

**Minutes for Birchwood Parks and Natural Resource Committee, Special Budget Meeting
6-24-2013**

Present: Katie Cavanor, Bea Krinke, John Lund, Bea Krinkie, John McCormick, Karleen Corliss

Absent: Jim Ecker, , Kelly Paradise, Sara Nephew, Debbie Harrod

Meeting called to order at 7:05pm

Approve Agenda: 4-23-2013 approved

Approve Minutes

Old Business:

Kathy Huntley: Fundraising for Warming house. Volunteered to help facilitate.

Gave letter to donors for tax deductions. Can be tax deductible if for public use. Need thank you letter to five to donors stating if may be tax deductible but don't state it is 100%

Need to set up account for funds donated. Need to separate into an individual account. Line item in city budget to keep track of what is donated towards warming house. Need to figure out who will sign the thank you letters. Mayor?? On Birchwood Village letter head? \$18,000 will pay for cement slab and warming house, have \$6,300.00 in budget. Need to raise \$6,000.00 city will match. Warming house is close to over budget- John may be able to get concrete donated.

Fundraising- Kathy Blegan- Huntly, create your case. One page letter. Create a plan. Go door to door? And Mailing??

Have info at the 4th of July parade. Donation sheet, volunteer sign up sheet, Vote on colors. Get info out there and get people engaged.

Letter of explanation. Picture of plan and donation slip.

Pass out flyers. Sara is working on letter,. Plaques in warming house with names and donations. Who to contact for questions. Who to give donations to?

Kathy will work on tri fold flyer for 4th of July
Signs, flyers where warming house is going to be.

Everyone who donates, name into drawing for prizes.

John Lund motions to have Kathy help with fundraising, Karleen seconds, all in favor

Facebook for warming house fundraising.

Cottonwood needs to be removed at warming house site. Request city council to vote to remove tree. Second by John McCormick, all in favor.

John Lund to remove tree from tennis court. Have \$1,000 to fix and repair current damage. Weed control.

New Business

Bea \$200.00 to buy native plants. Bea will have proposal for purchasing plants.

Tree down by tennis court. John will remove

2014 Budget, review at next meeting. Elections for new positions

Horseshoe pit cost at next meeting .

Meeting adjourned 8:35

Respectfully submitted,
Debbie Harrod