

Friends of GTM NERR

Draft Minutes of Board Meeting: Tuesday, July 12, 2005

Members present:

Carl Hampp, Pierre Pierce, Agnes Danciger, Steve Harrison, Frank Pixler, Barbara Starck, Joe Hutnan, Carol Travis, Bill Coleman, and Gail Hankinson.

Members excused:

Anita Pierce and Sheryl Aycock-Anderson

Members not present:

Lou Donnangelo and Bill Gellatly.

Staff Present:

Ken Berk, Janet Zimmerman, & Katie Flynn

- I. Meeting called to order at 5:00 p.m. by Carl Hampp at the EEC
- II. Minutes of June 14, 2005 meeting approval
 - Discussion of minutes: correction in staff members in attendance.
 - Motion to approve the minutes as corrected made by Steve Harrison
 - Seconded by Bill Coleman
 - Unanimously approved.
- III. Treasurer's Report by Agnes Danciger

Friends of GTMNERR have approximately \$80,000.00 of unrestricted funds. About half of which are in the checking account and half in the money market account. A treasurer's report was filed with the secretary reflecting:

 - Checking account: \$41,972.42
 - Money market account: \$112,016.69
 - Restricted: \$73,000.00
 - Unrestricted: \$39,016.69
- IV. Finance Committee Update by Agnes Danciger

Expected expenses in the next few months include approximately \$7,500. for the VIP reception and Grand Opening activities, \$7,000 additional start up costs of the nature store, and some costs for additional mail outs regarding solicitation of new members. Membership renewal will be October 1, 2005.

The board was asked to ratify the purchase of Quick Books software and equipment for the Nature Store that was recommended by the CPA. That purchase was in the amount of \$3,444.50. Motion made by Agnes Danciger, seconded by Frank Pixler. Unanimously approved.

The committee has obtained a State sales tax ID number on behalf of the Nature Store. That information will be turned over to Katie Flynn.

V. Grand Opening Update by Carl Hampp and Bill Coleman

The committee working on the Grand Opening has been very busy finalizing the event. The VIP event will be Friday, Sept 24, from 6-8 p.m. Between 300 and 400 guests have been invited and approximately 150 to 200 are expected to attend. A musical trio has been engaged for \$250. Tables and linens for 14 tables have been arranged. Food and beverages will be approximately \$25. per person, anticipating about 200 persons.

Sept. 25 the EEC will have the Grand Opening for the Public at 9:00 a.m. Board members were requested to help call and invite persons to attend the Saturday event.

VI. Nominating Sub-Committee report by Joe Hutnan

Mr. Bill Dudley has resigned from the Board due to conflicting responsibilities.

The Nominating Sub-Committee has several Board vacancies to fill and one Committee Chair position to fill. They are working to identify individuals that can bring skills and experience to the Board that are needed, such as, retail sales experience, computer or web design expertise, legal or finance background. All board members are encouraged to contact the Nominating sub-committee with suggestions for talents that are needed on the Board and for suggestions of persons who might be willing to serve in that capacity.

The Nominating Sub-Committee contacted members of the Board regarding their willingness to serve as officers and recommended the following slate of officers for the upcoming year:

Carl Hampp – President
Bill Coleman – Vice President
Gail Hankinson – Secretary
Agnes Danciger – Treasurer

A motion was made by Steve Harrison, seconded by Carol Travis, to accept the slate of officers as recommended. Unanimously passed.

VII. Mass Mailing and Brick Update by Carol Travis and Barbara Starck

The Charter Brick Program is closed. The bricks have been ordered and will be installed in the sidewalk section closest to the EEC entrance doors, hopefully before the Grand Opening. A new round of brick orders will be

started for a second order. The price of bricks will be somewhat higher for the next round. Katie will coordinate with Daryl to remove the Charter Brick Program solicitation off the web site.

Barbara gave an overview of the current membership. Memberships expire September 30. A new membership mailing will be sent with a Save the Date insert inviting everyone to the Grand Opening Sept. 25.

VIII. Nature Store Update

A Scope of work for the Manager position is being finalized to meet all legal obligations. Agreements with some vendors to supply goods now with payment due in December are being worked out. We are also looking into the cost of purchasing some display cases compared to using vendor supplied displays. Books for the nature store are being selected.

Frank presented several cost estimates for decals and stickers, Board members discussed the desirability of ordering decals and stickers. The Board supported the purchase of both static cling decals for gifts to donors and for sale as well as crack and peel stickers to be sold in the Nature Store. There was a motion by Carl Hampp, seconded by Agnes Danciger, to authorize the committee to obtain 5,000 crack and peel stickers and 1,000 static cling decals. Passed unanimously.

IX. NERR Update by Ken Berk and Janet Zimmerman

Ken gave an overview of the issues with the building and grounds. The revenue received over the 4th of July weekend were very high now that the gate is installed and operating. Over \$500 was collected each day of the holiday weekend.

Janet reported on the success of the volunteer appreciation events that were held over the past month. Also 43 new volunteers came to the ECC for training. The expenditures for these volunteer events were detailed. A request was made to replenish the petty cash fund. A motion was made to establish a standard petty cash balance of \$400 and to allow for the treasurer to replenish the petty cash fund to that figure on an as needed basis. Detailed receipts for expenditures from petty cash will continue to be turned over to the treasurer. Motion made by Gail Hankinson, seconded by Pierre Pierce, passed unanimously.

X. Other Business - None

XI. Next Meeting will be August 9th at 5 p.m. at Guana EEC Office.

XI. Meeting adjourned 6:30 p.m.