



## BOARD MEETING MINUTES

March 8, 2018

### ATTENDANCE

BOARD:	President	Worth Green
	Vice President	Victoria Hunt
	Secretary	Janice Gaultney
	Treasurer	Ann Perry
	Candidates	Pam Cain, Brian O'Grady
COMMITTEES:	Membership Chair	Megan Clark
PARK:	Assistant Park Manager	Vicki Tiseth
	Park Services Specialist	Hallie Oalde
	Park Maintenance Manager	Allen Murray
	Park Ranger	Bonnie Frantz

### CALL TO ORDER

. Worth called the meeting to order at 1:01 PM.

### BOARD CANDIDATES

. Worth introduced new Board candidates and expressed his gratitude for their willingness to serve. He explained that both candidates have agreed to serve a trial period to determine if they and the Board are a good fit. Pam has agreed to serve as Communications Director, and Brian has agreed to serve as Projects Director.

. Worth brought up a priority project. The store ramp needs to be refurbished; the Friends will purchase materials if the Park staff will build the ramp.

### APPROVAL OF MINUTES

. Victoria moved to approve the minutes of the 02/08/18 Board meeting, Janice seconded, and the Board approved unanimously.

### TREASURER'S REPORT

. Ann gave a report on February financials. Total revenue was \$10,968; total expenditures were \$16,784. (Ann stated the loss of \$5816 this month is not unusual for January and February.) We have \$8,380 in our checking account, and \$55,067 in our money market account. See attached.

. Donations to the Park included a golf cart for the price of \$2650.

. Ann submitted a summary of Trustmark Business Interest Checking. See attached.

. Ann reported on February sales of remaining State products. The amount to be reimbursed to the Park is \$257.23. She recommended charging half price for the remaining t-shirts, as all the larger sizes have sold. See attached.



. Janice moved that the board approve the financial report, Victoria seconded, and the Board approved unanimously.

### **BUDGET ACTUALS**

. Worth gave a budget to actuals report through March 4, 2018, indicating the percentages over and under the budget. See attached.

### **ADMINISTRATIVE CHANGE TO BY-LAWS**

. Worth explained that we had made an administrative change to the Bylaws. An administrative change is one which the Board makes without a membership vote because a provision of the Bylaws is deemed illegal or contrary to IRS, Florida State law or Florida State Parks policy. Administrative changes do not have to be resubmitted for Board of Directors or General Membership approval; however general membership will be notified via email of any such change. The Bylaws were changed so that a yearly audit (by a non-profit accountant) is required only if revenues exceed \$300,000 per year.

. Worth stated he had informed the Board of the pending Bylaws changes and asked for an email vote approving said changes. The email vote approved the administrative changes unanimously.

### **CSO FUNDRAISING ACTIVITIES**

. Victoria reported that the next art class is Friday, March 9, and is full.

. Victoria will purchase 48 postcards for the store.

. Victoria reminded the Board that there are two BWARs this month, one on March 10 and a special one the following Saturday, March 17, for a returning group.

. Victoria asked that new cabinets be cleaned off before BWAR.

### **PARK MANAGEMENT REPORT**

. In Mebane's absence, Vicki gave the management report.

. Vicki asked the Board to purchase:

1. A coin counter for \$500 that can be set for quarters, which is convenient for machines.
2. A new door and lock for administration and store. Staff will install the door.
3. A mirror to see around corner for \$29.
4. Supplies, printing for around \$250 to create 50 cabin books.

. Vicki informed the Board that the remaining privately owned parcel located within the Park is being sold. Attorneys for the prospective buyers are working with State attorneys to reinstate access to the parcel from 30-A. Therefore, there will be some clearing activity.

. If there is a problem with the laundry, contact the Park first.

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

. Ann reported that the donation boxes are checked once per month. She mentioned that the donation boxes are not handicap accessible. At least a couple need to be lower.

. There was a discussion regarding Wi-Fi in the clubhouse.

. It was agreed that Brian will meet with Allen to work out process for the ramp and door/lock.

. Worth will meet with Pam and Hallie to determine how Pam can best help with communications.

### **ADJOURN**

. At 2:20 Victoria made a motion to adjourn the meeting, Janice seconded, and the Board approved unanimously.



Respectfully submitted,

Janice M. Gaultney  
Secretary