

Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

Board Meeting Minutes

March 28, 2016 5:00 pm

Attendees

Charley Fisher
Mary Buckman
Karen Emery
Jenny Meisel
Ken Haines

Roberta Sperling
Kristin Shreeve

Absent

Kent Daniels
Bev Hill
Olga Loza
Jess Beauchemin

Guests

Deborah Correa
Anne White
Jean Boniefas

Note: Between meetings, Bev Hill resigned from the Friends of Corvallis Parks and Rec Board.

Meeting called to order: Charley Fisher called the meeting to order at 5:10 pm

Approval of Minutes from last meeting:

Roberta moved to approve the February meeting minutes. Kristin seconded. All were in favor. Minutes were approved by unanimous vote.

Treasurer's Report

Kristin reported that there were not many changes this month.

New project: Funding for a Corl House Memorial Bench; the 3% admin fee was subtracted from this donation.

The Osborn funds were paid out to finish installation of the climbing wall.

Small donations were received for various projects, and the T-shirt payment was subtracted from the General Fund.

Jenny made a motion to approve the treasurer's report. Roberta seconded. All were in favor. Motion was passed by unanimous vote.

Friends of Majestic

Introduction of Guests: Deborah Correa—President, Friends of Majestic Theatre

Anne White: Treasurer, Friends of Majestic Theatre

Jean Boniefas: Board Member, Friends of Majestic

Deborah gave a summary of the proposal to merge the Friends of the Majestic Theatre non-profit with the Friends of Corvallis Parks and Recreation non profit. It has been 1.5 years since city has been managing the Majestic Theatre. The City asked the board to stay on for additional support, special projects, etc. The Board put a lot of work into transitioning their assets to the City and transitioning to a non-profit. In the process of establishing a non-profit they determined that they were duplicating services that are already provided by the Friends of Corvallis Parks and Recreation. They decided it would make sense to put everything in one place with Friends of Parks and Recreation instead of duplicating efforts.

Karen added: Some folks may have donations to the theatre in their wills, and if the Friends of the Majestic were to dissolve, these funds would not be collected. A merger with the Friends of Corvallis Parks and Recreation would allow for these funds to be collected.

Anne White explained that dissolving a non-profit is more costly and time intensive than merging with another non-profit—it involves more reporting to the State, notices in newspaper, etc.

Anne Explained that they filed their 990 form for the last fiscal year, and that all tasks of going from a managing organization to a support organization have been done. They currently have one contract with Experience Works. Through the contract they are the sponsoring organization for a box office employee. The employee is employed by Experience Works.

The Friend of Majestic Theatre also has an Endowment with the Oregon Community Foundation of approximately \$60,000 that they use to pay operating expenses. The Endowment should be transferred to the City or Friends, as it currently generates \$2400 per year in interest.

Karen stated that she is in support of the merger so that there is only one Friends group working with the City of Corvallis Parks.

Mary has a few concerns: How do we distribute projects? Are there any members of the Majestic board that would join our board?

The 3 ladies present are the remaining board members and they are not interested in joining the Friends group at this time. However, Deborah would be willing to help cultivate donors and Anne is willing to help with the financial transition.

The City of Corvallis has a full time employee that works for the Theatre—he has projects lined up, and he sends out an annual appeal letter for donations just like the Friends of Parks and Rec.

A merger could be an opportunity for an outreach/marketing campaign to let people know that we are merging and that donations would go through Friends of Parks and Rec.

Kristin asked what the funds are typically used for and stated that the Endowment and sponsoring an employee makes her nervous. Anne explained that the Experience Works contract is hopefully going to be taken over by the City, so we wouldn't have to deal with that.

Ken Haines left the meeting at 6:00

There was further discussion regarding collection and disbursement of funds...

Anne handed out a balance sheet of their current assets and explained that they would like to have the merger completed by end of August.

There is a property asset: a portion of an estate of a deceased woman was donated to the theatre. The portion of the property in Central Oregon still hasn't sold—but there will be an estate gift at some point in the future when the property is sold. This is not listed in treasurer's report because it hasn't yet been realized. They have been keeping in touch with the lawyer on the status of the estate.

It was decided that the Friends of Corvallis Parks and Recreation will discuss this at our next meeting.

Charley, Kristin, and Mary will get together to work on a response from the Friends board.

Karen will contact the Majestic board to have them write an MOU.

Time to meet: Wednesday April 20 at 1:30 at Parks office.

Karen suggested that we should have them liquidate the endowment and put it into the City's reserve rather than the Friends taking on that responsibility.

3% policy for all projects:

There was discussion regarding proposed wording for the policy. Roberta and Charley both had examples of language that could be used. We will combine the wording suggested by both Roberta and Charley.

Roberta will send amended wording and a vote will be taken next month.

Action Items:

--Roberta will send amended wording on the 3% Administrative Fee

--Charley, Kristin, and Mary will get together to work on a response from the Friends board regarding the merger with Friends Of the Majestic Theatre. They will meet Wednesday April 20 at 1:30 at Parks office.

--Karen will contact the Majestic board to have them write an MOU.

--Mary will send contact info for Yulia Dennis to the group

Agenda Items for next meeting:

Yuliya becoming a board member.

Take a vote on wording for the 3% administrative Fee

Discuss Merger with Friends of the Majestic Theatre

Meeting was adjourned at 6:40. Next meeting is Tuesday April 26 at 5pm