

FRIENDS of COLLIER PARKS and RECREATION
Collier Community Center – March 21, 2016 – 7:00PM
Regular Board Meeting

I. Call to Order: Meeting called to order at 7:03PM by Mary Ann Cupples Wisniowski.

A. Pledge of Allegiance

B. Roll Call: Mary Ann Cupples Wisniowski, Tilden Bennett, Mike Fantoni, Pam Handlovitch, Gail Neustadt, Barb Riedl, Kathy Rulong, Marilyn Townsend, Bill Wenger, Matt Zeleznik

Attending: Mary Ann Cupples Wisniowski, Tilden Bennett, Pam Handlovitch, Barb Riedl, Marilyn Townsend, Bill Wenger

Absent: Kathy Rulong, Mike Fantoni, Matt Zeleznik, Gail Neustadt

- Mary Ann read a letter of resignation from Trustee/Secretary, Peggy Mollica.
- Prior to the meeting Mary Ann spoke to Gail Neustadt about voting her in as a full board member and taking over the open Secretary position and Gail accepted.

Motion to vote Gail Neustadt in as a full board member was made by Mary Ann and unanimously approved.

II. Approval of January & February Minutes: Motion to approve the January Minutes was made by Mary Ann and unanimously approved.

Motion to approve the February Minutes was made by Mary Ann and unanimously approved.

III. Public Comments: None

IV. Reports:

A. Treasurer's Report – Submitted by Kathy Rulong

B. Technology: Web Page & Facebook - Mary Ann Cupples Wisniowski

The Friends Facebook Page titled, “Friends 501c3”, is up and running. Mary Ann discussed presenting a demo of the Friends Facebook to the board after she completes the addition of photographs. This will include showing a designated Administrator how to post relevant information.

Mary Ann circulated a copy of the new Collier Township Parks Brochure which Friends will use in their fundraising efforts.

Mary Ann distributed business cards which will be used in conducting Friends business.

C. Grants - Gail Neustadt, Pam Handlovitch & Bill Wenger

Pam handed out, and summarized, a report she prepared about her research and evaluations of potential grant submissions as well as answered questions from board members.

- See Attached Report.

D. Memorial Path Stone Project - Barb Riedl

Sal Sirabella told Barb the replacement pavers will be installed by the Public Works Department when weather and time permit.

After installation of the pavers Barb will mail a letter notifying the sponsors about the replacement at no charge to them.

Additionally, Barb would like to have an informal wine and cheese unveiling event for the sponsors to see the granite bricks and use the opportunity to seek new Friends board members or volunteers.

Three, new pavers have been paid for which have not been installed.

To date, Friends has paid for 312 pavers and have no outstanding balance due Collier Stone.

E. Plans for Membership - Tabled for the next board meeting.

V Old Business:

A. Addition to the Friends Web Page on the Collier Township Site

Mary Ann asked the board to provide her with interesting photographs related to Friends projects so she can add them to the web page.

B. Audit

Pam distributed an audit report on the results of her investigation of what is required of Friends to have an audit performed including costs.

- See Attached Report.

C. John Fantoni Memorial Donations – Tabled for the next board meeting.

VI New Business:

A. Bake Sale

Marilyn, Committee Chair of the April 26th Primary Election Day Bake Sale, gave an extensive update on the event. She is making progress on scheduling, advertising, signing-up bakers, coordinating a 50/50 raffle, purchasing supplies, etc.

The next board meeting will concentrate on pricing of baked goods and finalizing last minute details.

There will be a donation box setup at the Bake Sale.

A membership signup sheet will be available for potential Friends volunteers and potential board members.

B. Parks and Recreation Committee Meeting

Mary Ann provided a summary of what transpired at the last Parks and Recreation Meeting to keep the board updated on relevant events and issues.

VII. Next Meeting:

Monday, April 18, 2016 - 7:00PM - at the Collier Community Center

VIII. Adjournment: Meeting adjourned at 8:42PM.

ATTACHED REPORTS

GRANTS STATUS REPORT

March 21, 2016

Elizabeth Quinn prepared, on behalf of Friends, the following documents:

- February 24, 2016 the Township mailed a Letter of Inquiry to Colcom Foundation to provide funding for the development of the Hilltop Park Meadow Path & Trail
- March 7, 2016 the Township submitted a Power of Light Grant Application to Duquesne Light Company for the Collier Township Veterans Memorial and Flag Day Monument Lighting Improvement Project.

Friends registered electronically for the PetSafe 2016 'Bark for Your Park' competition which helps communities in America build their own PetSafe Dog Parks. Although Collier has submitted bids for fencing this could be a possible avenue for Friends to pursue if costs are not within the budget. Participants will be notified by email specifics about their 2016 grant submissions when they are ready for release.

Friends registered electronically for the Lowe's Charitable and Educational Foundation grants focusing on community improvement projects. Their grants require organizations to take an eligibility test which requires proposals to be submitted. Currently Friends do **not** have proposals from The Parks and Recreation Dog Park Committee to pursue grants related to Molly's Dog Park.

It is recommended the Dog Park Committee prepare proposals for all additional work and purchases (water fountain / benches / signage / covered garbage cans / pooper scooper stations / lanyards, etc.). These items can then be pursued through small grants or donations from Lowe's Small Grants Program and other large box-stores such as Home Depot, Costco, Walmart and Sam's Club.

Pam and Gail will review the *Foundation Directory Online Professional* resource at the Carnegie Library of Pittsburgh for grants related to Friends projects for submissions.

The following foundation grants were researched and evaluated for Friends to pursue but were found **not** appropriate for the reasons provided.

- 1) Costco - Focus grants on children, education and health and human services.
- 2) Sam's Club & Walmart Grant Program – Support initiatives that create opportunities for the general population, especially women, veterans and small business owners.
- 3) My Darling Theo – Grants are awarded to *nonprofit* dog park community groups. Molly's Dog Park is *not* a nonprofit.
- 4) Doris Day Animal Foundation - Currently, their grants focus on assisting senior companion animals, assisting with their food, care, veterinary costs or need for adoption.

- 5) Stanton Foundation - Dog Park grants only support the creation of enclosed dog parks in cities and towns located in Massachusetts.
- 6) Petco – Grants focus on organizations rather than type of funding. Animal sheltering & adoption organizations; service & therapy providers; spay and neuter providers; pet cancer research & assistance. They specifically do *not* fund nonprofits whose primary mission is *not* related to animal welfare.
- 7) Pet Smart – Provides grants only for adoptions; spay/neuter and emergency relief.
- 8) Home Depot – Provides grants to organizations that use the power of volunteers to improve the physical health of their community.

AUDIT REPORT
March 21, 2016

There are 3 Levels of Auditing Financial Statement Services:

- 1) Compilation – Provides no assurance of an organization’s financial statements. The CPA takes financial data provided by the nonprofit and puts them in a financial statement format that complies with Generally Accepted Accounting Principles (GAAP). There are testing or analytical procedures performed during a compilation.
 - 2) Review – Provides limited assurance on an organization’s financial statements. During a review, inquiries and analytical procedures present a reasonable basis for expressing limited assurance that no material modification to the financial statements are necessary; they are in conformity with GAAP. A review is useful when an organization needs some assurance about their financial statements, but not the higher level of assurance provided by an audit.
 - 3) Audit – Provides the highest level of assurance on an organization’s financial statements. An audit provides assurance that an organization’s financial statements are free of material misstatement and are fairly presented based upon the application of GAAP.
- Kim Turnley, CPA of Mark C. Turnley Associates and auditor for the Township, provided a ballpark cost of \$750.00 to perform a ‘Review’ audit and approximately \$1,200 - \$1,500 to perform a full audit. Most grants require full audit submissions.
 - Purchasing an accounting software package: Kim, as well as other nonprofits, recommend buying Intuit Quick Books. It is easy to use, provides good reporting capabilities, syncs bank accounts, produces invoices, tracks income and expenses and makes it efficient to put an organizations financial data on a flash drive for an auditor or tax preparer. Kim said we can save money by only purchasing a new version every few years.

Quick Books 2016: Price varies depending on version and available discounts.

\$380.00	One-Time Payment
\$ 27.00 / month	Online Version