

# Friends of Corvallis Parks and Recreation

1310 SW Avery Park Dr.

Corvallis, OR 97333

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## Board Meeting Minutes October, 16 2018 5:00 pm

### Attendees

Stephanie Mehlenbacher  
Mary Buckman  
Olga Loza  
Roberta Sperling

Charley Fisher  
Karen Emery  
Jenny Meisel

### Absent

Audrey Hatch  
Ken Haines

### Guests

**Meeting called to order:** 5:02 pm

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

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

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

Mary sent a copy of Ilene's monthly report to board members. Mary thinks that we can customize the report. Charley likes having a list of how much is dedicated to each project like Kristen provided each month—Karen also needs this list so she can keep track of how much is available for each project. The current list only contains the projects that had activity each month. Mary will ask Ilene to provide a complete list each month. Mary suggested that who ever is the new treasurer needs to work with Ilene to get her up to speed on how we work and the documents that we want.

**Needs: activity for each month and a complete list of projects and funds available**

### **Board Elections:**

Ken and Olga need to be re-elected for 3 years.

**Charley made a motion to elect Ken and Olga to the board for another 3 years. Roberta seconded. All were in favor. Motion passed with a unanimous vote. Expiration will be 2021.**

Officers:

Secretary: Stephanie Mehlenbacher

Treasurer: Mary Buckman

President: Olga Loza

Vice President: Roberta Sperling

Roberta would like someone else to take on the fundraising letter in the future. Olga volunteered do the fundraising letter.

**Charley made a motion to elect the following officers: Secretary—Stephanie Mehlenbacher, Treasurer—Mary Buckman, President—Olga Loza, Vice President—Roberta Sperling. Jenny Seconded. All were in favor. Motion passed with a unanimous vote.**

### **Fundraising Letter**

Roberta sent a copy of the letter to board members. Most seemed to like the letter. Mary suggested adding a line about the donation to the Cultural Trust. Jenny suggested that we check the letter from last year to see how it was worded, as she remembered having this same discussion last year. Olga will check to see if there's a link on our website for the Cultural Trust.

There was some discussion about who is doing the printing and mailing. Roberta would like to have it mailed out before Thanksgiving. Charley offered to look into some printing costs. Roberta will send him the information. Roberta wants to have everything ready by November 1.

Karen asked if we need a new list from the senior center. There was discussion about updating the master list to match any changes to the senior center list. Karen will get the list from the Senior Center. Mary will talk to Ilene about getting the current list of donors.

There was also some discussion about the Majestic Fundraising letter and the Friends letter, and possibly adding the Majestic list to our fundraising campaign. Karen will discuss this with Jimbo. Karen suggested that we ask Jimbo to include the Friends Logo on the Majestic fundraising letter. Karen will also check on the Friends ollo being displayed at the Majestic.

### **Swag Order:**

Stephanie presented a spreadsheet of options and had several questions: How much do we want to spend? How many items do we want? How much per item?

Mary thought we had \$1000 in the budget for promo items.

Mary would like to get at least one item that is small and cheap—like tattoos. Jenny may have information on tattoos and will get info to Stephanie.

Olga suggested that we have special items for large donors.

Stephanie also found bicycle safety coloring books for 0.33 each. Our logo could go on the front.

Stephanie will look into the sticky pads (500) from halo branded products and tote bags (250). Mary would like her to look into bike lights too.

Roberta likes the tote bags for a number of reasons, one being additional advertising. Others agreed.

Jenny suggested a smaller item and a larger item to start with, i.e. note pad and tote bags.

Olga suggested a magnet with information on it. Some ideas: places to walk your dog; places for a hike; 5 great hikes (distances/difficulty), children's playgrounds, hikes with kids. Karen likes the idea and suggests that it could be shared with Parks and Rec logo as well.

Karen suggested a passport to Parks with a reward at the end once you've visited all the parks. This would be good to roll out at the beginning of Summer. More discussion is needed.

### **Raising Our Profile**

Nothing new to report—mostly under swag.

### **P & R Updates:**

Karen: A second draft of the case study brochure for the MLK fundraiser is completed. Karen sent a draft to Mary today, and will send to all board members. Karen will bring the plan to our next meeting.

-Part of Avery Park is currently closed for tree removal

-Shade shelter for pickle ball court: school district had concerns, but concerns were addressed and are moving forward and they are now looking for the right design. The cost will be about \$15,000.

-The basalt was purchased for the Ronald Naasko Memorial Plaque. Ronald's daughter wants to come in November, and Karen stated that they will have the plaque in place by then. Charley thought there might be a

balance left in the Naasko account and stated that Ron's daughter wanted it to be used for something that would benefit ADA use. It was not clear what the balance was from the printouts from Ilene. This needs to be figured out.

Mary will make an appointment to talk with Ilene about reports so we can see the balance in each project. There is also \$600 left in the Younger playground account. Karen suggested that we might combine with the Naasko funding to do something else.

### **Action Items**

--Mary will work with Ilene to customize the treasurer's report so that it includes activity for each month and a complete list of projects and funds available

--Charley offered to look into some printing costs for the fundraising letter. Roberta will send him the information.

--Karen will get an updated donor list from the Senior Center. Mary will talk to Ilene about getting the current list of donors.

--Karen will talk to Jimbo about including the Friends Logo on the Majestic fundraising letter, or possibly combining fundraising efforts. Karen will also check on the Friends olio being displayed at the Majestic.

--Jenny will send info about tattoos to Stephanie

--Stephanie will look into the sticky pads (500) from halo branded products and tote bags (250). Mary would like her to look into bike lights too.

--Mary? Charley? Will work with Ilene to figure out the balance left for the Ron Naasko playground.

-- Olga will check to see if there's a link on our website for the Cultural Trust.

### **Agenda items for next meeting:**

Continued discussion about swag items: magnets with info/hiking trails, hikes with dogs, hikes for kids, playgrounds

Continued discussion about Passport for Parks with reward at the end.

The meeting was adjourned at 6:30. November 22 meeting canceled. Next Meeting: December 18

Minutes submitted by Jenny Meisel, Secretary.