

## Friends of the Dunes Board Meeting Minutes

July 10, 2007, Stamp's House, 7-9pm

**Board Members:** Bill Weaver, John St. Marie, Larry Oetker, Rose Patenaude, Pam Zeutenhorst, Ron Kuhnel, Nancy Ihara, Frances Madrone, Ron, Kuhnel

**Staff:** Carol Vander Meer, Emily Walter, Maggie Donovan-Kaloust

**Committee Members:**

**Public:** Denise Vanden Bos

### January Agenda

- I. Introduction of guests present
- II. Approval of minutes
- III. Public input
- IV. Stamps Acquisition Update
- V. Capitol Campaign
  - Phase I Update
  - Phase II Planning
- VI. Stamps Renovation Project
- VII. Upcoming Events
- VIII. Questions/comments/announcements re: other committee activities
- IX. August Agenda Items

### I. INTRODUCTION OF GUESTS

Denise Vanden Bos – Development Consultant

### II. APPROVAL OF MINUTES

*Larry motioned for approval of June minutes as corrected, 2<sup>nd</sup> from Pam, all present were in favor. Minutes from June were approved.*

### III. PUBLIC INPUT

Carol received a letter from the Manila Community Services District asking FOD to submit a letter commenting on dune management directly around the community center.

**ACTION: Carol will follow up with Willothy, a MCSD board member.**

### IV. STAMPS ACQUISITION UPDATE

Escrow Status / Final Funding Details

The deed for the Stamp's property was signed July, 9, 2007. (*champagne toast*)

**ACTION: Carol will create a press release and circulate to the board.**

### V. CAPITAL CAMPAIGN

Phase 1 update

- \$50,000 match met by community donations!
- Waiting to receive \$75,000 from NAWCA
- Waiting for clearance of NEPA and NHPA .

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### Phase 2 Planning

Carol would like to hire a Capitol Campaign manager and has circulated a job description. The position will start at 30 hours a week at \$17/hr. This position will take over the Development Assistant position.

*Larry motioned that Carol move forward with the HR committee and make a decision of hiring for the capitol campaign manager position. 2<sup>nd</sup> from John, all present were in favor. Motion passed.*

Carol mentioned that Tony LaBanca has been busy getting the advisory board together and that the advisory board will hopefully be involved with the Capitol Campaign.

### Review of Phase II Budget

- Operation and capitol campaign funds should be kept separately.
- Larry believes FOD should set aside a % of Phase II Campaign funds for administrative costs. Allocating 5-10% administration monies from the capitol campaign is reasonable.
- Frances question is the development costs should be more than \$50,000.
- Larry suggests getting AIA contract schedule in line with the capitol campaign.
- Carol wants to relook at the wage structure for employees and the possibility of increasing benefits.

*Pam motions to use approve the Phase I Capitol Campaign budget and use it as a guideline. If the budget is exceeded then the board will need to revisit it.*

*Discussion: Larry suggests taking the \$25,000 restoration funds out of the Capitol Campaign. Motion amended to take out the \$25,000. 2<sup>nd</sup> from Nancy, all present were in favor. Motion passed as amended.*

## **VI. STAMPS RENOVATION PROJECT**

### Thank-a-Thon

Each board member received several names of major donors to contact and inform them of the good news that the Stamps property has been purchased.

### Major Donor Party

A low-key celebration for the purchase of the stamps property will be held on August 24<sup>th</sup>, 6pm at the Stamp's house. Major donors will be invited.

## **VII. UPCOMING EVENTS**

- Dunesberry Deadline Aug. 1<sup>st</sup>  
Major donors will be categorized when thanked in this issue
- Member & Volunteer Appreciation BBQ August 29 at the Stamps house
- Board Retreat September 9  
This will be at the Morris Graves Retreat Center and will be a lunch potluck.  
Tony will facilitate- Carol will write an HAF tap grant to cover expenses.

**ACTION: Rose and Ron will help with retreat planning.**

## **VIII. BOARD FINANCIALS**

(See Pamela's Report)

- WCB money should be allocated in August for the Miller property.
- Carol submitted a funding request of \$16,000 to the McLean Foundation to help with costs of the conception plan for the new property.
- Still hoping to get Kresgy funding for LEED certification

## **X. QUESTIONS/COMMENTS/ANNOUNCEMENTS**

None

## **XI. AUGUST AGENDA ITEMS**

Advisory Board update – Tony

Retreat Planning

Donor Party

Member & Volunteer BBQ

Adjourn 8:50pm