

GTMNERR

Minutes of Board Meeting: Tuesday, December 14, 2004

Members present:

Daryl LaBello,
Joe Hutnan,
Carl Hampp,
Agnes Danciger,
Sheryl Aycock-Anderson,
Pierre Pierce,
Anita Pierce,
Bill Coleman,
Carol Travis,
Gail L. Hankinson,
Steve Harrison

Staff Present:

Ken Berk,
Janet Zimmerman,
Carroll Kissam

- I. Meeting called to order at 5:12 p.m.
- II. Minutes from previous meeting
 - Motion made and approved to accept minutes as is.
- III. Nature Store Update - Steve
 - Steve passed around pictures of the interior.
 - Starting with kid-friendly items. Pins, visors, hats, shirts, books, cards, stuffed animals, nature booklet.
 - Nature books need to be checked by the NERR Naturalist for accuracy.
 - Jewelry and artwork still need some thought and discussion. Do we want to be an advocate for local artists? Rookery Bay has an art council that guides decisions. Need to setup a committee to handle these items.
 - Need to make sure we have enough stock and variety for grand opening.
 - Possible soft opening in spring/summer with grand opening last weekend in September for National Estuaries day.
 - Gail discussed having a liaison with St. John's Water Management District. They produce coloring books that could be given to children. They could possibly make one specific to our area.
 - 14-panel mural can also be converted to coloring book.
 - Point of sale put off until we get input from finance.
- IV. Finance - Agnes
 - Year-end filings spending was approved by executive committee and ratified by the entire board.
 - Finance committee has met and drafted a purpose and responsibilities document.

- See Appendix 1 and 2 for Finance Committee documents.
- CPA has been engaged to provide information on reporting to the board.
- Agnes proposed a motion that any two officers can sign a check. Gail proposed that a petty cash fund should be setup. And that the treasurer could be allowed sign a check under \$200. The motion was amended to include this. All checks and deposits must have a detail motion is...
 - Any check over \$200 requires signature of two officers. Checks under \$200 can be signed by the treasurer.
- Motion to amend made by Gail seconded by Pierre.
- Motion to amend passed.
- Motion to accept policy made by Agnes, seconded by Carl.
- Motion passed.
- Agnes made a proposal to open a brokerage account with Wachovia. Discussion was made that fees and such may be less at other brokerage houses. We should investigate.
- Policy should also be that gifts of stocks be sold on the same day they are received.
- Motion to accept this policy was made by Carol and seconded by Steve.
- Motion passed.
- See Appendix 4 for the Treasure's Report.

V. Development – mass mailing – Agnes

- For figures see Appendix 3 of these minutes for the Mass Mailing Report
- Janet asked that any mailings not sent out be brought to January meeting for re-distribution.

VI. Website

- November and December stats over 2000 unique visits to the site a month.
- November total 2123...



- December total 2053...



VII. Other

- Carl restated that FOGTMNERR board members are not to make any statements to the press about the NERR, ECC, or the policies of the organization without board approval.
- Ken mentioned new signage.
- There was an article in Times Union Shore lines that had quite a bit of inaccurate information.
- Sheryl mentioned that we need to connect with Flagler College for interns and volunteers.
- Steve gave a round of thanks to Agnes and Barb for all their work on the mailing.

VIII. Next meeting – January 11 at Guana office.

IX. Meeting adjourned at 6:00 p.m.

Appendix 1
Finance Committee

Chairman: Agnes Danciger, Treasurer
Committee: Carl Hampp, Steve Harrison, Bill Coleman, Kramer Upchurch & Ken Berk, *ex officio*

Purpose: To ensure the financial integrity and accountability of the Friends of GTM NERR.
Recommends financial policies that protect the assets, reviews the annual budget and recommends it to the full board for approval, oversees the annual audit and recommends policies that govern the management of investments.

Responsibilities:

1. Seeing that accurate and complete financial records are maintained;
2. Seeing that accurate, timely and meaningful financial statements are prepared and presented to the board;
3. Budgeting;
4. Safeguarding the assets;
5. Complying with federal, state & other reporting requirements; &
6. Helping the full board understand the Friends of GTM NERR's finances.

Finance Committee Meeting Agenda
November 24, 2004

Attending: Agnes Danciger, Carl Hampp, Steve Harrison, Janet Zimmerman (for Ken Berk)

Out of town: Kramer Upchurch and Bill Coleman

1. Review of the purpose and responsibilities of the committee
2. Davis and Davis

It was reported that this firm has been contracted with to prepare the filings due in December for the fiscal year Oct 1 '03-Sept 30 '04.) The Executive Committee approved the proposed expenditure (Not to exceed \$1000 but expected to be in a range of \$350-\$600) and will be brought to the board for ratification at the December board meeting.

Scope of future work for Davis & Davis was discussed.

Should include the following:

1. annual filings
2. setting up of chart of accounts for bookstore & recommending software for running of the bookstore
3. oversight of change from cash-basis to accrual-basis
4. handling of ongoing bookkeeping activities

It was thought that at this time the books would be kept on a cash-basis and the preparation of the books would be conducted on an accrual-basis. We would need assistance from Davis & Davis on setting up the chart of accounts for the cash-basis so that it would feed into the preparation of filings.

Monthly reports to the board would be on made on income and expenses via the reports generated on Quicken.

3. There was discussion on the following items:
 - a. Internal controls & procedures: signature requirements
 - b. Travel & entertainment reimbursement
 - c. Conflicts of interest
 - d. Insurance coverage
 - e. Bids for services
 - f. Contractual agreements

- g. Gifts of securities: to be sold immediately upon receipt unless otherwise restricted by donor
- h. Independent audits
- i. Investment guidelines for operating and money market funds
- j. How much a given item may vary from the budget before requiring board review

Action: The following policy would be recommended to the board for its approval
That any checks written would be signed by two of the four officers.

Action: Initial preparation of a budget would be initiated by Carl

Appendix 2
Finance Committee

Chairman: Agnes Danciger, Treasurer
Committee: Carl Hampp, Steve Harrison, Bill Coleman, Kramer Upchurch & Ken Berk, *ex officio*

Purpose: To ensure the financial integrity and accountability of the Friends of GTM NERR.
Recommends financial policies that protect the assets, reviews the annual budget and recommends it to the full board for approval, oversees the annual audit and recommends policies that govern the management of investments.

Responsibilities:

7. Seeing that accurate and complete financial records are maintained;
8. Seeing that accurate, timely and meaningful financial statements are prepared and presented to the board;
9. Budgeting and anticipating financial problems;
10. Safeguarding the assets;
11. Complying with federal, state & other reporting requirements; &
12. Helping the full board understand the Friends of GTM NERR's finances.

For discussion:

Scope of work for Davis & Davis

Develop finance policies to be reviewed and approved by the board.

- k. Internal controls & procedures: signature requirements?
- l. Travel & entertainment reimbursement
- m. Conflicts of interest
- n. Insurance coverage
- o. Bids for services
- p. Contractual agreements
- q. Gifts of securities: to be sold immediately upon receipt unless otherwise restricted by donor?
- r. Independent audits
- s. Investment guidelines for operating and money market funds
- t. How much a given item may vary from the budget before requiring board review

Appendix 3
MASS MAILING REPORT
12/14/04

Expenses:

Creative design/art work (logo/membership brochure brick brochure/etc.)	\$2,000.00
Mailing/data processing	\$3,168.92
Printing of envelopes/brochures	\$8,367.83
Postage	\$ 374.00
Total:	<u>\$13,910.75</u>

Income to date:

Memberships (includes \$200 that were "donation only")	\$7,900
Bricks	\$7,900
Memorial	\$ 50
Total:	\$15,850

Additional print costs for letterhead, envelopes, brick & membership brochures (5 K and 10 K) was \$3,892.09.

Appendix 4
Friends of GTM NERR

Treasurer's Report

November 9, 2004

As of 11/03/2004

Checking Account balance:		<u>\$ 15,372.15</u>
Money Market Account balance:		\$244,068.59
Restricted:	-	<u>\$207,000.00</u>
		\$ 37,068.59

Appendix 5
BRICK REPORT

December 14, 2004

60 people purchased bricks.

Breakout of purchased bricks:

57 @ \$100	5,700
4 @ \$250	1,000
1 @ \$1200	1,200

Total monies received for bricks: \$7,900