**Friends of Corvallis Parks and Recreation**

**1310 SW Avery Park Dr.**

**Corvallis, OR 97333**

**Board Meeting Minutes**

**August, 21 2018 5:00 pm**

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| **Attendees** |  | **Absent** | **Guests** |
| Kristin Shreeve | Charley Fisher | Audrey Hatch | Cynthia Spencer |
| Mary Buckman | Karen Emery | Stephanie Mehlenbacher |  |
| Olga Loza | Jenny Meisel |  |  |
| Ken Haines | Roberta Sperling |  |  |
|  |  |  |  |

***Meeting called to order:*** 5:00 pm

Guest: Cynthia Spencer, director of the Arts Center. Cynthia thanked the Friends for the gift towards financing improved landscaping near the Center.

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

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

***Treasurer’s Report:***

Kristin presented her last Treasurer's Report. A&S Accounting will be taking over from here. We can expect to receive reports from A&S on the 10th of each month. These reports will go to Charley, who will be the Friends' official treasurer—at least for a while.

In going over the report Kristin mentioned that $1000 was donated for the Ron Naasko structure in Riverfront Park. If further money isn't needed for that project, then the money can go to another ADA approved project. Karen said she will check with staff to see if there's more needed for the Ron Naasko project. She thinks there may be a need to purchase a piece of basalt to mount the plaque for the structure. In the meantime, Charley will deposit the money in the Naasko Fund.

**Olga made a motion to accept the treasurer’s report. Charley seconded. All were in favor.** **Motion was passed by unanimous vote.**

***Budget Discussion:***

Mary shared a handout of a draft budget. She created two categories: Operating funds and Directed Funds.

Mary would like us to review and we will discuss in more detail at the next meeting and approve.

Roberta suggested assigning a code to each expenditure category so we can keep track of all transactions each year.

It was noted that Mary needs to add the signs into the budget.

There were a few wording recommendations made. Any other suggested changes should be sent to Mary for the next meeting.

***New board members and board term review:***

Ken and Olga will remain on the board. Kristin will be done at the end of her term in October. Officers will be elected in October.

Ken suggested adding a post on facebook that we are recruiting new members. He suggested a specific community forum on facebook—Corvallis People/Corvallis Conversations.

If another board member is willing to take minutes, Jenny would like to resign from her secretary duties, but will remain on the board.

***MKL Jr Project update and Donors:***

Karen stated that the conceptual design is almost done. There have been two public meetings to collect input from the community. They are in the process of doing final revisions between Parks staff and architects—they will take public comment into account. The revisions are mostly on the proposed plaza area of the park.

Parks staff is also working on a more refined budget for the design. There will be one more public meeting to show final the design—probably in October.

Fundraising: Friends has contracted with Sparrowhawk Contracting for a fundraising and feasibility study. Feasibility study: A potential donor list of 30 individuals and a handful of businesses was developed. The Consultant (Don) will interview each person individually. After the interviews he will determine if the budget is feasible for Corvallis. Karen will send us all the list of potential donors—she would like us to make any additions.

***Raising Our Profile***

Roberta made some olios and sent out via email for comments--they will be put up at the Majestic.

Mary has the signs that will be put up at each project we have completed so far—she asked if we need to provide posts. Karen will check on each project to see if it needs a post.

The two months of ads are done at the Darkside. Kristin suggested that we do this again before our annual mailing.

Karen suggested we could place an ad for board recruitment on the screen at the Majestic. Karen will ask Jimbo to mention it in his narrative.

Ken asked if we were going to participate in fall festival. Karen didn’t think there was going to be a bulb sale booth. A discussion followed about how we could participate. Karen will see if the Parks Department is going to have a booth. If so, we could provide outreach material.

There was a discussion about movie night. Karen said there were 1700 people in attendance. Karen thinks that she should add a mention to her speech about the Friends. Ken suggested that she bring a sign for a visual and relate it to the parks projects. They could also put our logo on the screen while Karen is talking about the Friends.

Mary will look into getting some info into the Our Town Section in the GT. She thinks the deadline is Sept. 4.

Olga suggested a small give away item with our logo on it. Jenny suggested pens, magnets and stickers.

Karen will make sure that the Art Center Plaza gets a sign before fall festival. Olga suggested getting the sign up at the Ron Naasko playground as well because Saturday Market is still going.

Mary will look into having a table at the Saturday Market.

Olga will look into give away items.

We can discuss give away items next month. Olga will email a website for give-away items. She would like everyone to look at the website and come to the meeting with your favorite idea.

***Project Updates:***

Charley added that they have the design for the Rene Moye Complex, and gave some additional info about signage. Ken suggested a way to raise funds for the Rene Moye Complex—have a note when teams sign up for softball, etc, that we are accepting donations. He thinks that a lot of teams will donate because so many people knew Rene. Charley said they are still waiting for a cost estimate and have already raised a little over $5000.

**Action Items**

-Karen will check to see if we can spend the additional $1000 at the Ron Naasko playground—possibly on the basal column to hold a plaque.

-Karen will mail out fundraiser names

-Everyone research give away items—Olga email out website

-Mary will check on getting into farmers market

-Karen will see if parks and rec will have a table at fall festival

-Mary will add an item to the budget for the project signs

-Karen will ask Jimbo to make a mention in his narrative that Friends is recruiting board members

-Karen will check to see if posts are needed for our project signs

-Mary will look into getting some info into the Our Town Section in the GT

**Agenda items for next meeting:**

Discuss Budget

Discuss give away items

The meeting was adjourned at 6:30. Next meeting: September 18.

Minutes submitted by Jenny Meisel, Secretary.