



**Laura & Peter Mossakowski
Family Dog Park**



MINUTES

February 14, 2014

12:30 pm @ Oakview Veterinary Hospital

1. Welcome & Introductions: Committee members in attendance were **Laura Mossakowski, Angela Gorall, Debra Lom, Matt Hahn, Paul Theys, Sandy Kemper, Steve Soukup, Mark Taggart, Alex Hanna, Jennie Wertel and Lisa Manthei**
2. Approval of Minutes: Motion by Sandy Kemper, second Mark Taggart to approve the January 2014 minutes as presented. Motion carried unanimously.
3. 501(c)(3) Designation – Continued Review, Discussion & Implementation:
 - a. Articles of Incorporation: Articles of Incorporation are completed; Laura just got confirmation back today. Working on the bylaws, should have by the end of next week. Laura passed around articles for everyone to review. Process is going smoothly. Will need a CPA to send in the 1090 each year. Next form would be due in May, Laura will look into securing a CPA. The Dog Park needs to create a new email and website. Globe does not have students to work on the website. Paul Theys will look into creating a website. Would be looking to creating something very basic. Sandy mentioned she could look into Digital Designs to see if they could design our website. Steve Soukup mentioned the group should come up with a website name. Call it Bellevue Dog Park if possible, a name that is easy for people to remember. Sandy asked who is maintaining the Dog Park Facebook Page, the past Director of Parks and Leisure was. Mark plans to touch base with Joel to become an administrator on the Facebook page so he can start getting info out regarding the Dog Park on Facebook. Laura asked Matt to update payable information on the brochure to: Laura Mossakowski Dog Park, Matt will update. The brochure currently lists checks to be payable to the Village of Bellevue. Laura will work on securing a bank account soon. Steve Soukup asked when the 501(c)3 would be official. Laura stated she thinks the Dog Park will be an official 501(c) 3 in approximately three months, sometime around May/June.
4. K-9 Carnival Planning (Saturday, May 10): Laura secured a chair massage and pet massage professional for the Carnival. She doesn't charge a fee, and will donate everything she makes at the event to the Dog Park. Will need a flat area she can put her chair. Mark mentioned maybe Sasha from Globe could help. Jennie said she would be happy to take pictures. She

could post pictures on Facebook page instead of emailing out. She would not charge a fee for the pictures, she would ask for a donation. Sandy passed out list of the booths from last year. Sandy has people for registration and kid's booth. Sandy needs help with silent auction list. Steve said he would help with the concessions again this year. Matt Hahn said Friends of Bellevue willing to volunteer at the event. Staff at Oak View will take the lead with bake sale coordination, they will some help to recruit for the bake sale. It was suggested to have more salty treats this year for the bake sale. Mark suggested committee members should make items for the bake sale. Sandy will put organizational list together to call for donations. Angela mentioned she could help call for donations. Students could deliver donation letter, committee member to follow up regarding donations. DePere dog park will run lure course again this year, Matt will follow up with them. Steve would like to put up a sign promoting the Dog Park during his neighborhood rummage sign, Matt will look for sign to put up at rummage sale and follow up with Steve. Matt will check with Brad regarding promoting K9 carnival at the pancakes and porkies event. Jennie will look into having her friend make a promotional sign. Matt will put event on the Marquee at 3100. Formal event time 10 am to 2pm. Suggested asking rummage sale to have their sale on the same day as the K9 Carnival. Steve could give out brochures at rummage sale regarding the Carnival. Globe College can ask students to attend/volunteer at the event as a part of a service learning project. On flyer put something to encourage people to dress up their dog. If dogs come in costume, the committee could give a special treat or raffle ticket to dressed-up dog owners.

5. Capital Fundraising Campaigns

- a. Fund Balance – Recent Donations Update: Lom provided an update on the fundraising account noting that the total is now at \$30,065.56.
- b. Major Campaign Updates: No major campaign updates were provided.
- c. Community Campaign Updates: \$2,500 donation from Lizer and Laura is expecting at least \$1,000 from Broadway Auto.
 - i. Collection Box Inventory Update: Lom noted that funds from Village Hall and Riverside Animal Hospital were collected last week. \$4.07 was in the Village Hall Box and \$10.88 in the Riverside Animal Hospital Box.
 - ii. Paw Print Sales: Brought in \$39.00
 - iii. Basket Raffles/Other: \$46.00 January raffle
- d. Grants/Foundation Updates: Matt said we did not get the grant from Petco.
- e. Potential Fundraising Opportunities:
 - Brat Barn at Festival: Steve mentioned he worked with his daughter and made \$500 in one day. Matt mentioned he worked one day with friends of Bellevue Parks and only made approximately \$100. Need a 501 (c) 3 to sign up for the brat barn.
 - Movie in the Park: Debra mentioned the group could host a dog themed Movie in the Park with donations going to the dog park. The Village has an inflatable screen that could be used for a movie. The average movie license fee is between \$200 and \$300 per movie.
 - Concession Sales at Lambeau Field: Would be another option to raise funds for the dog park. The group mentioned it is labor intensive. Jennie mentioned another possibly at Lambeau would be to clean up the field after a Packers game. To clean up we would need at least 12 people, the estimated donation would range from \$450 to \$800 for a clean up.
 - Work with local restaurant to get a portion a day sales to be donated to the dog Park. Debra suggested potentially contacting Happy Joe's once the group is a 501 (c) 3.

- Sell Concession at Movie in the Park prior to kite fest which is sometime in August. Friends of Bellevue sold concession at Movie and kite fest last year and made a decent amount of sales.
 - Globe College is planning to coordinate a dog walk and wash event starting from Globe and walking to the Dog Park and back. Putting together a letter for donations. Thinking a Friday afternoon or Saturday. Would need to do before June because that is when their quarter ends. Looking to do the weekend of May 23rd? Could promote at K9 carnival. Globe will get letter to Sandy to proofread. The event is planning to include a walk, wash, nail trims, silent auction and raffle. Event will start at Globe College.
6. Other Matters: Steve gave update on the Humane Society, they withdrew request to move into Bellevue. Hopefully they will find another location in Bellevue.
 7. Next Meeting: The next meeting of the Dog Park Committee was set for Friday, March 14, at 12:30 p.m. at Oakview Veterinary Hospital.