

**Friends of the Dunes Board Meeting
Humboldt Coastal Nature Center
Tuesday December 2, 2014, 6 p.m. – 8 p.m.**

Board: David Hitchcock, Michael van Hattem, Mike Dronkers, John St. Marie, Mike Wilson

Staff: Carol Vander Meer, Emily Walter

I. PUBLIC INPUT - *At the beginning of each meeting, the public is welcome to make comments pertinent to Friends of the Dunes mission, programs and activities.*

None

II. REVIEW ACTION ITEMS FROM NOV. MEETING

ACTION: Mike W. and Mike S. will review sentence under Public Input on board agendas.

III. APPROVAL OF NOVEMBER MINUTES

No quorum

IV. REVIEW AND CONSIDER FOR APPROVAL 2015 DRAFT BUDGET

The board reviewed the budget

V. FINALIZE AND APPROVE EXECUTIVE DIRECTOR JOB DESCRIPTION

The board reviewed the job description and liked it with the following change.

- Add pay rate to the description.

ACTION: If anyone has comments, send them to Carol. Otherwise, it is considered complete.

VI. FINALIZE AND APPROVE EXECUTIVE DIRECTOR ANNOUNCEMENT

The board reviewed the announcement.

- Post the announcement after New Year's.
 - o Post on NORCAN list, Craigslist (multiple locations), LOCO

ACTION: Mike D. will post on multiple Craigslist location

Communication Plan

- ACTION: Carol will send communication letter to the board for their review
- Carol will send out an email to the membership after New Year's to explain the E.D. transition.

VII. END OF THE YEAR FUNDRAISING FOLLOW-UP

- ACTION: All board members should be making their follow-up phone calls. The list is posted in the dashboard and has been sent via email.

Business Partner Program Update

- Currently working on solicitation materials. Emily plans on soliciting at the beginning of the year/end of January when a brochure is available to include in the solicitation packet.

VIII. DISCUSS HEALTH INSURANCE POLICY AND UPDATES

The board needs to create a new policy of how staff can/will be reimbursed for their healthcare coverage. Hitch recommends talking to health insurance person

IX. SET 2015 RETREAT DATE AND AGENDA/DESIRED OUTCOMES

It was decided to not decide on a date until a new E.D. is in place.

X. BYLAW RESOLUTION FOR APPROVAL

Tabled until January meeting.

XI. REVIEW OF UPDATED HOMELESS CAMP LETTER FOR POSSIBLE APPROVAL

The board reviewed and edited the letter.

XII. EXECUTIVE DIRECTORS REPORT

None

XIII. UPCOMING EVENTS

- December 7, Holiday Party, 5 – 8 p.m.

XIV. UPCOMING AGENDA ITEMS

- Review bylaws
- Review 2015 budget for possible approval
- Update on E.D. search
- Begin planning board member recruitment
- Finance update

Adjourn 7:11pm