

# Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.  
Corvallis, OR 97333

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## Board Meeting Minutes August 23, 2016 5:00 pm

### **Attendees**

Kristin Shreeve  
Mary Buckman  
Olga Loza  
Kent Daniels  
Jenny Meisel

Roberta Sperling  
Charley Fisher

### **Absent**

Yuliya Dennis  
Ken Haines  
Karen Emery

### **Guests**

Beth Brown  
Laureen Urey

**Meeting called to order:** 5:05 pm

### **Approval of Minutes from last meeting:**

**Mary moved to approve the July meeting minutes. Jenny seconded. All were in favor. Minutes were approved by unanimous vote.**

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

Kristin gave the Treasurer's report. She noted that our insurance policy was paid last month.

Charley asked about sponsorships: Kristin explained that it is funding from businesses for the Pickleball Tournament.

Senior Center: Kristin recently received a donation in one of the annual campaign envelopes, so donations are still coming in!

Kristin put together numbers of this year's actual budget vs. our projected budget to prepare for creating next year's budget and explained a few of the items. We brought in close to \$200,000 in the past year.

The general fund increased by about \$4000.

Kristin, Karen and Charley will work on a draft budget for next year and bring to next month's meeting.

She also stated that our annual appeal resulted in \$2800 for the general fund and \$1100 for the senior center.

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

**Beth Brown arrived at 5:20 pm.**

### **Friends of Majestic Draft Letter/MOA:**

Roberta suggested that we have a lawyer look at the merger information, per advice from her sister. Kent also has some concerns about the funds transfer between the City and the Majestic. Roberta and Mary suggested that we ask for a better explanation from Karen about the funds transfer. Kent suggested that Karen and Nancy Brewer—City Finance-- come to our next meeting to explain this.

Kent would like some assurance that what happened with the funds makes sense, and agrees that we should have a lawyer look into the merger.

### **Musical Instruments in Avery Park**

Beth Brown and Laureen Urey were guests at our meeting. Beth was a longtime friend of Bruce Marvin who passed away in February. Laureen has experience writing grants and working with parks. Jana Zwiebleman (sp?)—Bruce's Wife—was on speaker phone for part of the discussion.

These ladies, along with a few other folks, developed the idea to put an outdoor musical instrument in a park to honor Bruce. They have raised about \$3000 so far for this project. They would like the Friends to be involved so that donors can donate directly to the Friends and receive a receipt.

Kristin explained that we take a 3% fee on all donations and she would create a separate account for this project. Charley added that we are happy to take funds and hold them until the project is ready to be paid for. Beth stated that they already have a go fund me campaign set up through pay pal; there could possibly be a transfer. Kristin wants to make sure that the donor list is preserved, so a transfer might not be the best idea. Beth has been in contact with Karen. The most likely place for the instruments would be the Younger playground at Avery Park.

The group would like to raise additional funding to purchase and install more instruments. Charley recommended that the instruments be sand proof, because there's a lot of sand already in the area where the instruments are proposed. Charley talked to Karen and understands that the Parks Department would be responsible for preparing the site and donations would cover the cost of instruments.

Beth asked what the next steps are for fund raising. Roberta stated that they should talk to Karen and work with Jackie Rochefort for the design and total cost of the instruments. Mary added that we can be the applicant for grants if they would like to pursue grant funding.

### **Beans for Bags:**

Jenny is working on the application for this year's Beans for Bags and would like to know what project we want to dedicate the funds to. The group decided on musical instrument installation at Avery Park.

### **Annual appeal campaign**

Roberta doesn't have anything to report. She is waiting for photos from Karen and will base her stories on the photos received.

We have decided on one letter with check boxes as to where the donations should be directed. Jenny suggested that we focus on projects that have been completed in the past year—Arnold/Franklin park and senior center. Keep it simple and limit to one page front and back. Goal is to have the letter ready by October for printing.

Olga suggested Northwest Graphics Imaging for printing and that we should get quotes for printing/folding and mailing.

Roberta needs to know how many people are on the mailing list so she knows how many letters will be sent out. Olga suggested getting quotes for 500/1000/2500 pieces to cover the range of letters that we might have.

Kristin and Mary will work on the mailing lists and come up with a total number for Roberta.

### **Filling Jen's BIG shoes:**

Jenny has asked that someone take over secretary duties starting next month as she will be taking a short leave of absence from the Board and would like to have a break from doing the minutes. She would like to remain on the board. Roberta has agreed to take minutes but she doesn't have a laptop.

Mary will bring a computer so Roberta can take minutes. Roberta will bring a thumb drive to transfer the minutes.

Kristin also has the Friends laptop that she can bring in—but it's very small.

### **Project Updates:**

Karen was not at the meeting to provide updates for this month.

### **Action Items**

-Mary will send out an email for signing up to be at the City's booth for Fall Festival.

-Kristin, Karen and Charley will work on a draft budget for next year and bring to next month's meeting.

- Have a lawyer look over the paperwork for the Majestic Merger
- Ask Karen to provide a better explanation for how funds were transferred from the Majestic to the City.
- Kristin will create a project fund for the musical instruments
- Roberta will get quotes for mailing and printing the annual letter
- Kristin and Mary will work on the mailing lists and determine the total number of people on the list for Roberta.

**Agenda items for next meeting:**

The meeting was adjourned at 6:40. Next meeting: September 27.

Minutes submitted by Jenny Meisel, Secretary.