberta will send an email reminder about this meeting.

--When do we remove projects from the list? Kristin stated that she removes projects as they are completed. The Ron Naasko playground is now on the CIP list, so there should be more activity regarding this project. Jenny suggested adding a month and year to the budget listing for the new projects so we can keep track of when they were started.

Kent made a motion to change the name of Bald Hill Dog Control Project to Denawi Creek Restoration. Mary second. All were in favor. Motion passed with a unanimous vote

--What is the Bald Hill memorial bench? Kristin stated that someone purchased this bench and Parks staff is working on this project. This was followed by discussion about bulb sale funding: what is it used for and who can use it? Kristin stated that the funds are dedicated to CBUF and will add CBUF to the title.

-What is the Rielly Memorial tree? Kristin stated that it is an individual who is paying for a tree at Arnold Park. The individual is working with Parks staff on the tree and the project went through the City before it came to us.

Kristin has a concern about collecting the 3% fee for these specific projects. The Parks Department is not adding 3% to the cost of the item, so if we collect the 3% fee, the donation will not be enough to cover the cost of the project because the donation is for the exact amount of the project/item.

Bev had a question about tamales: Do we have a yearly fundraiser? It was decided at the last meeting to not do a tamale fundraiser again—it's too time consuming. Mary and Charley suggested that we have a signature event more related to parks and recreation. The type of event/fundraiser is up for discussion.

Bev suggested a run/walk. Kristin added that there's a lot of liability with a race.

Charley suggested a summer bike ride from park to park along the bike path with summer park program participants and parents. The cycling club could do a safety presentation.

Charley also suggested having a donor appreciation event.

Roberta suggested trying to get on the donor list for Mr/Mrs Spartan. Kristin doesn't think that we should ask for that money because it's a long standing tradition of who they donate to.

Other:

Mary mentioned that there's an OSU student coming to the next meeting. She wants to help write grants for a class project.

Next meeting: Next meeting February 23, 2016 5:00pm at Parks Department Conference Room

Action Items:

Charley will follow up with parks staff on providing updates at our meetings each month.

Bev and Olga will work together to put updates on facebook and on the website.

Mary will look into funding opportunities from the Oregon Cultural Trust.

Kristin and Mary will meet in March and come up with a way to exchange donor data from Quickbooks to Excel.

Add a month and year to the budget listing for the new projects so we can keep track of when they were started.

Agenda Items for next meeting:

Continue discussion about yearly fundraiser

Results of January 25th meeting.

Meeting was adjourned at 6:45pm