

Friends of Kids Castle Committee
Meeting Minutes: March 23, 2015 at 12:30 p.m.

Board Members:

Present: Joe Salvati, Kevin Harrigan
Absent: Jon Biedermann
Quorum: Yes

Others Present:

Township Manager: Stephanie Mason
Director of Operations: Richard John
Special Projects Coordinator: Sam Bryant

Proceedings:

- **Call to Order:** Meeting called to order at 12:30 p.m. by Vice Chairman, Joe Salvati.

- **Minutes Approval:** Approval of last month's meeting minutes for March 23, 2015 were **Approved**.

- **Grants:**
 - **DCNR** fifty-percent matching grant: Update
 1. **Application Progress:** Mr. Bryant updated everyone about his progress with all facets of writing the grant application. He sent a draft of the narrative portion of the application to Ms. Sweeny and Mr. Salvati for input and review. The supplemental materials to be included with the grant application were also gathered by Mr. Bryan and include costs for the project and promotional materials about Kids Castle. He will provide a final copy of the Grant application for our review once it is completed. Mr. Bryant advised that the Grant application needs to be presented to the Board of Supervisors at a regular meeting for their approval before the Grant application can be submitting by the April 15, 2015 deadline. Ms. Mason provided further insight of the Grant Foundation's focus this year on rehabilitation of existing playgrounds and Inclusive play for all children including those with special needs. She also spoke about additional supplemental materials to include with the Grant application and provided a thorough overview of the Foundation's grant process.

 2. **Grant Target Area:** The committee approved adding the NEOS 360 as part of the DCNR grant application along with the other play pieces in Kingdom 4, because it also provides inclusive play.

 - **Other Grants:**
 1. Mr. Salvati informed the committee that the application submitted to Rotary Club of Doylestown for their Community Grant was not awarded to Kids

Friends of Kids Castle Committee
Meeting Minutes: March 23, 2015 at 12:30 p.m.

Castle. The application was in the amount of three-thousand dollars and notification was received on March 12, 2015 by email.

2. **Visit Bucks County Grant:** It was agreed that Mr. Bryant would update our previous grant application to this organization and resubmit it to comply with their 2015 grant application requirements.
- **Other Funding sources:**
1. Mr. Harrigan suggested that we can also target businesses that list community funding opportunities for projects like ours on their website. He said that he could send them emails to apply for this funding with some information about our project. Mr. Salvati said that he would provide Mr. Harrigan with project info and previous grant applications so that he can pull from that information what he needs for the emails.
 2. Mr. Harrigan mentioned other grant opportunities through local organizations which may come to his attention that he can pass along to Mr. Salvati.
 3. Mr. Harrigan identified various high-end corporations that he comes in contact with through his work that may be receptive to our sponsorships opportunities and he can start gathering a list of the proper contacts that handle this funding. Mr. Harrigan ask if there was a sponsor database so that we would not potentially overlap each other by contacting the same sponsor more that once. Mr. Salvati will share a spreadsheet on a Shared Drive so the committee members can enter their sponsor contacts and access it from their own locations to help avoid any crossover.
 4. It was agreed to pause on involvement in smaller percentage fundraisers and focus on larger funding opportunities to be more efficient with our available volunteer time when considering the large capital fundraising goal we need to achieve.
- **Demo, Construction & New Play Pieces:** Update by Mr. Salvati
 - Demo work to make room for new play equipment is scheduled to start in the playground area at Kids Castle. The ground space created will provide an area in Kingdom 2 for new play pieces that can be used by children ages 2 to 5 years. The dumpster for removed materials is already on site. Once demo work begins, the new play equipment needs to be approved for order.
 - The architectural plans that are being drawn by Kelly DeJong will provide instructions for ADA compliant bleacher seating in the interior of the playground

Friends of Kids Castle Committee
Meeting Minutes: March 23, 2015 at 12:30 p.m.

on each side of the front entrance. The construction of this new seating is scheduled along with the demo work to limit the closure time of the front entrance to Kids Castle. An alternative entrance to the playground has already been created for safe continued access to the playground.

- There have been previous conversations about other play pieces as an alternative to the ones already selected for Kingdom 2. Mr. Salvati will reach out to the play equipment company to see if there are any other possibilities that will fit within the fall zone footprint of the available play area.
- **Sponsorship Folder & Trifold Brochure:** Update by Mr. Salvati
 - Printer estimates for the folder were discussed. It was agreed to start with run of 50 folders. We are waiting on one other printer estimate for that quantity. It was agreed to move forward with the folder purchase once I receive the lowest quote from the three printers.
 - We received some suggested edits from a Kids Castle volunteer for our folder inserts. The inserts are now being revised and should be ready for printing as soon as these corrections are made.
 - The Trifold brochure is also in its final edit and quotes for printing are being solicited.
- The committee discussed the potential of placing an outdoor sign enclosure on the front most part of the entrance into Kids Castle so that people approaching the entrance could see updates about our project and information about donations and sponsorship opportunities. Mr. Harrigan said that he would look into pre-made structures and send them for our review.
- **Adjournment:** On a motion made by Mr. Harrigan and seconded by Mr. Salvati, the committee adjourned at 1:45 p.m.

Minutes respectfully submitted by Joe Salvati