

FRIENDS OF TOPSAIL HILL PRESERVE STATE PARK

BOARD MEETING MINUTES

November 9, 2017

ATTENDANCE

BOARD:	President	Worth Green
	Vice President	Victoria Hunt
	Treasurer	Ann Perry
PARK:	Park Manager	Mebane Ogden
	Assistant Park Manager	Vicki Tiseth
	Park Services Specialist	Hallie Oalde
		Chris Whittle
	Maintenance Supervisor	Allen Murray

CALL TO ORDER

-Worth called the meeting to order at 1:08 PM.

APPROVAL OF MINUTES

- Victoria moved to approve the minutes of the 10/12/2017. Ann seconded, and the Board approved unanimously.

TREASURER'S REPORT

- Ann presented financial report for October. Total revenue was \$12,499.81; Total expenditures were \$10,335.19; Net revenue \$2,223.36

-The Bank Statement for the month was also available per suggestion from the CSO meeting in Orlando. Mebane recommended attaching a copy of the monthly bank statement cover sheet to the Treasurers report.

-Ann pointed out that all statements and with receipts are kept in a locked file cabinet in the Camp Store. Payroll documentation and Sales tax reports are also in the file.

Ann made a motion to approve the minutes as read. Victoria second, motion passed.

-Worth presented a report on October's sales of the remaining State products in the store (see attached). Mebane agreed with the report. The CSO gave Mebane a check for \$276.70 for October "Park Inventory" sales.

- Worth presented November's YTD Budget to Actuals report and briefly reviewed total sales, expenses, and YTD profit/loss (see attached).

- Plans for the Nov 11 CSO Meet and Greet were discussed:

- Chans Wine World was paid to supply wine and cheese
- The tent will be up around one so will be used for the event.
- The tram could be used if needed to bring people back to the main lot.
- Cart 14 will be used if needed to bring people to the event from the parking lot.
- Mebane and Worth will speak at the event.

- The PVC bird for the Veterans Day Drawing of Chance will be brought to the tent but no tickets will be pushed and no donation boxes will be put out to keep the focus on the goal of getting members and volunteers.
- Other suggestions were made of hanging Abby's signs and offer tour of the store for anyone interested.
- 5 to 7 volunteers would be needed.

- **Art in the Park** will begin again in December. Dates were given to Hallie and dates written in the Club House book in the Ranger Station. There was a conflict with the use of the Club House in December and Vicki offered a cabin for that class. Carol Dickson will be donating watercolor painting this month for sale in the store. It was pointed out that whenever people donate something to the CSO, a Donation Property Form must be filled out. Worth has these forms. Victoria will take care of the one for Carol donation.

-**The Ranger Breakfast** for Veterans' Day was discussed. It was pointed out that all volunteers that are there just for that event must be listed on the Volunteer Form.

-Victoria and Ann gave presentations regarding the Friends of Florida State Park Annual Meeting held in Orlando.

-Veteran's Day event discussion was tabled until next meeting at 3pm.

Park Management

Mebane complimented the CSO for having two representatives for Topsail at the meeting in Orlando. She pointed out that many good things are being done at the state and local levels to promote the missions of the Florida Parks and the CSOs and that working together we can be successful.

CSO store

- Worth discussed store issues such as:
 - Hiring a store manager
 - Using more volunteers and less paid employees
 - Getting a scanning device to help with inventory management.

Annual meeting

- Dec 9, 2017 after the Ranger Breakfast

Wi-Fi

- Ann reported Wi-Fi update completed except for one part which will be installed soon.

ADJOURN

-At 2:39 Victoria made a motion to adjourn the meeting, Ann seconded, and the Board approved unanimously.

Respectfully submitted,
Victoria Hunt
Acting Secretary