

## **Friends of the Dunes Board Meeting Minutes**

December 3, 2007, Stamps House, 7-9pm

**Board Members:** Bill Weaver, John St. Marie, Larry Oetker, Rose Patenaude, Ron Kuhnel, Nancy Ihara, Mike Wilson, Frances Madrone, David Weinstein, Tamara Wilson

**Staff:** Carol Vander Meer, Emily Walter, Cathy Larripa

**Committee Members:** Kathie Kelly

**Public:** Kash Boodjeh, Jeremy Mills

### **August Agenda**

- I. Introduction of guests present
- II. Approval of minutes
- III. Public input
- IV. Conceptual Plan Development
- V. Capital Campaign Update
- VI. Directors Report
- VII. Draft Budget
- VIII. Financial Report
- IX. Questions regarding committee reports/announcements
- X. Upcoming Events
- XI. Upcoming Agenda Items

### **I. INTRODUCTION OF GUESTS**

Jeremy Mills, new member and long time volunteer.  
Cathy Larripa, new Capitol Campaign Manager

### **II. APPROVAL OF MINUTES**

*Mike motioned for approval of November minutes, 2<sup>nd</sup> from Nancy, all present were in favor. Minutes from November were approved.*

### **III. PUBLIC INPUT**

(None)

### **IV. CONCEPTUAL PLAN DEVELOPMENT**

Review of Mike's building costs matrix.

- Both plan A and plan B are doable and would ultimately cost about the same
- Kash can do sketches of plan B, it is part of his contract
- The roof will be redone with either plans
- Plan B will alter the historical look of the building
- Plan B triggers a new coastal building permit that will take 4-5 months for approval.
- Plan A allow for drains below the building which would be a plus but not a must.
- Dave iterates the need to keep costs low where possible.
- Mike notes that it's easier to plan for larger expenses and scale back when necessary than the other way around.

*Nancy moves to authorize Kash to develop plan A with further exploration of the style and placement of bathrooms, 2<sup>nd</sup> from Rose, all present were in favor.*

## V. CAPITAL CAMPAIGN UPDATE

Review of capital campaign goals and early timeline.

**ACTION:** All board members are to email comments about Honorary Council members to Cathy ([cathy@friendsofthedunes.org](mailto:cathy@friendsofthedunes.org))

## VI. DIRECTORS REPORT

Interim house improvements:

Lots of work has been accomplished including sandbagging/tarping the roof, painting walls/floors, and setting up office space.

Review of rental policy:

Frances mentions not to underestimate the cost of staff and cleaning.

*Mike motions to approve the rental policy as it is and to have Carol bring it back to the board when it needs adjustments, 2<sup>nd</sup> from Rose, all present were in favor.*

Committees:

Review of committee chair responsibilities.

- Mike Wilson will be the chair of the Building Committee.
- No volunteers to be the Board Development Chair.

**ACTION: Contact Carol if you know of someone to be the Bd Development Chair.**

- Larry will continue as the Treasurer until the new budget is finalized (January) but will step down from the position after that.

Strategic Plan:

Carol has updated the strategic plan and would like to approve it at the January board meeting.

## VII. DRAFT BUDGET

**ACTION:** All committees should review and double check their portion of the draft budget and send changes to Carol ([carol@friendsofthedunes.org](mailto:carol@friendsofthedunes.org)).

It is suggested that the Capital Campaign and Center Development areas could be combined into one column.

**ACTION:** Frances will look into how the capital campaign should be incorporated into the budget.

## VIII. FINANCIAL REPORT

Review of financial report from Pamela

*Mike motions to adopt both of Pamela's requests to issue debit cards to current staff and raise the double signature requirement on checks from \$300 to \$1000, 2<sup>nd</sup> from Frances, all present were in favor.*

## X. QUESTIONS REGARDING COMMITTEE REPORTS/ANNOUNCEMENTS

Please send all committee reports to Carol by the Friday previous to board mtgs.

**XI. UPCOMING EVENTS**

The annual holiday party is Sunday, 9<sup>th</sup>. It will be packed, so please carpool if possible. A decorating party for the party will be held Saturday, 8<sup>th</sup> from 1-4:30pm.

The BIG MOVE of the office to the Stamps house is taking place on Dec. 11<sup>th</sup>.

**XII. UPCOMING AGENDA ITEMS**

- Approval of the strategic plan
- Approval of the budget
- Capital Campaign update

Adjourn 9:11pm

The next meeting is being postponed 1 week to January 8<sup>th</sup> due to conflict of holidays.