

**FRIENDS OF NCRD BOARD MEETING**  
**October 20, 2020: Kitchen NCRD**

**Present:** Constance Shimek (President), Patty Rinehart (Vice President), Carol Mills (Treasurer), Gail Young (Secretary), Linda Makohon (Director)  
David Wiegan (Executive Director NCRD), Kiley Konruff (Welcome Center)  
**Absent:** Corrie Persing (Director)

**The meeting was called to order by President Constance Shimek at 11:30 am with a reading of the MISSION STATEMENT: Our mission is to raise and distribute funds which support (NCRD) North County Recreation District's programs and projects.**

**AGENDA (attached):** Constance added 1) Scholarship requests and 2) Website situation to the Agenda. On a motion by Gail, a second by Carol and unanimous vote, **the Agenda as amended was approved.**

**SECRETARY'S REPORT:** On a motion by Gail, a second by Constance and unanimous vote, the **September 15, 2020 Board meeting minutes were approved.**

**TREASURER'S REPORT (attached): Carol gave the Treasurer's Report.** The checking account balance at the beginning of September was \$6,931.32. **Additions** to the account during the month totaled \$3,100.03, and a transfer to the **New Pool Fund** was in the amount of \$1,067.34. Additions to the account included **\$1,654 from Dahlia sales, \$1,020 from the Raffle, \$230 from donations, and \$195.97 from PayPal for the new pool.** At the end of the month, **on September 30, 2020, the balance was \$8,964.01.**

**NCRD EXECUTIVE DIRECTOR'S REPORT (attached): David highlighted items from his Report.** The current total in the New Pool Fund is \$2,042,128.00. The Performing Arts Center lobby and ADA restroom project bidding negotiations are underway; the best bid currently is from an Arch Cape contractor who employs local contractors and has good references from several local organizations. Installation of the Fire Protection System is underway; when completed both buildings will be wired and monitored 24/7. Erin Skaar, the newly elected County Commissioner, is scheduled to visit NCRD in December. Fitness classes on video are available and have attracted members from as far as CA, WA and Ireland. The 7<sup>th</sup> Street property has been named "NCRD Riverside Park." A current expense from a new furnace for the old pool is \$3,004. Financially, NCRD is doing well; on the financial statement, income at 25% of the year is at 37%, and expenses are at 22% at 25% of the year. David answered a question about the moisture barrier for the kiosk; yes, the problem will be corrected. **David announced his retirement effective 1/25/21. The Board thanked him for his many accomplishments as Executive Director, including extensive renovations of NCRD, and wished him well.**

**OLD BUSINESS:**

**Budget 2021 (attached):** On a motion by Linda, a second by Gail and unanimous vote, **the 2021 Budget was approved as amended.**

**Benevity:** Constance has not yet been able to contact **Benevity**; the item was **tabled.**

**NEW BUSINESS:**

**Farmers Market:** The Farmers Market **Harvest Festival** will be held at Rex Champ Field on Halloween (10/31/20) from 12 to 3 PM. Friends will have a booth, set up to sell bulbs and raffle tickets. **Constance, Carol and Linda volunteered to represent Friends at the booth.**

**Friends of NCRD Website:** The Board discussed several details of the Friends of NCRD website. On a motion by Linda, a second by Carol and unanimous vote, the **Board voted to remove the "Pool Acct" designation from the website Donate button.** A consensus among Board members is that there should be more than one person authorized to manage the website. **Gail will have that discussion with Gerald.**

**Friends FaceBook Page:** Kiley, our newly named FaceBook Page Manager, reported that she shared and re-shared the **Bulb Sale information.**

**FLOWER SALES COMMITTEE:** Patty reported that **Dahlia sales brought in over \$5,000. (\$5,377.36 - Carol will confirm that number from bank deposit slips.)** Daffodil, tulip and amaryllis bulb sales are being promoted on FaceBook, Friends website, Friends distribution list, and several news outlets. Promotion will continue at the Harvest Festival and NCRD classes. **Linda asked Board members to sign her handmade cards with thank you notes which**

will be sent to non-Board volunteers who helped with Dahlia sales. **Gail will thank Mary Moran** for giving pre-paid NCRD advertising space to Friends for a Bulb Sale ad which will run in the North Coast Citizen, Headlight Herald and the Cannon Beach newspaper. As soon as the bulb order arrives, packaging and delivery will begin.

**Linda reported** that one of our members donated \$100 worth of spring bulbs for the Youth Center gardens. With the help of Nancy Smith, an NCRD employee who tends the gardens, children will have the opportunity to plant, care for, and enjoy spring flowers. Linda also got approval from the Board to gift Kiley bulbs as a thank you for all her help.

**Linda suggested** we make **NCRD staff honorary members** so they can be informed of Friends activities. Kiley will get contact information for selected staff and give to Gail for our email list.

**Linda thanked** Patty for her countless hours of work organizing Dahlia sales, Constance and Carol for “coming to the rescue” cutting and arranging flowers several times, Corrie for purchasing numerous gifts of flowers over the season, and Team Young for deliveries.

**MEMBERSHIP/SPONSORSHIP COMMITTEE:** Gail presented the Board with copies of the **revised Sponsorship Form and the email** which will precede it (attached.) The date for the **mailing**, in hand-addressed envelopes with postal stamps, is set for **the second to third week of November**. Sponsorship forms will be available at the Harvest Festival and attached to bags containing bulb purchases.

**EVENTS COMMITTEE:** Carol reported the “Get-Away to Depoe Bay” raffle, to date has raised **\$1,155**. Carol asked that we continue promoting the raffle on **BBQ, FaceBook and NCRD classes**.

**Q3 SCHOLARSHIP REPORT:** Constance presented the total scholarship request from NCRD at **\$1,632**. The breakdown of department requests is Youth, \$1,344; Fitness, \$90; Aquatics, \$198. On a motion by Constance, a second by Linda and unanimous vote, **the Board approved a distribution of \$1,632 to NCRD**. Carol will write and deliver the check.

**Kiley suggested a “What would it cost to sponsor a child”** (for 6 months or a year) as a concept connected to sponsorship donations. The Board responded favorably and asked Kiley to investigate dollar amounts.

**Patty suggested a “Toot Our Own Horn” article** for a press release. **Gail offered to write** the article; Gail and Patty will take care of news distribution.

**The meeting was adjourned at 1:02 pm.**

**Next meetings: Tuesday, November 17, 2020 @ 11:30 – 1:00: Kitchen NCRD**  
**Tuesday, December 15, 2020**

Submitted by  
Gail Young, Secretary

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**TO DO:**

Ask Gerald to post September meeting minutes and new Membership/Sponsorship Form – Gail  
Ask Gerald to indicate “Sold Out” bulbs on the website – Gail  
Ask Gerald to remove the “Pool Acct” designation on the Donate Button – Gail  
Talk to Gerald about having a second person authorized to manage Friends website – Gail  
Continue with the \$250 Benevity matching funds donation investigation – Constance  
Coordinate the Farmers Market Harvest Festival booth for Friends – Constance, Carol and Linda  
Confirm the final total from Dahlia Sales – Carol  
Thank Mary Moran for giving Friends pre-paid advertising space in local newspapers – Gail  
Add contact information for selected staff members to Friends distribution list – Gail and Kiley  
Complete the Sponsorship mailing by mid-November – Gail  
Change Membership Committee to Sponsorship/Membership Committee on the agenda - Constance  
Make copies of the Sponsorship Form for Harvest Festival sales and to clip to bags of bulbs – Linda and Patty  
Continue to promote raffle sales on BBQ, Facebook and NCRD classes - Everyone  
Write and deliver a check for \$1,632 to NCRD for the Q3 scholarship request - Carol  
Write a news release article including how we make and how we distribute fundraising money – Gail  
Distribute the article to the usual news sources – Patty and Gail  
Calculate the cost of sponsoring a child for 6 months/ a year, depending on scholarship % - Kiley