



FRIENDS OF TOPSAIL HILL PRESERVE STATE PARK

BOARD MEETING MINUTES

February 8, 2018

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
	Park Services Specialist	Chris Whittle
	Maintenance Manager	Allen Murray
GUESTS:	CSO member	Pam Cain

CALL TO ORDER

-Worth called the meeting to order at 1:07 PM.

APPROVAL OF MINUTES

- Victoria moved to approve the minutes of the 1/11/2018. Ann seconded, and the Board approved unanimously.

TREASURER'S REPORT

- Ann presented the financial report for October.

- Total revenue was \$8,607.00; Total expenditures were \$7,971.00; Net revenue \$657.00
- Checking account balance \$12,972.00 Money market Account balance \$55,058.56.
- Ann reported a donation to the CSO from the Can Openers of approximately \$1,300 and another from What's Up Dog of \$500 for the 5K run.
- The CSO provided funds for the Lamination of posters and UTV repairs requested last month.

Ann made a motion to approve the financial report as read. Victoria seconded, motion passed.

-January sales of Remaining State Products were presented (see attached). Worth presented a report detailing that the Park Store sold \$158.75 in Park merchandise. Ann gave the Park a check for this amount.

-A report on Year to date Budget to Actuals was presented (see Attached). Worth explained that the 2018 budget to actuals process would be produced directly from QuickBooks and would thus contain all additions and changes whenever the QuickBooks chart of accounts or detail entries are modified.

Ann reported on a tax calculation error regarding Coastal Cruisers. A check was given to Coastal Cruisers and another will be given next month to correct the error. A change in the bike rental fee split to 67%/43% was agreed to by Coastal Cruisers.

Ann also reported on the purchase of a used golf cart for the park for \$2,650.



Worth reported the completion of the needed work on the CSO golf cart.

ART IN THE PARK

The basket class is full for Friday's class. Next three classes are set for March 9, April 13 and May 11

Victoria reported the Medallions for walking sticks will be in at the end of the month. She presented mug possibilities. A discussion followed. After presenting the choices to the Store manager, the selected mug will be ordered.

PARK MANAGEMENT

Mebane discussed the upcoming 10 year Unit Management Plan meeting scheduled for mid-March.

It was brought to our attention that members of the Trails Association may be interested in a Breakfast put on by the CSO. Victoria felt this could be done if enough volunteers were available.

Mebane also wanted to work together with the CSO to get the ramp repair at the Park Store completed. Allen and Worth will get together to discuss that project and the possibility of combining it with the nature center upgrade in the store.

Mebane gave the suggestion that Kayak trailers might be an added item we might offer to assist visitors getting their Kayaks to the beach.

The District 1 Management meeting is being held March 7 and 8. Mebane asked if it would be possible for a CSO member to attend as the FOTHPSP will be recognized as CSO of the Year for Resource Recreation.

ADDITIONAL TOPICS FROM THE FLOOR

Hallie asked if the kayak that was out of service could be used by volunteers. Worth will talk to Bruce and get back to Hallie after the condition of the Kayak is determined.

Ann presented a suggested project for the Dirty Friday group to beautify the Park Store entrance. Margo drew up a possible lay out. Park Management will go to the area to look at what can be done. All felt that would be a good project for the group.

ADJOURN

Victoria made a motion to adjourn the meeting at 2:12, Ann seconded, and the Board approved unanimously.

Respectfully submitted,

Victoria Hunt
Acting Secretary