

Friends of the Dunes Board Meeting Minutes
June 7, 2011, 7-9 pm, Samoa Women's Club, 115 Rideout Street Samoa

Board Members: Mike Tout, Susan Penn, Bill Weaver, Trevor Estlow, John St. Marie, Narj Fay, Pamela Bell, Mike Wilson, Rose P., Matt Johnson

Public: None

Staff: Emily Walter, Carol Vander Meer

April Agenda

- I. Introduction of guests present
- II. Approval of May minutes
- III. Public input
- IV. HCNC update
- V. Planning for July 16th Board Retreat
- VI. Discussion of Staffing Needs
- VII. Marketing/Fundraising Report
- VIII. Financial report
- IX. Discussion/Questions on committee reports
- X. Upcoming events
- XI. Upcoming agenda items

I. INTRODUCTION OF GUESTS

None

II. APPROVAL OF MAY MINUTES

John St. Marie motioned for approval of the May 2011 minutes as modified, 2nd from Mike Wilson, all in favor. Motion passed.

III. PUBLIC INPUT

None

IV. HCNC UPDATE

- FOD will draw down their line of credit by \$150K to pay for Phase I.
- Rick Tolley has been consulted with to build temporary walls for office/storage space

Mike Wilson motioned to move forward with building temporary walls without trim, not to exceed \$2500 and with trim not to exceed \$3100, 2nd from Mike Tout, all in favor. Motion passed.

- Staff will be moving into the nature center the last week of June.
- Initial hours open to the public will be on Saturdays, 10 a.m. – 4 p.m.
- Considering getting a caretaker for the property in collaboration with the Stamps Family.
- Currently looking to find someone who could open and close the HCNC public restrooms on a daily basis.

Rose Patenaude motioned to offer a \$50/week stipend to a qualified party to close the bathrooms, 2nd from Mike Wilson, all in favor. Motion passed.

V. PLANNING FOR THE JULY 16TH BOARD RETREAT

ACTION: Carol will email a proposed agenda to the board.

VI. DISCUSSION OF STAFFING NEEDS

- Carol will be taking a 2 month break starting July 17th.
- Looking to hire a temporary employee to help with keeping the nature center open on Saturdays and helping with miscellaneous tasks with very limited staff during the late summer months.

Mike Wilson motioned to seek and hire a temporary employee for 15-20 hours a week, 2nd from Mike Tout, all in favor. Motion passed.

- Bobbie has resigned as the bookkeeper. FOD is now accepting resumes for the bookkeeping position. Pamela Bell is helping screen applicants with the help of Mike Seeber and Emily W.

ACTION: Matt Johnson will contact the North Coast Land Trust to see who their bookkeeper is.

Mike Wilson motioned to empower the HR committee to hire a bookkeeper for 8hr/week, 2nd from Rose Patenaude, all in favor. Motion passed.

- Carol would like the board to keep their eyes and ears open for a way to collaborate with another nonprofit to fund and share an education manager.

VII. MARKETING/FUNDRAISING

- Planning for the Sand Sculpture Festival is continuing. \$4,500 has already been collected through sponsors. Good job Board members!
- There is a Stewardship Council grant that needs to be written, and is due July 29th.

ACTION: Matt Johnson and Rose Patenaude will help write the grant.

- Carol would like to get a big item, like a kayak, to use for a fundraiser drawing. FOD could offer a capstone to a business willing to donate.

VIII. FINANCIAL REPORT

- 990 preparation has begun

IX. DISCUSSION/QUESTIONS ON COMMITTEE REPORTS

No Reports

X. UPCOMING EVENTS

- June 25, Sand Sculpture Festival
- July 16, Board Retreat 9 a.m. – 1 p.m.
- August 24, Volunteer/Member appreciation BBQ

ADJOURN 8:14 P.M.

NEXT MEETING: AUGUST 2, 6-8 P.M.