

**FRIENDS OF PASSAIC COUNTY PARKS
FEBRUARY 22nd, 2016 MEETING AGENDA**

- I. **ROLL CALL**
- II. **APPROVAL OF MINUTES** – January 25, 2016 Meeting
- III. **OLD BUSINESS**
 - a. **Reorganization**
 - i. Nomination of Chairperson
 - ii. Nomination of Vice-Chairperson
 - iii. Nomination of Secretary
 - iv. Nomination of Treasurer
 - b. **Committees**
 - i. Passaic County Fair Committee
 - ii. Memorial Tree and Bench Program Committee
 - c. **RFP for marketing materials for Passaic County Parks System**
 - i. 2 Submitted proposals
 - d. **Grant Applications**
 - i. Horizon Foundation – quote for fitness equipment at Weasel Brook Park
- IV. **TREASURER'S REPORT**
 - a. TD Bank Account Balance: \$4,519.55
 - b. Final 2015 Passaic County Fair Income Statement
- V. **PASSAIC COUNTY FAIR**
 - a. Bill from 2014 Fair to be paid (\$456.50)
 - b. Registration with New Jersey Attorney General for 50/50 raffle (\$100 fee)
- VI. **NEW BUSINESS**
 - a. Meeting dates for 2016
 - b. Memorial Bench disbursement (\$1,656)
 - c. New Jersey Division of Consumer Affairs Registration Fees (\$825)
- VII. **ADJOURNMENT**

FRIENDS OF PASSAIC COUNTY PARKS, INC.
January 25, 2016 Meeting

MEETING MINUTES

Members present:

1. Freeholder Director Designee: John W. Bartlett, Esq.
2. County Administrator Designee: Matthew P. Jordan, Esq.
3. Director of Parks Nick Roca
4. Jeffrey Buonforte
5. Jamie Dykes
6. Chairwoman Meaghan Touhey, Esq.

Members Absent:

1. Alice Szepietowski
2. Robert Spiotti, Esq.
3. George Silva
4. Kelly Pascrell

A roll call brought the meeting to order at 5:35 PM.

A motion was made by Trustee Bartlett and seconded by Trustee Dykes to approve the minutes of October 5, 2015 meeting of the Friends of Passaic County Parks, Inc. Board of Trustees.

Motion passed unanimously.

Per a letter from Freeholder Director TJ Best, Freeholder Bartlett was appointed as the Freeholder Designee to the Board of Trustees for 2016.

Chairwoman Meaghan Touhey asked that the reorganization of the Board be tabled until Trustees can be consulted on filling leadership positions.

A motion was made by Trustee Dykes and seconded by Trustee Bartlett to table Part 3, Items B through E until the next meeting of the Board.

Motion passed unanimously

Trustees discussed fundraising for 2016 and the creation of a Fundraising Committee. A motion was made by Trustee Jordan and

seconded by Trustee Bartlett to appoint Trustees Buonforte, Spiotti, and Pascrell to the Fundraising Committee for 2016.

Motion passed unanimously.

The 2016 Passaic County Fair was discussed. Thereafter, a motion was made by Trustee Roca and seconded by Trustee Buonforte to appoint Trustee Dykes as the Chairman of the 2016 Passaic County Fair.

Motion passed unanimously.

The Memorial Bench and Tree Program was discussed at length, including Trustee Jordan informing the Board of recent orders by individuals purchasing memorial benches and trees.

Trustee Buonforte made a motion that was seconded by Trustee Bartlett to set the rates for Memorial Benches at \$2,500 and Memorial Trees at \$1,250.

Motion passed unanimously.

Trustee Jordan brought up the need to amend by the by-laws to reflect a dissolution clause requested by the IRS. Jordan made the motion to amend the by-laws that was seconded by Trustee Dykes.

Motion passed unanimously.

Trustee Jordan updated the Board on several matters, including Horizon Foundation moving forward with disbursing the \$39,000 for fitness equipment at Weasel Brook Park, grant applications, and correspondence from the NJ Historic Trust and the IRS. The IRS letter indicated that the retroactive reinstatement of non-profit exempt status had been approved.

Additionally, Jordan updated the Board on a plan to add certain documents and information relating to Board business on the County of Passaic website and to develop a RFP for marketing and design services to promote the Park System.

Jordan made a motion to adjourn at 6:30 PM that was seconded by Dykes.

Motion passed unanimously.

FEBRUARY 8, 2016



GRAPHIC DESIGN WORK REQUEST FOR PROPOSAL RESPONSE

PRESENTED BY:

Kris Scelba
National Advertising Consultants
Kscelba@sgw.com
1 Park Ave, Towaco, NJ 07082
973-568-9874



RFP RESPONSE: GRAPHIC DESIGN WORK FRIENDS OF PASSAIC COUNTY PARKS, INC.

Matthew P. Jordan, Esq.
Trustee
Friends of Passaic County Parks, Inc.
matthewj@passaiccountynj.org

AGENCY HISTORY/SUMMARY

Dear Mr. Jordan, Esq and The RFP Selection Committee of The Friends of Passaic County Parks, Inc., National Advertising Consultants (NAC), is pleased to submit it's official response for the Graphic Design Work RFP distributed by The Friends of Passaic County Parks, Inc. This Letter is an official response to the RFP sent by Mr. Mathew Jordan Esq., and defines the scope of work, employee roles and responsibilities, timeline and costs associated with the creation of nine poster illustrations of historical landmarks and parks throughout Passaic County, using WPA-style creative.

SGW's core industry focus includes; B2B, Retail/Consumer, Banking/Financial, Insurance, Pharmaceuticals, Government, Healthcare/Hospitals, Higher Education, and Automotive. SGW has annual sales of \$65 million +, annual gross revenue of \$7 million, and employs over 50 people, and has prior experience working with the State of New Jersey Travel & Tourism (New Jersey and You Perfect Together), New Jersey Lottery, New Jersey Department of Transportation, Rutgers University & NJIT University. SGW was the agency of Record for Montclair State University Graduate Program for the past 11 years and also recently submitted an integrated marketing and communications proposal to William Paterson University to become the Agency of Record for both the undergraduate and Graduate Schools.

An employee flow chart is enclosed for your review which defines the roles of all company employees, who could at any point have an interaction on the Friends of Passaic County Parks Inc., account throughout the course of a our relationship. Yvette Michaels will be assigned as the primary account manager who will oversee the day to day activities of the employee's involved on this project. Yvette is supervised by Kris Scelba, President of Account Services and Agency Principal, who submitted this RFP Response.

To better identify our accounting practices, in January 2016, SGW created a subsidiary for each of our service lines, one of them being National Advertising Consultants (NAC). The responsibility of this division is too provide traditional, and digital marketing services for SGW's consumer/retail division.

With over 35 years of experience, and having worked with numerous State and local agencies, NAC is confident it will be able to satisfy all deliverables as defined in the RFP and will create cutting edge creative that will generate publicity and attention to the defined parks and historical locations.



ACCOUNT MANAGEMENT AND ROLES/RESPONSIBILITIES

Kris Scelba will be assigned to oversee all marketing and advertising activities on behalf of Friends of Passaic County Parks, Inc. Kris will work with the primary point of contact at the Friends of Passaic County Parks, Inc., to develop the overall marketing strategy including all creative elements and present the budgets for all advertising campaigns to Friends of Passaic County Parks, Inc. management. Kris will also develop any and all campaign measurement methods to insure the final creative is delivering the correct positive message to the defined targeted audience.

- Kris Scelba will present all marketing campaigns, promotional items and media budgets to Friends of Passaic County Parks, Inc., management for prior approval, and insures any and all revisions are made. Then presents all material to any additional individuals/committees involved for their review.
- If any future ad placements are required, Kris Scelba will work directly with Mathew Jordan Esq., to develop long term growth and marketing strategies as well as develop digital marketing campaigns on behalf of Friends of Passaic County Parks, Inc.
- Yvette Michaels reports directly to Kris Scelba and will supervise all marketing material on behalf of Friends of Passaic County Parks, Inc. Yvette's responsibilities will include working with Friends of Passaic County Parks, Inc. management and staff to obtain information required to develop advertising materials, promotional efforts, and insure all files are delivered to their proper destinations. Yvette is responsible for coordinating all marketing material throughout all mediums to insure consistency, and oversees NAC's art staff to coordinate and maintain deadlines are met.

CREATIVE DESIGN/GRAPHIC DEVELOPMENT

Based upon the client supplied photography, NAC will design and create nine poster illustrations using the WPA design, and while maintaining a similar look and feel as the previously created National Park System posters, establish a unique identity for the locations within the Friends of Passaic County Inc. system that will generate publicity and attention to the locations.

The posters will include the following parks and historical locations throughout Passaic County:

- Garret Mountain Reservation
- Lambert Tower and Lambert Castle
- Rifle Camp Park
- Weasel Brook Park
- Dey Mansion
- Goffle Brook Park
- Rea House
- Morris Canal
- Historic Passaic County Court House



All files will be created using Adobe Illustrator and delivered to Friends of Passaic County Parks, Inc., as vector EPS files which will enable future resizing and file manipulation. NAC will deliver final renderings that can be used in both traditional (Print, Outdoor, POS, etc...) and digital mediums. Upon project completion, NAC will provide nine posters and five display banners in the following standard banner ad sizes for each design:

SIZE	Style	Gif Size
468 X 60	Full Banner	20 KB
728 X 90	Leaderboard	25 KB
300 X 250	Square	25KB
160 X 600	Skyscraper	20 KB
120 x 60	Button	10 KB

PUBLIC RELATIONS/SOCIAL MEDIA

NAC's Public Relations and Social Media Division (3EPR) is managed by Patrick Brightman, and supported by Lee Groeger, Megan Redizia, Anthony Galasso, and Emily Maupai. At the request of Friends of Passaic County Parks, Inc., NAC will update all social outlets with content provided by Friends of Passaic County Parks, Inc., develop press releases and pitch the release to the various media outlets to have the content distributed.

Public Relations and Social Media activity costs are extra and will be quoted on an as requested basis.

ACCOUNTING/BILLING PROCEDURES

Yvette Michaels, Debbie Carrillo, Kathy Greene, Pat Hardy, Kris Scelba will review the prior month's media and production activity and reconcile all items to the approved monthly budget calendar. All items will be listed on a summary invoice including all media vendor invoices (print, broadcast, out-of-home, online, etc.), which are billed on a net basis to be paid directly to the media by Friends of Passaic County Parks, Inc. and email to Friends of Passaic County Parks, Inc. accounting department.

Any additional projects, such as: website design, programing, ad resizing, etc... are invoiced on a per project basis and may be billed progressively at 50% of estimated cost upon receipt of approved quote or contract and the 50% balance upon completion and delivery of project. Postage charges for direct mail activities or other large immediate out-of-pocket expenditures will be billed in advance.



APPROVALS AND AUTHORIZATION

Upon request, NAC will submit monthly media and creative budget calendars to Friends of Passaic County Parks, Inc. Management for approval prior to the commencement of ordering media space or production services begins. Friends of Passaic County Parks, Inc. will provide oral/written approvals for all advertisement elements, prior to any media is purchased or production begins.

Friends of Passaic County Parks, Inc. can request changes, or cancellations, or stop any work in progress, provided they are within NAC’s contractual obligations to third parties. Where changes or cancellations are requested on previously approved work, Friends of Passaic County Parks, Inc. will reimburse NAC for unrecoverable charges or expenses and submit payment for all work performed to date.


PROJECT COSTS

The following cost analysis provides NAC’s hourly rate, cost per individual poster and a total project cost. Please note that the total project cost includes a 3% discount versus designing each design individually. Upon project completion, if Friends of Passaic County Parks, Inc. require any additional ad resizes, NAC will charge a flat fee to resize, and deliver the files to the media outlet per resize, which is the last line on the following chart.

Cost Description	Quantity	Costs
Hourly Rate	1	\$45.00
Individual Poster Design	1	\$1,750.00
Total Project Cost	9	\$15,750.00
Ad Re-Sizing	1	\$125.00

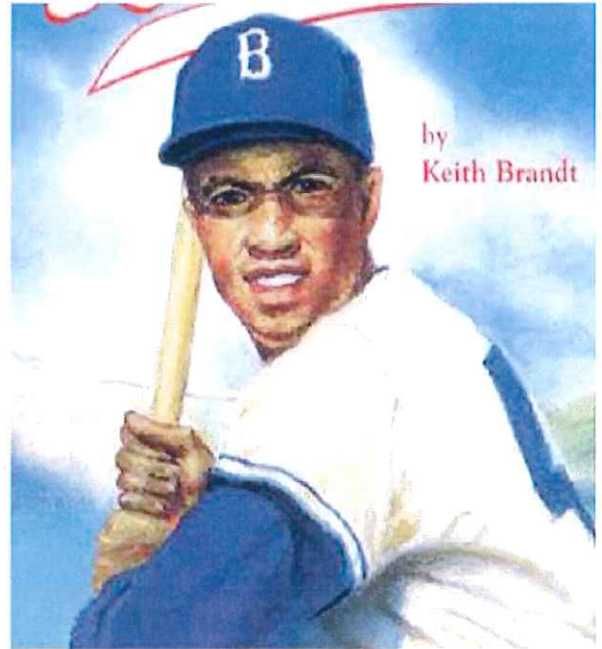
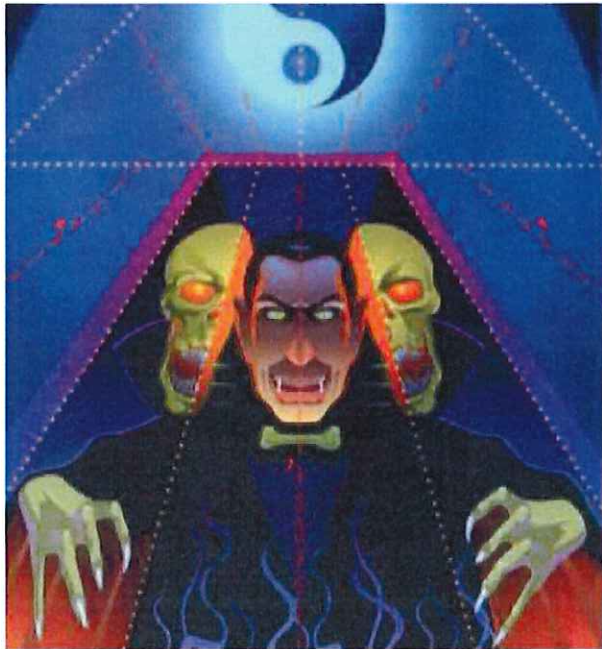
PROJECT TIMELINE

The initial poster design will require 1 week of design work from start to completion given the client provided photography accurately depicts the exact scene and setting that the illustration must convey. After the initial design is approved and a theme has been established, each additional poster will require 3-4 days each to complete. Total estimated project time for completion is 8 weeks.

Kris Scelba: 

 President/Agency Principal

CREATIVE SAMPLES



CREATIVE SAMPLES

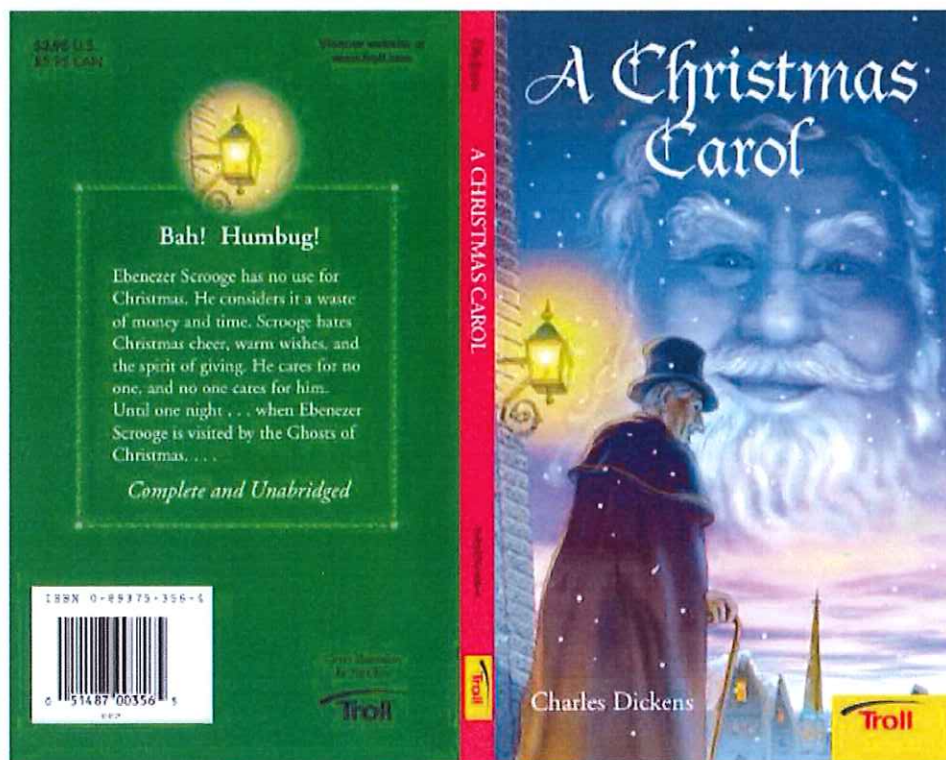
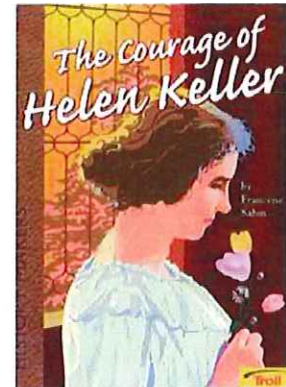
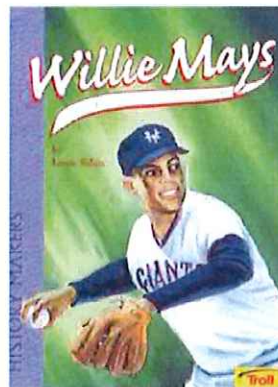
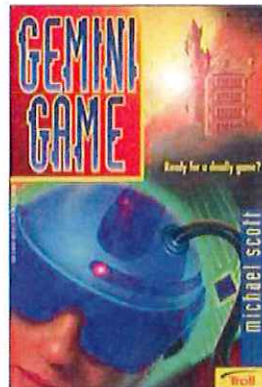
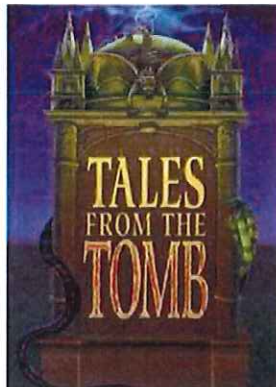
Take Me Out to the Ball Game
by Jack Norworth

Take me out to the ball game.
Take me out to the crowd.
Buy me some peanuts and Cracker Jacks.
I don't care if I never get back.

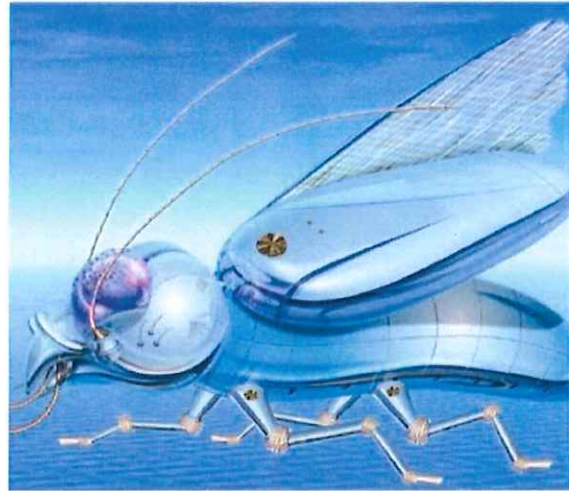
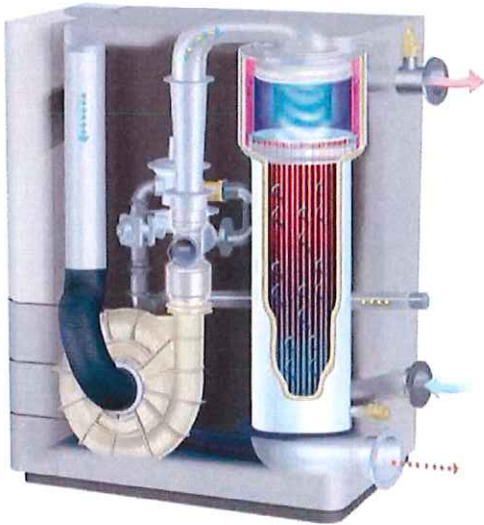
Let me root, root, root for the home team.
If they don't win, it's a shame.
For it's one, two, three strikes you're out
At the old ball game.

Troll

CREATIVE SAMPLES



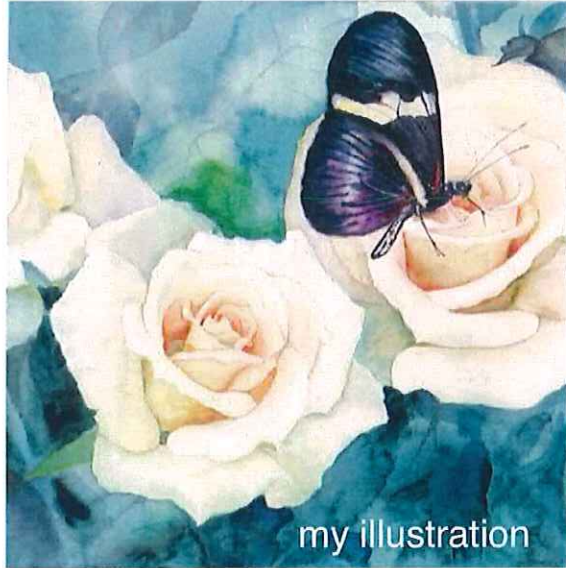
CREATIVE SAMPLES



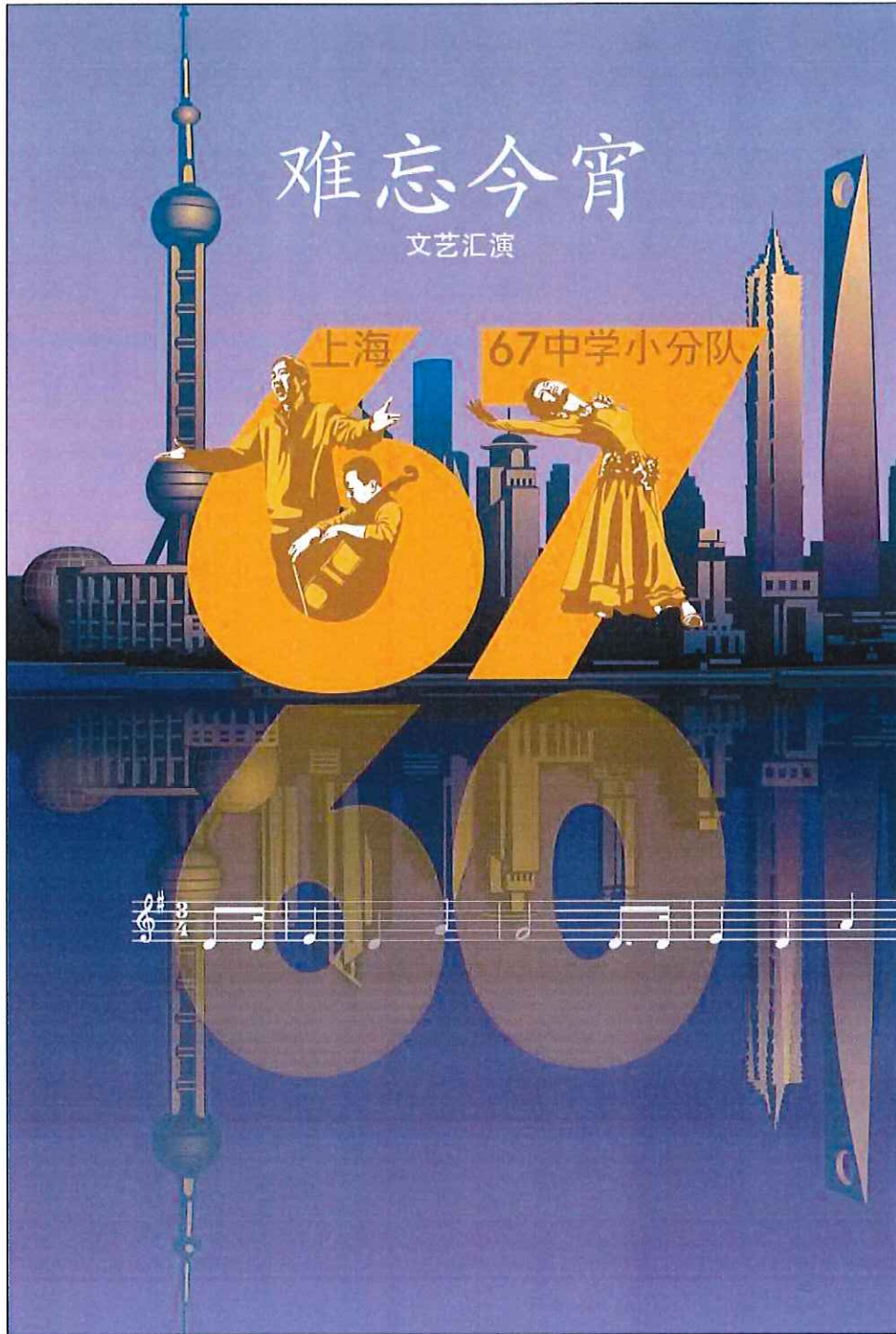
CREATIVE SAMPLES



CREATIVE SAMPLES



CREATIVE SAMPLES



Jordan, Matthew

From: Bill Opper <billopper@gmail.com>
Sent: Monday, February 15, 2016 8:49 PM
To: Jordan, Matthew
Subject: Proposal Passaic County graphic design work

Hi Matthew,

Sorry it took so long to submit a proposal, my computer died on me, I lost all my progress and had to start over. I have some samples of illustration and artwork I have done as well as a WPA style poster for Lambert Tower.

My budget would be as follows:

I have an hourly rate of \$25/hr, estimated total hours would be around 12 hours work per poster as I hand draw them then transfer to a computer and digitally illustrate, color, and lay them out. The total budget would be \$3000 for the project. The rate for one poster would be \$400.

My timeline would be 30 days to submit the ten posters laid out in the call for proposals (Lambert Castle and Lambert Tower as separate posters).

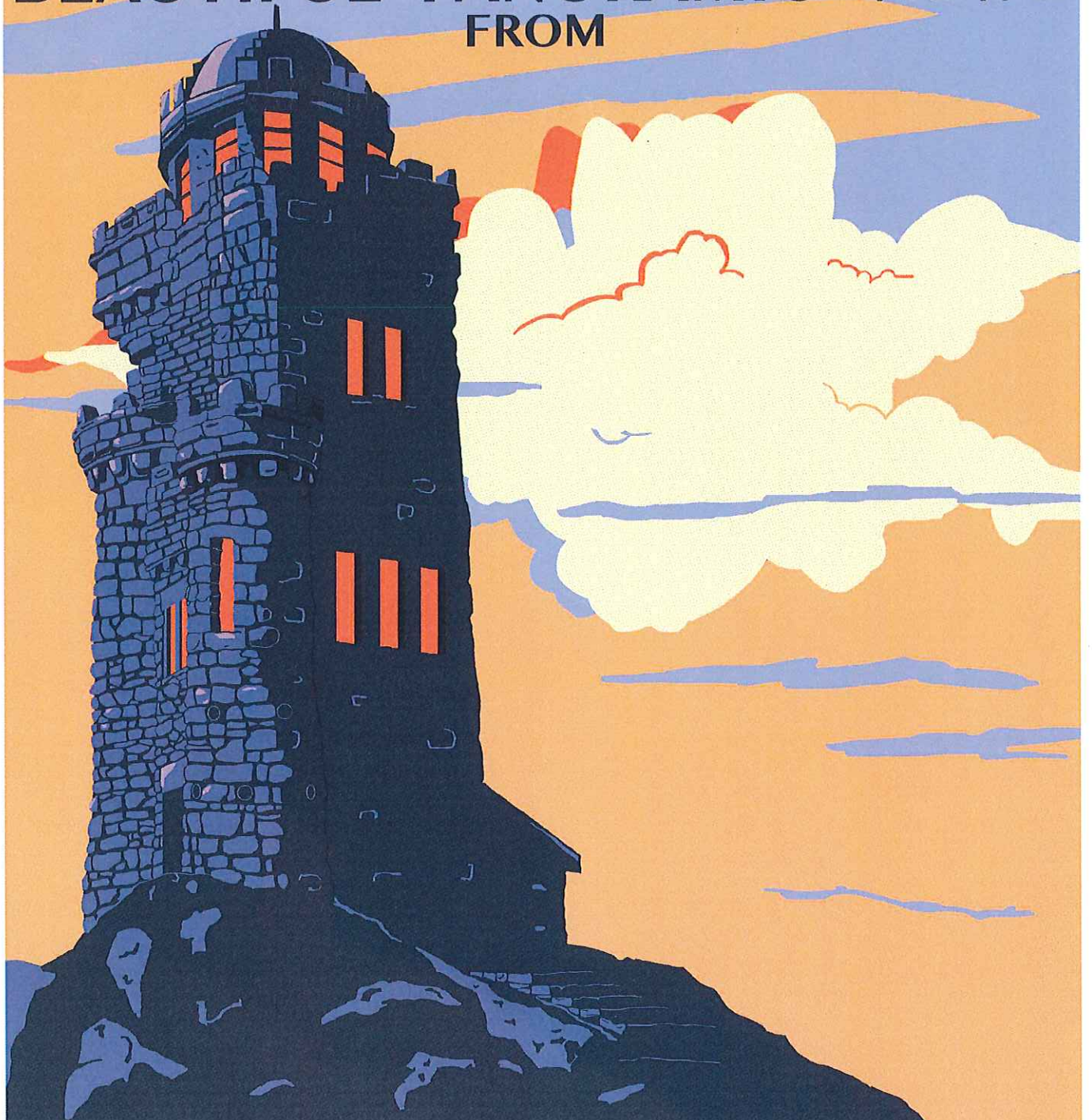
Thank you for the consideration, good luck with the selection process.

Sincerely,

Bill Opper



BEAUTIFUL PANORAMIC VIEWS
FROM



LAMBERT TOWER

PASSAIC
COUNTY

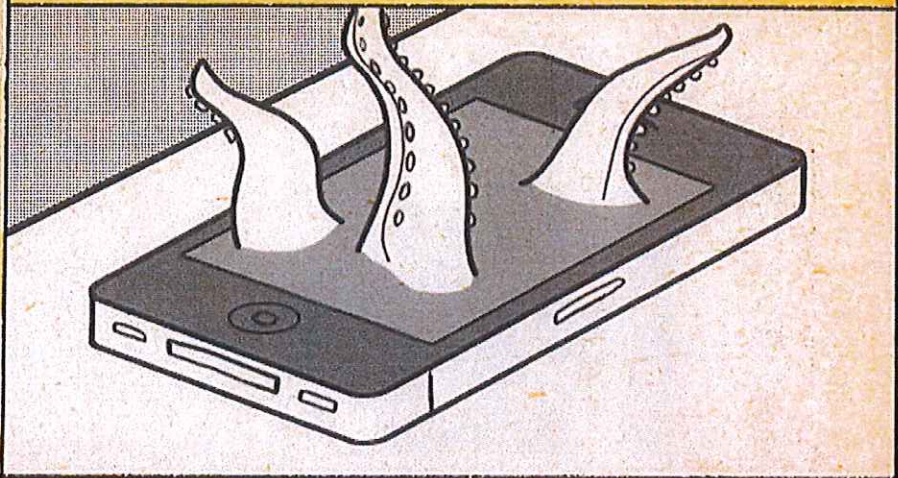


PARKS AND
RECREATION

Faint handwritten text at the top of the page.



VINCENT WAS JUST AN ORDINARY NINE YEAR OLD, UNTIL ONE FATEFUL DAY WHEN THE PLANETS OF THE UNIVERSE ALIGNED AND HE WAS TRANSPORTED TO AN UNKNOWN WORLD...



MOMENTS LATER

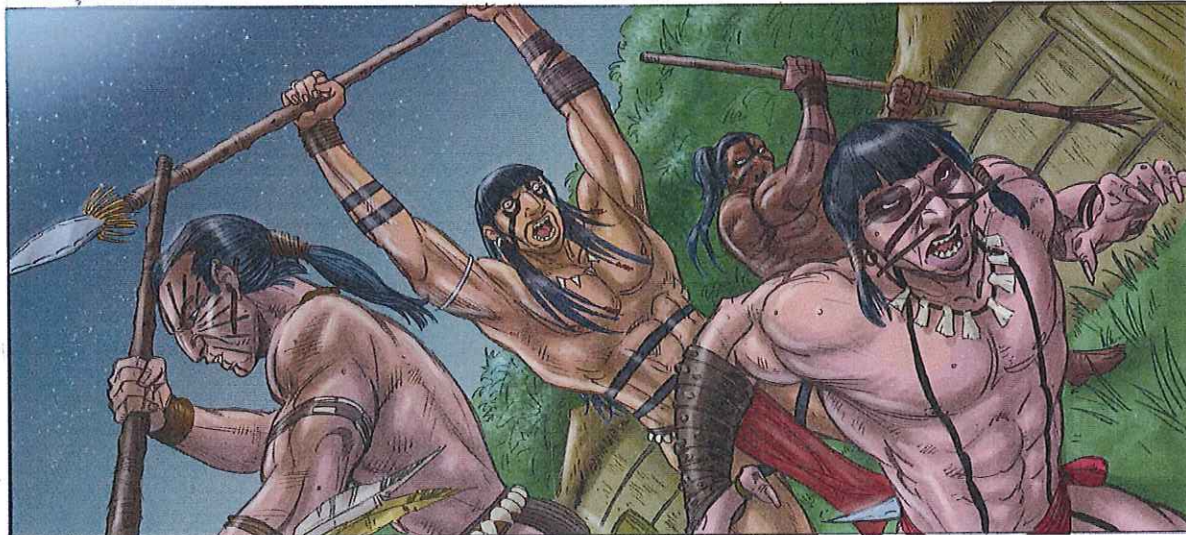
GAMECENTER

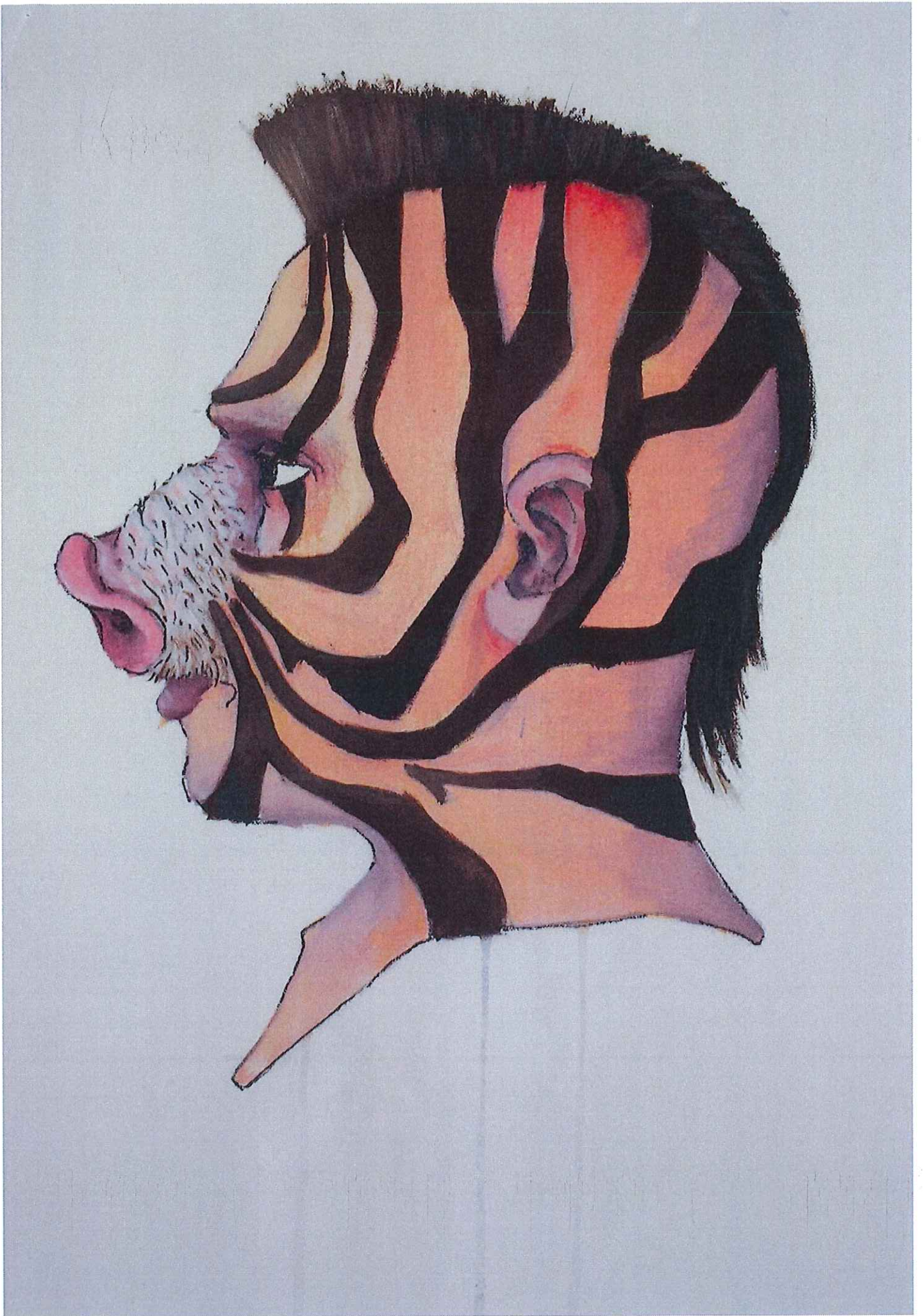
OPTIONS

BEGIN ADVENTURE

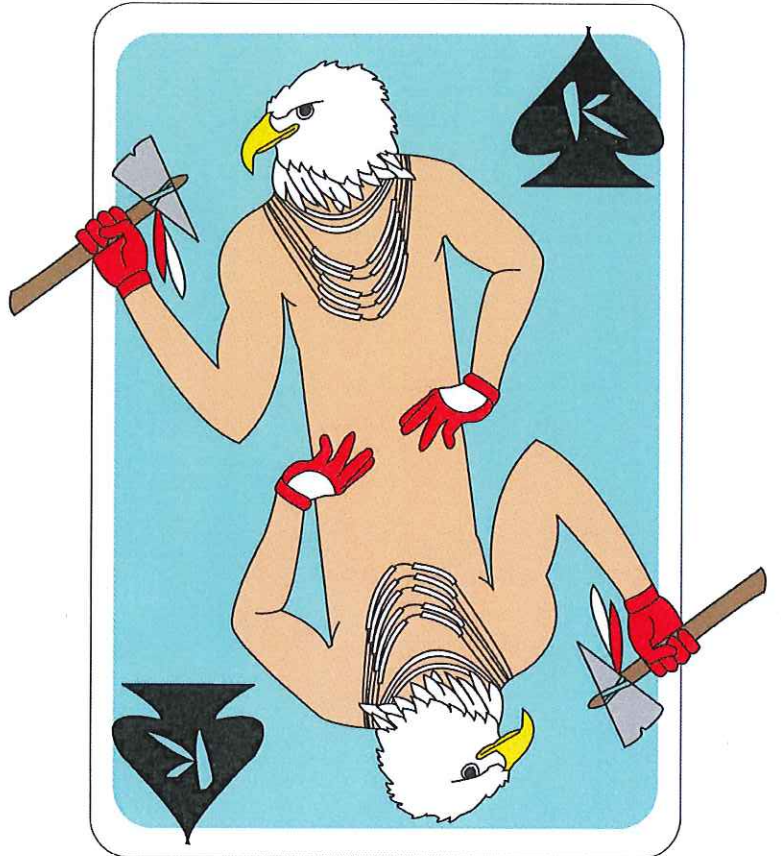
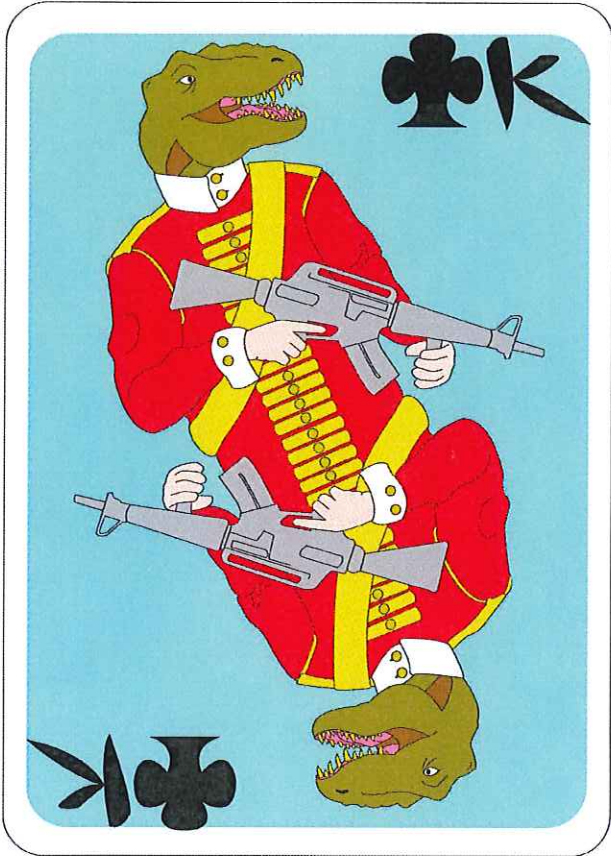
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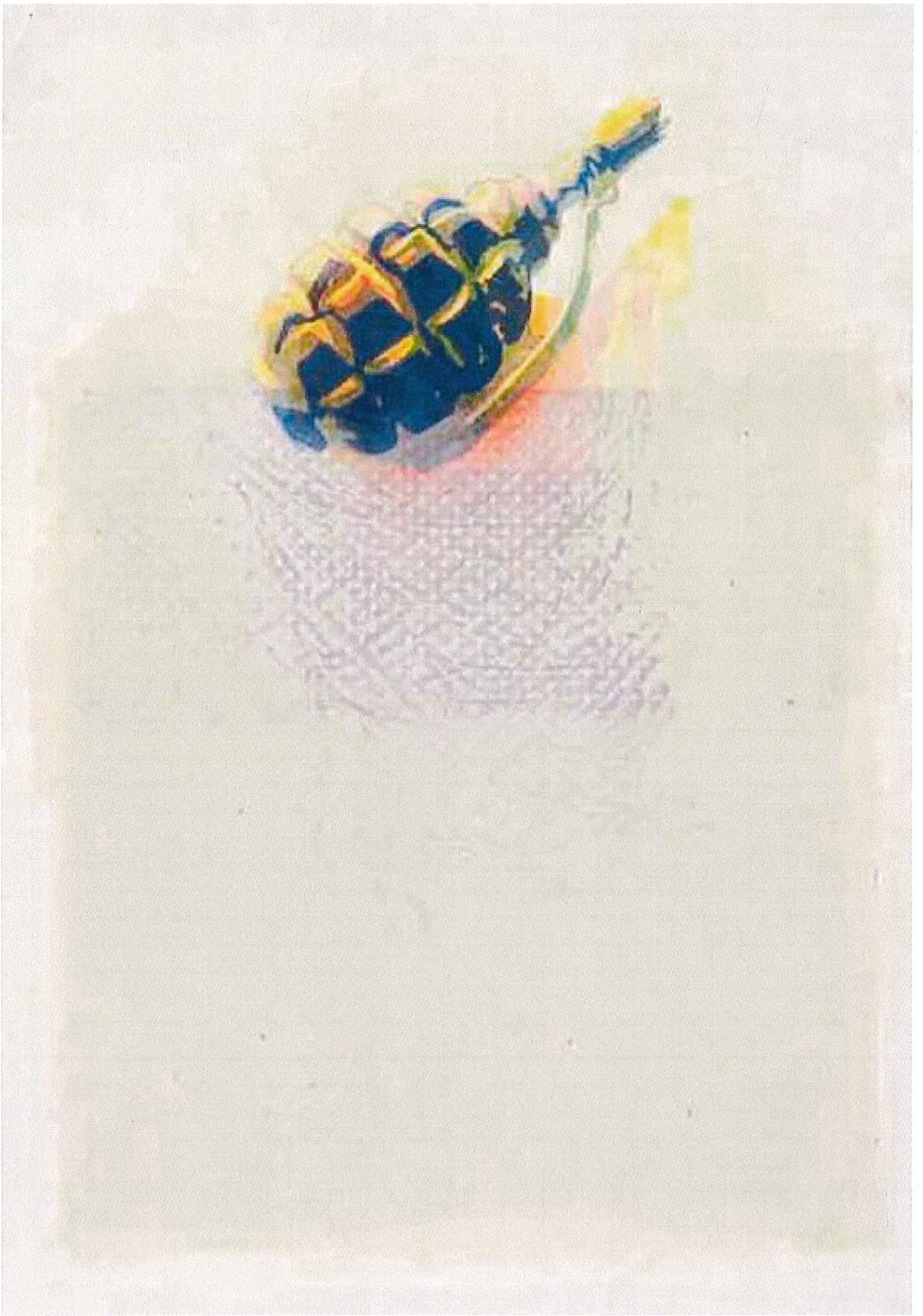


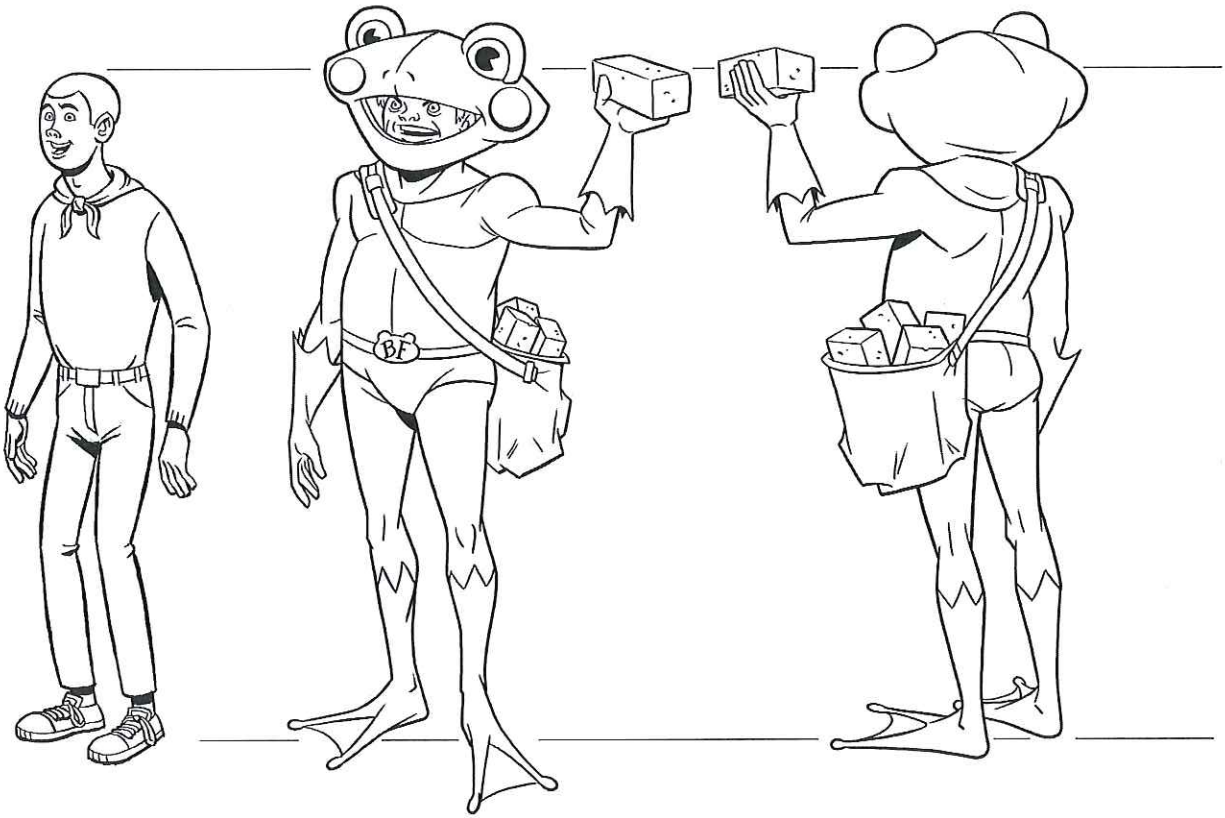


Handwritten text at the top of the page, possibly a title or description, which is mostly illegible due to fading.



Handwritten text at the bottom of the page, which is mostly illegible due to fading.





Name: Brick Frog

ID#: VB.53.CH.021

Date: 01/22/10

Palette:

© 2008 World Leaders Entertainment. This material is the property of the CARTOON NETWORK. It is unpublished and must not be taken from the studio, duplicated or used in any manner, except for production purposes, and may not be sold or transferred. All rights reserved.

FOR INKING STYLE PLEASE REFERENCE INKING GUIDELINES

GENERAL RECREATION, INC.

P.O. BOX 440
 NEWTOWN SQUARE, PA 19073
 (800) 726-4793

CUSTOMER NO.

SOLD TO:

Friends of Passaic County Parks, Inc.
 Attn: Accounts Payable
 209 Totowa Road
 Wayne, NJ 07470

SHIP TO:

Passaic County Parks
 209 Totowa Road
 Wayne, NJ 07470

DATE		SHIP VIA		F.O.B.		TERMS	
2/9/16		Common Carrier				Net 30	
PURCHASE ORDER NUMBER		ORDER DATE		SALESPERSON		OUR ORDER NUMBER	
		2/9/16		Joe Del Vecchio			
QTY. ORDERED	QTY. SHIPPED	QTY. B.O.	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	
1				Healthbeat Cluster as per drawing #91228-1-2		\$32,915.00	
1				Installation of unit		\$ 6,000.00	
				TOTAL DUE		\$38,915.00	

FRIENDS OF PASSAIC COUNTY PARKS

Income Statement - 2015 County Fair

Revenue		2015
ATM Fees		117
Ice Sales		490
Parking Fees		16,649
Sponsorship Revenue		58,500
Ticket Sales		77,326
Tour Revenue		145
Vendor Fees		14,146
Total Revenues Not including IN-KIND		167,373
Other - IN-KIND Contributions		7,000
Total Revenues - Incl. IN-KIND Contributions		174,373

Expenses	
Advertising	2,638
Amusement Rides	52,693
Brochures	3,006
Chess Tournament	1,000
Entertainment	17,010
Fireworks	3,000
Fencing	5,440
Office Expense	1,108
Para Transit	11,340
Park Attendants	12,719
Permits/Inspections	2,557
Promotions	1,553
Rentals	16,005
Security	30,225
Volunteer Food Expense	1,380
Waste Removal	7,459
Total Expenses	169,132

Revenue Over Expenses	\$ 5,241
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UNIVERSAL SILKSCREEN, INC.

17 Memorial Drive
Paterson, NJ 07505
www.UniversalTees.com

Tel: 973-221-0060
Fax: 973-790-7923
VinnieTee@aol.com

Invoice No. 140813

SOLD TO	SHIP TO
Friends of Passaic County Parks 140813	Jamie Dykes

Quantity	Description	Price	Total
2	Banners 3 x 10	132.00	264.00
7	Posters 36" x 24" with stakes	27.50	192.50
		TOTAL	456.50
		DEPOSIT	
		BALANCE	456.50

COUNTY ADMINISTRATOR
 2015 OCT 6 P 2:28

DATE: 8/13/2014

Received By:



New Jersey Office of the Attorney General
 Division of Consumer Affairs
 Legalized Games of Chance Control Commission
 124 Halsey Street, P.O. Box 46014
 Newark, N.J. 07101
 (973) 273-8000

Political clubs and organizations are not eligible to apply for Registration.

Initial Affidavit and Application for Biennial Registration

ID number _____ **For Office Use Only:**

Please note that a nonrefundable, nontransferable application fee of \$100.00 (a certified check or money order made payable to: "Legalized Games of Chance Control Commission") must accompany this application.

Organization Information:

Friends of Passaic County Parks		401 Grand Street, Room 205	
<small>Organization's name</small>		<small>Street address</small>	
Paterson, NJ	07505	Passaic	
<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>County</small>
Matthew P. Jordan, Esq.		973-881-4407	
<small>Name of contact person</small>		<small>Telephone number (include area code)</small>	

Are you currently registered with the Division of Consumer Affairs' Charities Registration Section? Yes No
 If "Yes," please provide the Charities Registration number _____

Please provide your FEIN/Taxpayer ID number? 27 0919059
Required

Does the organization raise less than \$10,000 per year? Yes No

If the answer to the first question is "No," please explain the reason(s) for not being registered with the Charities Registration Section. If you need information regarding whether you need to register with the Charities Registration Section, please call (973) 504-6215.

 (Use additional sheets of paper if necessary.)

AFFIDAVIT

State of New Jersey
 County of Passaic

1. I, Matthew P. Jordan, Esq., of full age being duly sworn upon my oath, depose and say:
 a. I am an elected officer of Friends of Passaic County Parks ("Organization").
 b. I hold the office of Trustee.

2. The mailing address of the Organization is:
401 Grand Street, Room 205 Paterson
Street address City
New Jersey 07505
State ZIP code

3. The names, titles, addresses, telephone numbers and dates of birth of all officers and trustees of the Organization are: (You must list 5 names.)

<u>Matthew P. Jordan, Esq.</u> <small>Name and title</small>	<u>401 Grand Street, Room 205</u> <small>Address</small>
<u>Paterson, NJ 07505</u> <small>Telephone number (include area code)</small>	<u>June 18, 1985</u> <small>Date of birth</small>
<u>Meaghan Touhey, Esq.</u> <small>Name and title</small>	<u>Law office of Meaghan Touhey, Esq.</u> <small>Address</small>
<u>201-390-2740</u> <small>Telephone number (include area code)</small>	<u>532 Lafayette Ave., Hawthorne, NJ 07506</u> <small>Address</small>
	<u>August 16, 1969</u> <small>Date of birth</small>

(Use additional sheets of paper if necessary.)

(Over)

James A.M. Dykes, II
Name and title
 201-602-2257
Telephone number (include area code)
 Jeff Buonforte
Name and title
 973-208-6214
Telephone number (include area code)
 Robert Spiotti
Name and title
 973-396-4445
Telephone number (include area code)

7 Brook Road, Wyckoff, NJ 07481
Address
 March 5, 1955
Date of birth
 27 Overlook Ct., Ramsey, NJ 07446
Address
 September 15, 1951
Date of birth
 166 Lake Drive East, Wayne, NJ 07470
Address
 January 25, 1979
Date of birth

4. Please check one:

- Applicant Organization is a corporation incorporated in the State of New Jersey in 20____. Attached to this registration application are true copies of the articles of incorporation, constitution and bylaws. (Note: If applicant Organization is a corporation incorporated in a state other than New Jersey, attach to this registration application the following: a) **true copies of the applicant's articles of incorporation, constitution and bylaws**, b) **A completed and notarized Form LGCCC 12A**, and c) **A copy of the organization's Certificate of Authority to do business in New Jersey. Please call the Commercial Recording and Business Services Line at (609) 292-9292 for assistance, if necessary.**)
- Applicant Organization is an association which **is/is not** registered with the County Clerk's office in _____ (municipality and/or county), New Jersey. Attached to this registration application are true copies of the association's constitution and bylaws.
- Applicant Organization has not been formally incorporated or associated. True copies of the written authority (constitution and bylaws) under which it operates are attached to this registration application.

5. Applicant Organization **is/is not** chartered from a state or national organization. If the Organization is chartered from a state or national organization, give the full name, address and telephone number of the organization below:

National or state organization's name Street address

City State ZIP code Telephone number (include area code)

Attach to this application the true copies of the state or national organization's articles of incorporation, constitution and bylaws, **and a copy of the charter issued to your chapter, or a letter from the national organization stating that your chapter is in good standing with the national organization.**

6. Upon dissolution of the applicant Organization, net proceeds from games of chance will be distributed by the following procedure: (**Note:** If no provisions exist, provide a copy of an amendment to the organization's articles of incorporation, bylaws or constitution stating what will happen to the remaining assets of the organization if it should dissolve.)
See Section XI of attached By-Laws

Please indicate the provision in the articles of incorporation, bylaws or constitution that sets forth the procedure for dissolution.
Last clause of By-Laws - Article XI

7. In making this application to the New Jersey Legalized Games of Chance Control Commission for registration as an organization qualified to conduct games of chance under the provisions of Title 5 of the New Jersey Revised Statutes and the regulations of the Legalized Games of Chance Control Commission, I swear (or affirm) that I am an elected officer of the applicant Organization and that all information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny registration or to withhold renewal of, or to suspend or revoke, a registration issued by the Legalized Games of Chance Control Commission.

I further swear (or affirm) that I fully understand that in receiving registration from the Legalized Games of Chance Control Commission, the applicant Organization agrees to be governed by N.J.S.A. 5:8-1 et seq., the Bingo Licensing Law, N.J.S.A. 5:8-24 et seq., the Raffles Licensing Law, N.J.S.A. 5:8-50 et seq., and the regulations governing the conduct of legalized games of chance.

Sworn & Subscribed before me
 this _____ day of _____, _____
Month Year

Signature of Notary Public

Date commission expires

Signature of Elected Officer of Applicant Organization

Print name of Elected Officer of Applicant Organization

**Return this form and the biennial registration fee of \$100.00 to:
 Legalized Games of Chance Control Commission, P.O. Box 46014, Newark, N.J. 07101**

BYLAWS

FRIENDS OF PASSAIC COUNTY PARKS, A NEW JERSEY NONPROFIT CORPORATION

ARTICLE I: ORGANIZATION

Section #1: Name

The name of the nonprofit corporation shall be, "Friends of Passaic County Parks, A New Jersey Nonprofit Corporation," hereinafter referred to as "the Corporation".

Section #2: Seal or Letterhead

The seal or letterhead to represent the Corporation shall be established by the Board of Trustees and designed to represent the Corporation's mission and function.

Section #3: Office Location

The principal office for the Corporation is located at 401 Grand Street, Paterson, New Jersey. The Corporation may establish and maintain offices in other locations as authorized by the executive board.

ARTICLE II: PURPOSE AND POWERS

Section #1: Mission

The Friends of Passaic County Parks, A New Jersey Nonprofit Corporation, shall protest, enhance and advocate for the Passaic County Parks System by pursuing all relevant and applicable grant opportunities, soliciting corporate donations, conducting an annual fundraising campaign and pursuing all available avenues of fundraising exclusively for the benefit of the county parks, as well as by educating residents about the historic landmarks which lie within the parks system.

Section #2: Purposes

The purpose of the Corporation shall be fundraising to exclusively benefit the Passaic County Parks System within the provision and meaning set forth in Section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any future United States Internal Revenue Law. The Corporation's purpose shall be limited to raising funds and conducting related public education programs, which shall be dedicated to improving the Passaic County Parks System by furthering the goals and policies of the Parks Department. The Corporation shall not attempt to shape or influence the policies and priorities of the Passaic County Parks Department.

Section #3: Corporation Status

The Corporation shall not take any action or exercise any power that would prevent it from obtaining and maintaining exemption from federal income taxes as a nonprofit corporation as described in Section 501 (c)(3) of the Internal Revenue Code. Specifically, the Corporation shall not:

1. Engage in trade or business for profit;
2. Participate or intervene in any political campaign on behalf of any candidate for public office;
3. Disseminate assets, income or property acquired by the Corporation to any organization or agency other than the Passaic County Parks Department or some other exempt or governmental entity. Upon dissolution of the Corporation, all of its assets shall be distributed in such a manner as to further the purpose of the Corporation, to improve the Passaic County Parks System, and, as such, upon dissolution of the Corporation, any and all assets will be distributed to an exempt or governmental entity to be used for the public benefit.

ARTICLE III: REPRESENTATION

The Chairperson or his/her designee shall represent the Corporation in all matters involving the Corporation's affiliation to Passaic County or the Passaic County Parks System.

ARTICLE IV: MEMBERS

The Corporation shall not have any members.

ARTICLE V: BOARD OF TRUSTEES

Section #1: Membership

The Board of Directors of the Corporation shall be known as its Board of Trustees ("the Board"), and shall consist of not fewer than seven (7) or more than twelve (12) individuals who will be appointed as provided herein.

- a. *Ex Officio Members.* The following individuals shall serve ex officio as voting members of the Board: the Passaic County Director of Parks, the County Administrator or his/her designee, and the Freeholder Director or his/her designee.
- b. *Public Members.* The Board shall include not fewer than four (4) individuals who are residents of Passaic County, or whom have a compelling interest in the success of the Passaic County Park System, over the age of eighteen (18). These members shall be selected and appointed by the Passaic County Board of Chosen Freeholders via Resolution, based upon their interest and expertise and with the aim of reflecting the

geographic and other diversities of Passaic County. The initial number of public Trustees shall be five (5).

The term of office for each Public Member of the Board shall be five (5) years and until their successors are duly selected. Public Members of the Board may serve no more than three consecutive terms on the Board, after which they shall cease to be Board members for a period of not less than two years before being appointed again to the Board. Vacancies occurring, other than at the end of a Trustee's term, may be filled in the same manner as provided by these Bylaws; any Trustee so designated shall serve for the remainder of the term of the Trustee so replaced.

At any meeting, the Board of Trustees may, by an affirmative vote of majority of such Trustees, create one or more additional seats on the Board up to the maximum number stated in these Bylaws and, at such meeting, appoint additional Trustees to fill such newly created seats.

Section #2: Powers and Duties

Subject to the provisions of these Bylaws and the Certificate of Incorporation of the Corporation, the Board of Trustees shall be responsible for the direction of the business and affairs of the Corporation, shall have control over the funds, property, and all activities of the Corporation, provided that such activities are not inconsistent with the purposes of the Corporation as set forth in the Corporation's Certificate of Incorporation, these Bylaws, and the laws and regulations of the United States and the State of New Jersey. The Board shall coordinate with and serve to assist the Passaic County Parks System. The Board shall establish its own policies, which policies may not be inconsistent with the policies of the Passaic County Parks Department. The Board shall hold no less than one (1) regular meeting in each calendar year.

Section #3: Committees and Subcommittees

The Board shall create and appoint members to such Committees and Subcommittees as are useful to carry out the business of the Corporation.

Section #4: Resignation; Removal

Any Trustee may resign at any time by giving written notice of resignation to the Chairperson or Secretary. Any such resignation shall be effective upon the Corporation's receipt of such notice or at a subsequent time stated in such notice of resignation. A Trustee may be removed at any time by a two thirds (2/3) vote of the Board, except that the Trustee at issue shall be prohibited from voting on his or her removal.

Section #5: Quorum; Voting

For voting purposes, 50% of the entire membership of the Board of Trustees shall constitute quorum. Meetings and voting may be conducted telephonically.

In the event of a tie vote of the Board, the vote of the Chairperson will govern. In the event of a tie vote of any Committee or Subcommittee, the vote of the chairperson of such Committee or Subcommittee shall prevail.

ARTICLE VI: EXECUTIVE COMMITTEE

Section #1: Organization

The Executive Committee of the Board of Trustees shall be comprised of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and the chairperson or representative of each Committee or Subcommittee of the Board.

Section #2: Authority

The Executive Committee shall have the power to act on behalf of the Board of Trustees on all matters between Board meetings, except the power to select the Chairperson and Vice-Chairperson, amend these Bylaws, or appoint or remove a Trustee.

ARTICLE VII: OFFICERS

Section #1: Powers and Duties of Officers

- a. *Chairperson:* The Chairperson shall serve as chairperson of the corporation, an ex officio member of all Committees and Subcommittees, and shall preside over all meetings of the Board.
- b. *Vice-Chairperson:* The Vice-Chairperson shall prepare necessary reports serve as liaison to subcommittees, and shall preside over meetings in the absence of the Chairperson.
- c. *Secretary:* The Secretary shall keep and record accurate minutes of all regular meetings, coordinate all forms of communication to and from the Corporation, and maintain all records of corporate business.
- d. *Treasurer:* The Treasurer shall receive and have care and custody of all corporation funds under the direction of the executive board, shall co-sign all checks with the Chairperson or Vice-Chairperson, shall keep the books of all accounts, which shall be open to inspection by officers at all times, and shall serve as an ex officio member of any fundraising and/or finance committee (s).

Section #3: Appointment of Officers

The Chairperson and Vice-Chairperson shall be selected from among the Public Members of the Board of Trustees and voted into office by simple majority of Board members present. The Secretary and Treasurer shall be nominated by the Chairperson and voted into office by a simple majority of Board members present. The Secretary and Treasurer may be, but are not required to

be, members of the Board of Trustees. Officers who are not Trustees shall not have the authority to vote on any matter before the Board of Executive Committee.

ARTICLE VIII: INDEMNIFICATION OF TRUSTEES AND OFFICERS

Any Trustee or officer (hereinafter referred to as a “corporate agent”) of the Corporation shall be indemnified by the Corporation against the reasonable costs, disbursements and counsel fees and liabilities paid or incurred in satisfaction of any judgment, fine, penalty or settlement in connection with any pending, threatened or completed civil, criminal, administrative or arbitrative action, suit or proceeding, and may appeal therein, including an action by or in the right of the corporation, involving the corporate agent by reason of his or her being or having been such as corporate agent, to the extent permitted by applicable law. Expenses incurred by a corporate agent in connection with a proceeding may be paid by the Corporation in advance of the final disposition of the proceeding if authorized by the Board, upon receipt of an undertaking by or on behalf of the corporate agent to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified as provided in these Bylaws.

ARTICLE IX: NON-DISCRIMINATION

The Corporation shall not discriminate in any manner against any person by reason of race, color, sex, sexual orientation, gender identity, age, disability, veteran or military status, national origin, or religious or political affiliation.

ARTICLE X: AMENDMENTS

These Bylaws may be amended only by a majority vote of the Board of Trustees, previous notice of the nature of any proposed amendment having been given at least ten (10) days before action thereon shall be taken.

ARTICLE XI: DISSOLUTION

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the County of Passaic government. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Ring, Patricia

From: Ring, Patricia
Sent: Tuesday, February 09, 2016 1:29 PM
To: Bartlett, Freeholder John; Buonforte, Jeff; DeNova, Anthony, County Administrator (adenova@passaiccountynj.org); Dykes, Jamie; Jan Northrop (janN@passaiccountynj.org); Pascrell, Kelly; Ring, Patricia; Robert Spiotti; Roca, Nick; Silva, George; Szepietowski, Alice; Tuohey, Meaghan
Cc: Jordan, Matthew
Subject: FOPCP 2016 Meeting Schedule

Hello All:

Below are the meeting dates for 2016:

Monday, February 29th
Thursday, March 10th
Monday, April 18th
Monday, May 23rd
Monday, June 27th
Monday, July 25th
Monday, August 22nd
Monday, September 19th
Monday, October 24th
Monday, November 21st
Monday, December 19th

Meetings will begin at 5:30 PM

Regards,

Patricia Ring, Secretary, County Administrator's Office
Administration Building
401 Grand Street, Room 205
Paterson, NJ 07505-2023
Phone: 973-881-4405
Facsimile: 973-881-2853
pring@passaiccountynj.org



Invoice

Ben Shaffer Recreation Inc.

P.O. Box 844
Lake Hopatcong NJ 07849

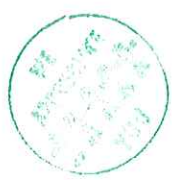
Date	Invoice #
2/9/2016	BSR-16-19FS

PAID
01/27/2016

Bill To Friends of Passaic County Parks Matthew Jordan 401 Grand Street Room 205 Paterson, NJ 07505 USA

P.O. No.	Terms	Project
	Paid	

Quantity	Description	Rate	Amount
1	Classic Series Contoured Bench, 6-Ft 2nd Site Systems(R) Slats, Black frame	1,496.00	1,496.00T
1	-5% Check with order discount	-74.80	-74.80T
1	Shipping	235.00	235.00T
	Sales Tax	0.00%	0.00
Total			\$1,650.20



COUNTY ADMINISTRATION
 2016 FEB 10 P 2:30

Paid in full for your records only.

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Recreation Inc.



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Lake Hopatcong, NJ 07849

1-800-953-2021

sales@benshaffer.com

www.benshaffer.com

ORDER CONFIRMATION ACKNOWLEDGEMENT

DATE: 2-9-16 Our Reference # BSR- 16-19FS

Sold To: Friends of Passaic County Parks

Your Purchase order number or date of letter 1-27-16

Job Name: Friends of Passaic County Parks

Shipping to: Passaic County Parks Dept
209 Totowa Road
Wayne, NJ 07470

If shipping on a common carrier the trucker will phone 24 hours before delivery:

Contact's name: Darryl Sparta

Contact's phone number: 973-202-3368

Thank you for placing the order with us.

If you have any questions, kindly contact us at 973 663-2021

COUNTY ADMINISTRATOR
2016 FEB 10 P 2:30

Ferraioli, Wielkocz, Cerullo & Cuva, P.A.

Charles J. Ferraioli, Jr., MBA, CPA, RMA
Steven D. Wielkocz, CPA, RMA
James J. Cerullo, CPA, RMA
Paul J. Cuva, CPA, RMA
Thomas M. Ferry, CPA, RMA

Certified Public Accountants
401 Wanaque Avenue
Pompton Lakes, New Jersey 07442
973-835-7900
Fax 973-835-6631

Newton Office
100B Main Street
Newton, N.J. 07860
973-579-3212
Fax 973-579-7128

February 9, 2016

Friends of Passaic County Parks
Attn: Matthew Jordan
401 Grand Street
Paterson, NJ 07505-2027

Mr. Jordan:

Enclosed are copies of Friends of Passaic County Parks A Nonprofit Corporation's (the "Organization") Forms CRI-150-I and CRI-300R for the fiscal years 2014, 2013 and 2012.

Please have two authorized officers sign page 6 for each form. Issue three (3) checks each for \$275 to the "New Jersey Division of Consumer Affairs", and mail the completed registration, enclosures and related attachments to the **New Jersey Division of Community Affairs, Charities Registration & Investigation Section, P.O. Box 45021, Newark, NJ 07101 before February 19, 2016.**

We very much appreciate the opportunity to serve you. If you should have any questions, please do not hesitate to call.

Very Truly Yours,



Edzel Ubas
FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A

COUNTY ADMINISTRATOR
2016 FEB 12 P 1:04

