

# FRIENDS OF TOPSAIL HILL PRESERVE STATE PARK

## BOARD MEETING MINUTES

JULY 13, 2017

### ATTENDANCE

BOARD:	President	Worth Green
	Vice President	Victoria Hunt
	Secretary	Janice Gaultney
	Treasurer	Ann Perry
PARK:	Park Manager	Mebane Ogden
	Assistant Park Manager	Vicki Tiseth
	Park Services Specialist	Hallie Oalde

### CALL TO ORDER

- . Worth called the meeting to order at 1:03 PM.
- . Worth, Ann, Janice, and Victoria submitted their monthly reports. See attached.

### APPROVAL OF MINUTES

- . Ann moved to approve the minutes of the 06/08/2017 Board meeting with one correction (Vicki did not attend), Janice seconded, and the Board approved unanimously.

### TREASURER'S REPORT

- . Ann gave a report on June financials. Total revenue was \$18,378.15; total expenses were \$16,525.59. We have \$10,379.08 in our checking account, and \$54,993.74 in our money market account. See attached.
- . Janice moved that the Board approve the financial report, Worth seconded, and the Board approved unanimously.

### TO BE READ INTO MINUTES

- . Worth announced the resignation on July 3, 2017 of Vice President, Faith Whalen. Faith will continue to volunteer in the Park, working with Hallie. On behalf of the Board, Worth thanked Faith for her many contributions to the Park and CSO during her tenure as Vice President.
- . Worth announced the results of the E-vote taken on July 4, 2017 to hire a part-time temporary Store Employee, Bruce Lachmann. The hire was approved unanimously.

### APPOINTMENT OF BOARD VICE PRESIDENT AND STANDING COMMITTEES/CHAIRS

- . Worth nominated Victoria Hunt to fill the recently vacated Vice President's position and requested the Board's approval. Ann made the motion to accept the appointment of Victoria Hunt as Vice President, Janice seconded, and the Board approved unanimously.
- . Worth nominated Bill Yourick to be the Enhancement Projects Chairperson and requested the Board's approval. Ann made a motion to accept the appointment of Bill Yourick as Enhancement Projects Chairperson, Janice seconded, and the Board approved unanimously.
- . Worth requested the Board create a new Standing Committee for Watercraft Maintenance and nominated Bruce Lachmann to be the Chairperson. Victoria made a motion to create a Watercraft Maintenance Committee, Janice seconded, and the Board approved unanimously. Victoria moved to

appoint Bruce Lachmann as Watercraft Maintenance Chair, Janice seconded, and the Board approved unanimously.

. Attached is a list of Board members, committees and committee chairs.

### **MID-YEAR BUDGET APPROVAL**

. Worth reviewed the final draft of the 2017 mid-year CSO Budget which contained changes from the January annual membership meeting, the March 29 special budget amendment, and the just completed June mid-year budget revision process. The following documents were presented.

1. The revised 2017 budget resulting from the changes made from the January annual membership meeting and the March 29 special budget amendment. See attached.
2. A revised 2017 line item budget detailing the March 29 budget amounts, the recommended increase or decrease in the line item amount, and the reason for the change. See attached.
3. A comparison of the revised 2017 budget resulting from the changes made from the January annual membership meeting and the March 29 special budget amendment to actual revenue and expenses through June. See attached.
4. An Excel spreadsheet documenting (see attached):
  - a. The remaining CSO funds (\$16,561) available to the Park for all expenses through the end of calendar year 2017.
  - b. The significant reduction of money market funds since December 1, 2016 (from \$77,000 to \$54,000). Worth expressed concern that the employee and inventory expenses of running the Park Store were greater than anticipated, and in the worst case scenario could result in a further significant reduction in the money market balance. Because of that concern, Worth recommended that the Board accept the 2017 mid-year budget as presented.

. Ann moved to approve the 2017 Mid-Year Budget as presented, Victoria seconded, and the Board approved unanimously.

### **CSO VOLUNTEERS**

. Vsys online portal's volunteer time entry function is still not available. Hallie was asked to look into the issue.

. Worth requested that outside their scheduled obligations with the Park, Park volunteers be encouraged to work additional hours in the store, BWAR, etc. Spouses who are not volunteers may be willing to assist the CSO by volunteering.

. A discussion followed regarding offering CSO honorary membership to Park volunteers who work an additional 15 hours in the store.

### **PURCHASING REMAINING STATE PRODUCTS**

. Park management removed the state register from the Park Store the second week of July. Worth proposed a new methodology for compensating the Park for their inventory which now must be sold through the CSO register. Given the inventory expense issues detailed in the 2017 mid-year budget, the CSO will no longer purchase inventory from the Park before selling it. Rather, the CSO will provide a report to Park Management at each Board meeting of the Park inventory. If the report is approved by Park Management and the Board, the CSO Treasurer will write a check to the Park for the appropriate amount. Worth presented the first report for June.

### **CSO TRAINING**

. Vicki described a Customer Service Training Video that will be helpful in training store employees and volunteers regarding the concept of customer service. A general discussion followed on other methods for training CSO volunteers and employees.

### **VICTORIA'S CORNER**

- . Art in the Park – There were 5 attendees in July; they were not campers but people outside the Park.
- . Breakfast with a Ranger – There was a record number of breakfast goers in June, and food nearly ran short. In July, the core group of volunteers were present, but the numbers were smaller because of heavy rain.
- . The first summer concert, featuring Ronnie McBryer, was well attended; there were 120 people attending, including campers. Victoria thanked Hallie for her assistance. The second concert is scheduled for August 4.

### **PARK QUARTERLY PROGRAM DISTRIBUTION**

- . Worth asked if the Park (Faith) would be responsible for producing the Quarterly Program Schedule and how its electronic distribution would be handled now that Faith is no longer on the Board. Worth will meet with Faith in a few days and will discuss this process with her.

### **PARK MANAGEMENT**

- . Approved for Black Bear Cub Purchase.
- . Washer and Dryer: \$12,000; Still getting quote for gas/water.
- . Decking: We have quotes. Let's get that done as soon as possible. Victoria will resend all quotes to the Board for an e-vote on the lowest bid. Worth expressed concern that the Park carefully considers this expenditure as the CSO will be unable to provide additional funding to the Park in 2017 beyond that detailed in the approved mid-year budget.
- . There will be a meeting for all volunteers on August 2. The Board is invited.
- . Mebane is happy to see the donation boxes.
- . Mebane recommended the Board have a summer party to encourage new membership/participation.
- . On October 7, the Park will host a group owning Vintage RV's. The "I Love Lucy" camper will be among the RV's! She asked that the CSO partner with the Park for this event.
- . Vicki reminded the Board someone new will need to take over special events since Faith's resignation. Much discussion followed regarding the paddle program, booking & paying on site, etc. Worth will have more information after exit interview with Faith.
- . The next Volunteer Appreciation Luncheon is Wednesday, July 19, at 11:00 AM.

### **ADDITIONAL ITEMS FROM THE FLOOR**

- . The next Board meeting will be postponed from August 10 to August 17.
- . The August Volunteer Appreciation Luncheon is scheduled for August 16.
- . Janice asked Mebane if the Park would be interested in her HOA donating six table and chair sets (four chairs per table) if the HOA were unable to sell them. Mebane said she would like to have them for the Park. Janice will email Mebane regarding.

### **ADJOURN**

- . At 3:00 Janice made a motion to adjourn the meeting, Victoria seconded, and the Board approved unanimously.

Respectfully submitted,

Janice M. Gaultney  
Secretary

