

**FRIENDS OF NCRD BOARD MEETING**  
**November 17, 2020: via Zoom**

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

**The meeting was called to order by President Constance Shimek at 11:35 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):** Gail asked that 1) the Donate button and 2) the Website be added to the agenda. On a motion by Constance, a second by Linda and unanimous vote, **the Agenda as amended was approved.**

**SECRETARY'S REPORT:** Gail reported that she wrote a **Fall 2020 news release, "Friends are Friends"** which has been posted on our website, distributed to the membership and sent to the usual news outlets. Gail presented the October meeting minutes, revised to reflect email edits, for approval. On a motion by Linda, a second by Carol and unanimous vote, **the October 20, 2020 meeting minutes, as revised, were approved.**

**TREASURER'S REPORT (attached):** Carol reported the beginning of the month balance at \$8,964.01 and the **October 31 balance at \$9,595.17. Income of \$2,313.16** included \$385.00 from dahlias, \$395.00 from the raffle, \$58.08 from donations, \$1,465.00 from bulbs and amaryllis, and a \$10.00 sponsorship. **Expenses totaled \$1,682.00**, including \$1,632 for NCRD scholarships, a \$20.00 report reimbursement, and a \$30.00 fee for the Harvest Fest. The checking account **balance on November 14, 2020 was \$11,419.60.** Carol will get sponsorship forms to Gail; Carol and Constance will work on a spreadsheet.

**NCRD EXECUTIVE DIRECTOR'S REPORT (attached):** David Wiegand did not attend the meeting.

**OLD BUSINESS:**

- A. Promised Actions from October:** Held over for next month – 1) Benevity investigation, 2) Calculating cost of sponsoring a child for 6 months or a year.
- B. Farmers Market:** Carol reported that **Friends raised \$605** at the Market, including \$355 from the raffle and \$250 from bulb sales. The **booth fee was \$30.**
- C. "Get-Away to Depoe Bay" raffle:** The raffle brought in \$2,510. With an investment of \$500 for the two certificates, the **net earnings for Friends is \$2,010.** The drawing was held live on FaceBook, and the winner was Frankie Knight, ticket #515338, one of our local first responders and member of the NCRD Board. **Thank you, Carol for organizing and executing a very successful raffle fundraiser – and thank you, Kiley, for helping to sell tickets and arrange for the live drawing on FaceBook.** Gail will ask Gerald to publish the news on our website.
- D. Bulb/Amaryllis Reimbursement to Patty:** The exact amount owed to Patty is unknown at this time. On a motion by Gail, a second by Carol and unanimous vote, **Friends will reimbursement Patty for bulbs and amaryllis purchased, up to but not to exceed \$1,200 which was already approved by the Board.**
- E. NCRD's Day after Thanksgiving event: Cancelled**

**NEW BUSINESS:**

- A. Friends/NCRD:** The Board clarified and defined Friends relationship with the NCRD Board. In conclusion, Friends Board members pledged to be mindful of **speaking only for themselves** in their relationships with the NCRD Board, as well as with any other organization or entity, **and that Friends Board members will remain true and exclusive to our Mission Statement: Our mission is to raise and distribute funds which support (NCRD) North County Recreation District's programs and projects.**
- B. FaceBook page:** The Board **thanked Kiley** for continuing to **manage Friends' FaceBook page** and asked if she has any questions about the arrangement. The Board agreed that when Kiley knows the answer, she will answer basic questions about Friends related issues and will refer other questions to a Friends Board member. It was noted that on Friends' FaceBook page **our meeting time is incorrect**, our **Mission Statement** needs to be updated, and **Kaleen is still listed as a Board member.** Constance said she'll make those corrections.
- C. Friends Website:** Gail reported that she discussed with Gerald the possibility of having a second person authorized to manage our website. Because on the possibility of inadvertent errors on his domain, Gerald will continue managing our website only if he's the sole person with authorization. The Board decided to investigate other options in order to accommodate more than one Website manager. **Carol will speak with Wendy; Constance will check with Trav; Linda will ask David about non-profit website possibilities. Gail will let Gerald know what**

**the Board has decided.**

**D. Zoom option:** Constance asked Bill about sharing NCRD's Zoom account. A better financial option for Friends is to have its own account, at \$65 a year for non-profits. **On a motion by Constance, a second by Gail and unanimous vote, Friends decided to establish a Zoom account with an annual cost of \$65.**

**E. Mobility lift for the Performing Arts Center:** Constance announced that NCRD Board members approved \$15,000 for access to the stage in the PAC; the money will become available July 2021, as part of the 2021-2022 budget. Linda asked about the process for decision-making; Constance did not know the answer and said she'll ask Wally Burton, the Project Manager, for that information. While adding a lift is an NCRD project, the Friends Board **discussed the possibility of Friends supporting the project with funds. Nothing was decided at this meeting.**

**F. Donate button:** Constance reported that to change the wording on the Donate button on Friends website, a request must be put in writing on Friends letterhead and signed by the President. Constance and Gail will write the letter; Gail will print it on letterhead to be signed and submitted to PayPal for a change to eliminate the "pool acct" designation.

#### **COMMITTEE REPORTS:**

**A. Flower Sales Committee Report:** Linda reported income from **sales of bulbs and amaryllis**, estimated at \$2,460. Given a reimbursement of approximately \$1,200 to Patty, **Friends earned approximately \$1,260.** Patty will **advertise remaining bulbs on BBQ.** The Flower Committee will set up a "**Planting Party**" for unsold bulbs which will be sold in the Spring. Last week children from the **Youth Center planted the bulbs given to them by Linda; Kiley took photos** of the activity. Linda will write **an article about the event** and add one of Kiley's photos. Gail will send the article to our mailing list and ask Gerald to post it on our website.

**B. Sponsorship/Membership Committee Report:** Gail reported that the mailing "**Become another Friend of NCRD**" was mailed through the post office to a **list of 102** present and past members on 11/16/20. It was preceded, as planned, by an email with the subject line, "**Be on the Lookout.**" Constance posed the question about other organizations being more successful with memberships than ours; it was suggested that having social events might make Friends more attractive. When Covid restrictions are lifted, the Board will discuss the topic again.

**C. Events Committee Report:** Report given under "Old Business"

**Linda announced Riverbend Players' first Zoom performance, "It's a Wonderful Life" will be presented Saturday, December 12 and Sunday, December 13, as a fundraiser for local businesses.**

**The meeting was adjourned at 1:13 pm.**

**Next meeting: Tuesday, December 15, 2020 @ 11:30 – 1:00 via Zoom**

Submitted by  
Gail Young, Secretary

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#### **TO DO:**

Pass on donation information and send thank you/tax letters to sponsors/donors – Carol and Gail

Create a spreadsheet of incoming funds from fundraisers and donations – Constance and Carol

Continue the Benevity investigation – Constance

Calculate cost of sponsoring a child for 6 months and a year – Kiley

Make corrections on our FaceBook page: meeting time, Mission Statement, remove Kaleen's name - Constance

Ask Gerald to post the October meeting minutes and a news blast about the raffle winner – Gail

Investigation into Website options: Carol, Constance and Linda

Inform Gerald of Friends' decision about Website management – Gail

Set up Friends Zoom meetings - Constance

Request to Paypal on letterhead for the Donate button "pool" designation change - Constance and Gail

Advertise remaining bulbs on BBQ - Patty

Write a news article about the Youth Center's Planting Party – Linda

Post the article on our website and send it out on our mail list – Gail