



BOARD MEETING MINUTES

February 21, 2019

ATTENDANCE

BOARD:	President	Ben Brewer
	Secretary	Janice Gaultney
	Treasurer	Ann Perry
	Assistant Treasurer	Claudia Burgess
	Communications Director	Pam Cain
	Fundraising Director	Andy Coleman
	Projects Director	Cliff Knauer
PARK:	Park Manager	Mebane Ogden
	Assistant Park Manager	Allen Murray
	Park Maintenance Supervisor	Mark Lee
	Events/Programming	Faith Whalen
VISITORS		Chip & Kelly Thomas

CALL TO ORDER

. Ben called the meeting to order at 5:00 PM.

MINUTES

. Faith made one correction to the minutes. **The Art in the Park artist's name is Carol Dickson, not Dickerson.**

. Andy made a motion to approve the minutes with the one correction above, Janice seconded, and the Board approved unanimously.

TREASURER'S REPORT

. Ann reported on January financials. Total CSO Donations were \$2958. Total Revenue was \$3256; Total Expenditures were \$1397. Net Revenue for December was \$1884. We had \$12,200 in our checking account and \$51,176 in our money market account. See attached.

. Janice made a motion to approve the financial report, Pam seconded, and the Board approved unanimously.

GOALS/PROGRAM PLAN REVIEW FOR 2019

. Ben reviewed the Friends of Topsail Code of Ethics and Board Financial Policies. Discussion followed. See attached.



. New meeting dates were discussed. Pam made the motion to change the meeting date and time to second Wednesdays at 4:00, Janice seconded, and the Board approved unanimously.

REVIEW OF BYLAWS OF FRIENDS BOARD OF DIRECTORS

. Ben reviewed the bylaws. Discussion followed. See attached.

COMMUNICATIONS & PUBLICITY

. Pam submitted her latest version of the Friends of Topsail Hill Preserve State Park Membership Brochure. Feedback was very positive; the flyer is beautiful. She will make a few changes and send it by email to Board members to approve.

. Pam also shared information regarding shared usage of Friends of Topsail Hill Preserve State Park Facebook account. See attached.

. Pam reported because Mebane was interested in updating the landscaping at the entrance to Topsail, she had put out on Facebook a request for landscape architects to volunteer their time and expertise to design a plan for the entrance and has not received any responses. She asked for input regarding how to reach landscape architects. Cliff mentioned Brad Davis, who is a highly respected landscape architect and would probably be willing to help. Janice agreed and offered to contact him.

PARK MANAGEMENT

. Mebane reported that the Park construction should be completed by March 1.

. Mebane's new house is getting the roof installed now.

. The Park is waiting on Division for new staff member.

. Her staff is busy getting all kinds of projects done before spring break.

. Love Tracks went really well.

. There is nothing to report regarding the camp store concession. District was disappointed that the Friends decided not to sell wood and ice. Ann explained the Friends Board was unable to determine how to manage selling firewood and ice because of needing someone on site to make it work.

REQUEST FOR FUNDS TO EXPAND VOLUNTEER SITES-ELECTRICAL WORK

. Mebane discussed the need to expand Volunteer Sites-Electrical Work. She reported that there are many reasons to expand, but the biggest reason is the enhancement of park operations and visitor services. She said she had spoken to multiple electricians, but she has been able to get only one quote for \$3500.

. Andy made a motion to provide \$3500 for the sites, Janice seconded, and the Board approved unanimously.

ADDITIONAL ITEMS FROM THE FLOOR

. Cliff and Mebane discussed the pressure treated Board Walk sections being donated to the Park. Initially, Cliff will deliver on his trailer 250 square feet of it with more at a value of \$600,000 coming probably next winter.

. Cliff reported that he is working with a team to restore a Dune Lake in Panama City. They plan to do there what they did at Oyster Lake. Board members thanked Cliff for this great news.



. Ann reported she had closed out the payroll and had deactivated sales tax. Mebane recommended reactivating the sales tax because there will be items, such as T-shirts, that the Friends may want to sell and will need to collect sales tax.

LOVE TRACKS

. Ben thanked Claudia and Pam for the hard work they put into the event. He also thanked the Park staff, including Mebane and Faith, and other volunteers. He said it was a success-a beautiful day and a great crowd.

UPCOMING EVENTS

. Faith reviewed planned events for the year. See attached. Mebane encouraged Board members to choose one event with which to participate; if each Board member and committee member took one event, we could cover all without putting a burden on any one person.

. Upcoming events: March 2-Haz Mat Recycling & Waster Tire Amnesty Day; March 16-Learn About Butterflies and Craft Day. Mebane suggested this would be a great event for Megan and Janet since they have kids who would enjoy the activity as well.

. Janice announced Megan has a new baby girl, Charlotte, born on February 15.

ADJOURN

. At 6:07, Janice made a motion to adjourn the meeting, Andy seconded, and the Board approved unanimously.

Respectfully submitted,

Janice M. Gaultney
Secretary