

lbassett

From: Doug Dresie <ddresie@roadrunner.com>
Sent: Thursday, September 22, 2016 10:08 PM
To: Alex Dadalt; Allen Freeman; Barbra Harman; Bill Harman; Bob Pautke; Bobbi & Jeff Kuhn; bbatchler; Clarence Roller; Dan Newyear; Deborah Cook; Eric Doepke; George Carpenter; Greg Ernst; Holli Hearn; Jaci St.Clair; Janet Witkowski; Jessica Metzger; Jim Meyer; Karen Register; Karen Schrotel; Karen Simpson; Keith Brodman; lbassett; Linda Franklin; Lori Wilson; Mac Johnson; Mark Cann; Matt Smith; Melody Pierce; Nancy Ball; Pat Hogan; Ray Lembke; Rick Rack; Robert Hinklin; Sandi Norris; Sherrill Callahan; Stan Shadwell; Steve Utter
Cc: 'Ryan Tillar'
Subject: Green Space/Parks Committees Meeting Minutes 9/14/16
Attachments: Pierce Parks Foundation Considerations.docx

The following are minutes to the Green Space/Parks Meeting on 9/14/16:

Attendees: Doug Dresie, George Carpenter, Pat Hogan, Deborah Cook, Jan Witkowski, Sherrill Callahan, Keith Brodman, Ray Lembke, Lori Wilson, Sandi Norris, Karen Simpson, Mark Cann

1. The group welcomed new attendees Ray Lembke, Deborah Cook, Sandi Norris, and Karen Simpson.
2. Park Fest '17
 - a. Volunteer and committee development – There needs to be earlier involvement with volunteer groups for future events. We need to reach out to volunteers who attended the appreciation/feedback meeting to keep them engaged. George is to send the list to Doug. Deborah offered to create the list/database.
 - b. Doug is to work on a draft article on volunteering and the parks for Legendary Living magazine, which is the Legendary Run development monthly publication.
 - c. We should also consider Facebook posts for recruiting.
3. Organization – Potential Foundation/501c3
 - a. Ray Lembke is a Pierce Township resident, who is also an attorney. He has volunteered to help the committee understand requirements and considerations for forming a park foundation. Doug distributed the attached "Foundation Considerations" document for discussion.
 - b. The purpose of the foundation must be clearly defined. It must be confined to a charitable purpose. This is really the first step that needs to be taken and established.
 - c. Establishment of bylaws are also an important step. Number of directors (minimum 3) and how they are appointed must be included.
 - d. Must establish a corporation and then apply for tax-exempt status with the IRS. Approval could take 24 months. The corporation must file for tax exempt status within 27 months of establishing the corporation.
 - e. There is much to consider and discuss prior to taking to the Trustees. The group decided that we need to benchmark other park foundations to better understand how they were organized and their function. Need to review by laws. George will benchmark Anderson Parks foundation. Doug will reach out to Chris Clingman with Clermont County Parks to benchmark their foundation. Pat will investigate Blue Ash/Sycamore township for potential park foundation organization.
4. Programming
 - a. Scheduled Fall Hike – Pat is targeting October 15. Pat wants to check Nancy Ball's availability to assist. Once date confirmed, Pat will reach out to Jenny Newcomb to put out a Facebook announcement.

- b. Fall/Halloween event – All agreed time is too short to effectively organize this event. This is definitely something to consider once we establish a more consistent volunteer structure.
- c. Potential maple tree tapping – Discussed potential for education and community development. Ryan Tillar had e-mailed the township with this idea; however, he was unable to attend this month's meeting. All agree that this would need to be for the benefit of the community. We will discuss further in future meetings when Ryan can attend. Cincinnati Nature Center has an excellent maple tree tapping program and community event. They make maple syrup and sell as a fundraiser.

5. Fundraising

- a. OKI grant – Allen Freeman was unable to attend, but, e-mailed an update prior to the meeting. Allen had met with the group the week before. The application has received good scores, but, we don't know how it stands against the competition. Hoping to hear determination by mid-October.
- b. Electrical infrastructure improvement – George has reached out to Anderson Parks for contractor and engineering contacts. He may have more information at the next meeting. We should also understand if this is a potential service that the engineering company that the Township has retained for incidental projects can perform.
- c. Delhi Skirt Game learnings – Mark and Donna Cann, George Carpenter, and Doug and Angie Dresie visited the Delhi Skirt Game fundraiser to observe organization and set up. This is an annual event in its 39th year. Key things were booths organized and operated by local businesses. Games of chance such as a big wheel and other games were prominent. Groups also operated food and drink booths. All beer was canned vs. draft.

6. Potential Dog Park

- a. Lori, Sandi, and Karen presented a Master Plan for a dog park. It was an impressive document that bears serious consideration. Great job!!
- b. Extensive due diligence has been performed. The group visited 15 area dog parks, discussed with Animal Control, and also discussed with Pioneer Park in northern Kentucky on how they operate.
- c. Location presented was toward the back of Pierce Park toward the emergency communications tower. Water will be needed at the area and should be considered in cost compilation.
- d. Discussed potential membership requirements such as is implemented in Anderson Township. This can keep usage to those who will respect the facility.
- e. The document presented is great. Next step is to establish cost for the elements in the plan.

NEXT MEETING, WEDNESDAY, OCTOBER 5, 2016, 6:30PM.



Pierce Township Parks Foundation Considerations

September 14, 2016

Cost Considerations

1. Articles of Incorporation (\$99 filing fee plus attorney fees)
2. Appoint Statutory Agent (Fees required?)
3. File with Attorney General's office (required if soliciting funds?)
4. Liability Insurance
5. Statement of Continuing Existence (\$25 every five years)
6. Annual tax filings (Accounting fees)
7. Obtain Tax Exempt Status (Accounting or attorney fees)
8. Banking

Formation Considerations

1. Name of the corporation and address.
2. Purpose for which the corporation formed.
3. Number and names of initial directors (governance). Who appoints?
4. Is there a specified time for serving as a director?
5. Establish bylaws