

# Palouse Empire Rec Org Meeting

**Date:** Tuesday, May 13, 2025

**Time:** 6:00p - 7:30p

**Location:** Colfax Golf Club, Colfax, Washington

In Attendance: Terri Badger (Vice-Chair), Christopher Clausen (Treasurer), Colin Haffner (Chair), Molly Haffner (Board), McKinzie Turner (Board)

Absent: Sara Golden (Secretary)

Call to Order at 6:02 pm

## II. Old Business

- Incorporation:
  - Colin noted that the organization is now incorporated and has an EIN number. An application for charitable 501 (C)(3) status is submitted and an answer could be within the next 2 weeks.
  - The group noted a special thank you to Matthew Johnson and Hannah Kimball of MDKJ Law Firm in Colfax for their assistance in filing the paperwork.
  - A question about filing costs was raised. Colin will look into this further.
- Survey respondent letter
  - The letter is on hold, pending more specific information to be added to this letter.
  - The letter will be sent to all survey respondents.
- Website
  - Colin has been working on a website @ [palouseempirerec.org](http://palouseempirerec.org).
  - The basic structure was shown. Recommendations to modify aspects were offered.
  - Currently a "Coming Soon" message is displayed when going to the url
  - PERO needs pictures and banking information to complete the website.
- Location prospects
  - Two locations were identified to look into. These locations are not on the market currently.

- Jayci Cocking is assisting PERO with the real estate search.
- Strategic Planning
  - Site visits and a planning retreat were discussed.
  - Christopher asked to pause on the strategic planning until more information is known and a framework for what the group is working with is in place.
  - The group agreed to hold off until more is known
  - Colin asked about inviting in a consultant to offer guidance on next steps.
    - The recommended consultant was part of a group that built The Hub in Spokane Valley and has extensive fundraising.
    - The group agreed to invite the consultant to a future meeting
    - Colin will reach out to make the invite.

### III. Fundraising and Development

- Bank Account
  - Colin and Christopher visited the Bank of Eastern Washington about opening a business account for PERO.
  - Due to registered non-profit status as an organization, a vote by the board must be taken and recorded.
  - Terri raised the question about the choice of Bank of Eastern Washington over a Credit Union.
    - Christopher explained the access the Bank provides.
  - Molly moved to approve use of Bank of Eastern Washington, McKinzie seconded, and the motion carried.
- 501(c)3 Status
  - As noted above, filing for this status is in the process
- Future fundraising strategies
  - The group discussed models and methods to raise funds.
    - Grants were the primary topic
      - Colin mentioned a few grants through the state that could be available. Applications for those open in 2026.
    - A lunch or dinner fundraiser is being considered for the fall.

### IV. New Business

- Marketing
  - A PO Box for correspondence materials is needed.

- Engaging volunteers to assist in marketing and promotion would be helpful.
- PERO will produce pamphlets and marketing materials to share at events.
  - Specific events mentioned were the Colfax Farmer's Market and Palouse Empire Fair in September.
- PERO would like to recruit new members to the board.
  - A review of the By-Laws notes a minimum of 6 members and a maximum of 10. The group currently has 6.
    - Terri made a note that we should modify it to minimum of 5 and maximum of 9.
    - This will be placed on the next agenda for discussion and vote.
- Next Meeting will be June 24 at the Colfax Golf Club, starting at 6pm

## V. Adjournment at 7:38pm