



# The Giving Common

An Initiative of the Boston Foundation

[www.thegivingcommon.org](http://www.thegivingcommon.org)

## Community Outreach Group Inc.



**COGdesign**

**Current**

### General Information

PO Box 380275  
Cambridge, MA 02238  
(781) 642-6662

**Website**

[cogdesign.org](http://cogdesign.org)

**Organization Contact**

Meg Muckenhoupt [info@Cogdesign.org](mailto:info@Cogdesign.org)

**Year of Incorporation**

1997

# Statements & Search Criteria

## **Mission Statement**

The Community Outreach Group for Landscape Design (COGdesign) provides pro-bono landscape design services to underserved communities to bring attractive, healthy open spaces to their neighborhoods.

COGdesign is a non-profit service organization that

- Connects community groups with quality landscape design that responds to the community's needs
- Generates meaningful professional experience for student and practicing landscape designers
- Creates volunteer opportunities for anyone interested in strengthening communities by creating and improving neighborhood green spaces.

## **Background Statement**

COGdesign was launched in 1995 as a program of the Boston Society of Landscape Architects (BSLA) student chapter at the Radcliffe Seminars in Landscape Design. After receiving many requests for design help from community groups, and witnessing designers' strong interest in working with community projects, organizers decided to incorporate COGdesign as an independent non-profit organization in 1997.

To date, COGdesign has worked with community clients on 109 landscape design projects in greater Boston and eastern Massachusetts in rural, suburban, and urban locations.

## **Impact Statement**

In the last year (9/1/15-9/1/16), COGdesign volunteers completed landscape designs for six sites:

1. Codman Academy, Dorchester
2. Food Project, Dorchester
3. Healey Field, Roslindale
4. Girdler House, Beverly
5. United Teen Equality Center, Lowell
6. Natick Housing Authority, Natick

COGdesign volunteers began work on two new projects since 9/1/15 and continued work on two other projects; our goal for the rest of 2016 is to finish these designs

1. New planting and paths for the entrance rotary for low-income housing, Quincy Housing Authority;
2. Renewing plazas in Peabody Square, Dorchester for Greater Ashmont Main Streets.
3. Continued work on a Master Plan for Mother Brook Arts Center, Dedham,
4. Continued ongoing consulting on the Somerville Community Growing Center's redesign.

## **Needs Statement**

- More experienced volunteers to act as Project Managers for more projects. Our capacity to take on new projects is limited by the number of Project Managers available to manage the relationship between community clients and volunteer designers.
- Dedicated volunteers to support community clients in planning to maintain their new landscapes, and to carry out maintenance when requested.
- Dedicated volunteers to document our projects, especially skilled photographers
- A stable, long-term source of funding
- Permanent office space.
- Skilled administrative assistance for maintaining databases, creating mailings and so on.

## Service Categories

Botanical, Horticultural & Landscape Services

## Geographic Areas Served

COGdesign concentrates on urban sites in Greater Boston, but we have served community clients throughout eastern Massachusetts.

Please review online profile for full list of selected areas served.

# Programs

## **Project Design**

<b>Description</b>	COGdesign's volunteer landscape designers complete plans for 5-10 projects per year on average, donating \$50K-\$100K of professional time.
<b>Budget</b>	30000
<b>Category</b>	Environment, General/Other Environmental & Sustainable Design
<b>Population Served</b>	Poor, Economically Disadvantaged, Indigent, Children and Youth (0 - 19 years), Elderly and/or Disabled
<b>Program Short Term Success</b>	Designs completed for community groups, enabling them to begin fundraising and/or installation work
<b>Program Long term Success</b>	Populations gaining access to healthy, attractive, useful open spaces in their own communities
<b>Program Success Monitored By</b>	Community groups break ground for project
<b>Examples of Program Success</b>	The site is built and maintained as open space.

# Management

## CEO/Executive Director

<b>Executive Director</b>	Ms Meg Muckenhoupt
<b>Term Start</b>	Apr 2015
<b>Email</b>	info@cogdesign.org

## Staff Information

<b>Full Time Staff</b>	0
<b>Part Time Staff</b>	1
<b>Volunteers</b>	30
<b>Contractors</b>	1

## Staff Demographics - Ethnicity

<b>African American/Black</b>	0
<b>Asian American/Pacific Islander</b>	0
<b>Caucasian</b>	1
<b>Hispanic/Latino</b>	0
<b>Native American/American Indian</b>	0
<b>Other</b>	0 0

## Staff Demographics - Gender

<b>Male</b>	0
<b>Female</b>	1
<b>Unspecified</b>	0

## Formal Evaluations

<b>CEO Formal Evaluation</b>	No
<b>CEO/Executive Formal Evaluation Frequency</b>	N/A
<b>Senior Management Formal Evaluation</b>	No
<b>Senior Management Formal Evaluation Frequency</b>	N/A
<b>NonManagement Formal Evaluation</b>	No
<b>Non Management Formal Evaluation Frequency</b>	N/A

## Plans & Policies

<b>Organization has a Fundraising Plan?</b>	Under Development
---	-------------------

<b>Organization has a Strategic Plan?</b>	Yes
<b>Years Strategic Plan Considers</b>	N/A
<b>Does your organization have a Business Continuity of Operations Plan?</b>	No
<b>Management Succession Plan?</b>	No
<b>Organization Policy and Procedures</b>	No
<b>Nondiscrimination Policy</b>	No
<b>Whistleblower Policy</b>	No
<b>Document Destruction Policy</b>	No
<b>Directors and Officers Insurance Policy</b>	Yes
<b>Is your organization licensed by the Government?</b>	No
<b>Registration</b>	No
<b>Permit?</b>	Yes

# Board & Governance

## Board Chair

<b>Board Chair</b>	Ms Karen Clay
<b>Company Affiliation</b>	Rebuilding Together Boston
<b>Term</b>	May 2016 to May 2018
<b>Email</b>	karenclay2@gmail.com

## Board CoChair

<b>Board CoChair</b>	Valerie Burns
<b>Term</b>	May 2016 to May 2018
<b>Email</b>	vj.burns@icloud.com

## Board Members

<b>Name</b>	<b>Affiliation</b>	<b>Status</b>
Valerie Burns	Retired	Voting
Karen Clay	Landscape Designer	Voting
Terese D'Urso	Community Volunteers	Voting
David Jay ASLA	Weinmayr Jay Design	
Jean Krasnow	Community Volunteer	Voting
Karen Longeteig	Growing Native Gardens	Voting
Jeanne Van Orman	Retired	Voting

## Board Demographics - Ethnicity

<b>African American/Black</b>	1
<b>Asian American/Pacific Islander</b>	0
<b>Caucasian</b>	6
<b>Hispanic/Latino</b>	0
<b>Native American/American Indian</b>	0
<b>Other</b>	0

## Board Demographics - Gender

<b>Male</b>	1
<b>Female</b>	6
<b>Unspecified</b>	0

## Board Information

### **Board Term Lengths**

	2
<b>Board Term Limits</b>	2
<b>Number of Full Board Meetings Annually</b>	10
<b>Board Meeting Attendance %</b>	90%
<b>Written Board Selection Criteria?</b>	Yes
<b>Written Conflict of Interest Policy?</b>	Yes
<b>Percentage Making Monetary Contributions</b>	100%
<b>Percentage Making In-Kind Contributions</b>	100%
<b>Constituency Includes Client Representation</b>	No

### Additional Board Members and Affiliations

<u>Name</u>	<u>Affiliation</u>
John Furlong	Boston Architecture Center
Linda Herman	Floral Designer
Karen Howard	Howard Garden Designs
Clarke Keenan	Retired
Sally Muspratt	Sally Muspratt Landscape Design
Todd Richardson FASLA	Richardson & Associates Landscape Architects
Alexandra Schweitzer	Healthcare administrator



# Impact

## **Goals**

Our present goal is to complete landscape designs for 5-10 community groups each year for the next five years, enabling them to bring healthy, attractive, and useful open space to their neighborhoods. We hope to see at least half of our completed designs built in that time period; the time to completion varies with the site, funding timetables, and city, state, and federal regulations and requirements.

## **Strategies**

We were recipients of a grant from the Boston Vision Fund to undertake a strategy and visioning process in partnership with the ESC group to establish long-term strategies for supporting COGdesign. We are currently implementing that plan, and we are continuing our successful practice of communicating our mission to landscape architects and designers throughout greater Boston, and working with our many referred community groups. At this point, we have as many applicants for COGdesign's services as we can serve.

## **Capabilities**

We have a large database of professional landscape designers who would love to change the world. We have a part-time Executive Director who has extensive experience in web and print publishing to communicate COGdesign's mission and needs.

## **Indicators**

We will complete more projects for more communities, and see more of them built and enjoyed -- like Symphony Park, a COGdesign project that celebrated its opening in June, 2015, the Codman Academy playground, opened October, 2015, and the Food Project Community Garden installed April 2016.

## **Progress**

Our 2014 baseline was three projects completed. In 2015, we worked on six projects. Volunteers have worked on nine projects so far in 2016--three continuing from 2015.

# Financials

## Fiscal Year

<b>Fiscal Year Start</b>	Jan 01, 2015
<b>Fiscal Year End</b>	Dec 31, 2016
<b>Projected Revenue</b>	\$76,000.00
<b>Projected Expenses</b>	\$63,148.00
<b>Endowment?</b>	No
<b>Credit Line?</b>	No
<b>Reserve Fund?</b>	No
<b>Months Reserve Fund Covers</b>	0

## Detailed Financials

### **Revenue and Expenses**

<b>Fiscal Year</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>Total Revenue</b>	\$64,242	\$62,700	\$70,237
<b>Total Expenses</b>	\$77,204	\$93,702	\$67,774

### **Revenue Sources**

<b>Fiscal Year</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>Foundation and Corporation Contributions</b>	--	--	--
<b>Government Contributions</b>	\$0	\$0	\$0
<b>Federal</b>	--	--	--
<b>State</b>	--	--	--
<b>Local</b>	--	--	--
<b>Unspecified</b>	--	--	--
<b>Individual Contributions</b>	\$58,021	\$52,074	\$53,931
<b>Indirect Public Support</b>	--	--	--
<b>Earned Revenue</b>	\$1,580	--	\$3,500
<b>Investment Income, Net of Losses</b>	--	--	--
<b>Membership Dues</b>	--	--	--
<b>Special Events</b>	\$4,641	\$10,626	\$12,806
<b>Revenue In-Kind</b>	--	--	--
<b>Other</b>	--	--	--

### Expense Allocation

Fiscal Year	2015	2014	2013
Program Expense	\$66,373	\$76,624	\$54,311
Administration Expense	\$8,798	\$9,919	\$6,815
Fundraising Expense	\$2,033	\$7,159	\$6,648
Payments to Affiliates	--	--	--
Total Revenue/Total Expenses	0.83	0.67	1.04
Program Expense/Total Expenses	86%	82%	80%
Fundraising Expense/Contributed Revenue	3%	11%	10%

### Assets and Liabilities

Fiscal Year	2015	2014	2013
Total Assets	\$18,529	\$31,763	\$63,577
Current Assets	\$18,529	\$31,763	\$63,577
Long-Term Liabilities	\$0	\$0	\$0
Current Liabilities	\$87	\$2,160	\$3,167
Total Net Assets	\$18,442	\$29,603	\$60,410

### Short Term Solvency

Fiscal Year	2015	2014	2013
Current Ratio: Current Assets/Current Liabilities	212.98	14.71	20.07

### Long Term Solvency

Fiscal Year	2015	2014	2013
Long-Term Liabilities/Total Assets	0%	0%	0%

### Top Funding Sources

Fiscal Year	2015	2014	2013
Top Funding Source & Dollar Amount	--	--	--
Second Highest Funding Source & Dollar Amount	--	--	--
Third Highest Funding Source & Dollar Amount	--	--	--

## Capital Campaign

Currently in a Capital Campaign?

No

## Comments

### Foundation Staff Comments

Financial summary data in the charts and graphs above are per the organization's IRS Form 990-EZs. Contributions from foundations and corporations are listed under individuals when the breakout was not available. Please note, additional functional expense breakout detail was obtained from the Form PC on file with the state of Massachusetts for FY15, FY14 and FY13.