

Friends of the Dunes Board Retreat Meeting Minutes
July 16, 2011, 9 a.m. – 1 p.m., Humboldt Coastal Nature Center, 220 Stamps Lane

Board Members: Susan Penn, Bill Weaver, Trevor Estlow, John St. Marie, Marj Fay, Pamela Bell, Mike Wilson, Rose Patenaude, Matt Johnson, Mike Seeber, John St. Marie, Tamara Gedik

Public: None

Staff: Emily Walter, Carol Vander Meer

Retreat Business Agenda

- I. Approval of check signers
- II. Financial Report
- III. HCNC update
- IV. Identify organizational staffing needs
- V. Stewardship committee
- VI. Volunteer member appreciation BBQ
- VII. Memorandum of Understanding with the Manila Community Services District

I. APPROVAL OF CHECK SIGNERS

Mike Wilson motioned to remove Kathie Kelly and Nora Winge as check signers, add Emily Walter as a check signer and increase the double signature limit to \$5K, 2nd from Trevor Estlow, all in favor. Motion passed.

II. FINANCIAL REPORT

Bobbie Todd will remain the FOD bookkeeper for at least an additional three months. Bill Weaver met with Bobbie and relayed that Bobbie suggests that FOD start the books over fresh at the end of June (half way through the year) in order to clean up the bookkeeping system. There is still funding from a McLean Grant to pay for Bobbie's time to do this.

ACTION: A summary of how funds are being used from the McLean grant should be included with the grant invoicing.

While reviewing the financial grant tracking report there appears to be an error for the USFWS Spartina Grant.

ACTION: Emily will look into how much is left of the USFWS Spartina Grant funds.

III. HCNC UPDATE

- The visitor center is now open Saturdays 10am – 4pm and during the week when staff is present, generally 9am -4pm, Tuesday – Friday. Kathryn Wiles has been hired to staff the visitor center on Saturdays and 1-2 days through the end of August. Emily hopes to get volunteers trained to run the receptionist area during the week.
- Some of the asphalt was damaged near the Gonzalez residence during construction and needs to be repaired. It is estimated to cost \$1500 for repairs.
- The “Green Roof Club” will meet Wednesday evenings, 5-6pm during the summer to help with native landscaping around the HCNC building.
- John St. Marie is planning on being a caretaker for the Stamps Family and has offered to help out with facilities at HCNC as well.

ACTION: John St. Marie is planning on erecting a chain across the visitor parking lot entrance to put up at night. John will work on putting up more symbolic fencing around the parking areas and driveways.

ACTION: Mike Seeber and Mike Wilson volunteered to work extending the retaining wall on the northeast side of the building.

ACTION: Bill Weaver, Trevor Estlow, and Mike Wilson will work together towards getting a new entrance road from HWY 255 to the HCNC visitor parking lot.

- Carol noted that there are currently no rental policies for the HCNC building. One group will be using it in September for an educational workshop. This first rental will partially be a test to see how it works.

ACTION: Mike Seeber, Allison Poklemba and Susan Penn will look into rental policies for HCNC.

IV. IDENTIFY ORGANIZATION STAFFING NEEDS

Carol is taking a 2 month sabbatical starting July 19. During this time she plans to reflect on her current position as the Executive Director, as well as general staffing needs. She handed out a list of her current reflection of her position to share with the board.

ACTION: Mike Seeber and Bill Weaver will meet to discuss and strategize staffing structure.

V. STEWARDSHIP COMMITTEE

- There is still a gate at the end of Park Street that needs to be removed. The gate is currently blocking an access easement to the HCNC property.

ACTION: Trevor Estlow will look into the Park St. gate and how the County can help.

VI. VOLUNTEER AND MEMBER APPRECIATION SUMMER BBQ

The summer BBQ is Wednesday, August 24, 6-9pm. It will be held at HCNC. Board members signed up to call specific FOD members and donors to make special invites to the event.

ACTION: Susan, Marj, and Mike S. volunteered to help with the event.

VII. MEMORANDUM OF UNDERSTANDING (MOU) WITH MCSD

It was pointed out that FOD and MCSD do not have a current MOU and thus all restoration activities were halted on the MCSD property in June. FOD created an MOU to go along with the current 5 acre restoration project they are managing on MCSD property. The MOU will be on the MCSD Board Meeting Agenda July 21st.

ACTION: Mike Seeber volunteered to attend the MCSD Board Meeting with Emily.

Business Meeting Adjourned 12 p.m.