

## **Board of Directors Meeting Minutes for November 9, 2006 Supporters of Del-Nor Wiggins Park, Inc**

The meeting was called to order by President Lois Cantwell at 10:30 AM with 5 board members and the park manager present. Lois presented an agenda which included an update on actions and events that took place over the summer months, including filing of special reports and receipt of our new Tax Exempt Certificate. Also, there were current items for review and discussion, as well as a list of preparations for year end. For the coming year, items for the 2007 budget were also included.

Two officers and 3 CSO members will be attending the Annual CSO Statewide Conference in Cocoa Beach November 16-18. FFSP Membership will be renewed, which is an annual fee of \$100. A handout was provided which outlines how fundraising via “donations” (not “sales”) allows groups like our CSO to remain exempt from paying sales tax.

Surplus property rules were explained by Bob Steiger, describing how the CSO can accept items for disposal. There are 100 items from “lost and found” that will be turned over to the CSO after the necessary paperwork is processed. These will be sorted for disposition and either discarded, donated elsewhere or included in future tag sales. The NRM shutdown inventory, valued at around \$1200, was approved for purchase for inclusion in our fundraising events for \$300. This includes 247 park pins and 93 park patches that can be either sold for donations or given to those participating in our various programs.

Bob announced that one staff person will be attending the annual invasive species training workshop at Rookery Bay in December. The board declined sending a monetary contribution for the event.

Meeting schedules were discussed. The February and March membership meetings will be held at 10:30 AM due to the logistics of getting into the park during peak season. The Board will meet on December 7<sup>th</sup>, 11:00 AM. The membership meeting Holiday Picnic will be Dec. 11<sup>th</sup>, 5:00 PM. If a gift exchange would be held this year, other volunteers would need to step forward to manage the drawing.

Dick Liden drafted a proposal for handling petty cash at the gate. This will provide more accountability for donations and expenses. Dick had also drafted an updated version of our Board Financial Policy. These will be reviewed by the Financial Committee prior to the next board meeting. These will reflect our overall policies regarding current money

management practices. Olga Williams, treasurer, indicated that as of the end of October we have a total of \$36,319.22 in various accounts.

In preparation for year end and beginning of the next fiscal year, Lois reminded the board members that several documents needed to be reviewed and updated. These include our Project Priorities Form, Program Plan, Financial Summary for '06 and Budget for '07. The status of the Beach Flyer was discussed. We will continue to purchase the paper for printing this on an as-needed basis.

With an eye toward the budget preparation process, the Park Needs List was reviewed. Bob's priority items for the balance of '06 include 2 stainless steel grills (\$800) and 3 replacement ice chests (\$180). We are already underwriting the purchase of the park's shelling guides (\$94 for 1000 copies). Plastic corrugated roofing will also be purchased before year end (\$300). A complete list will be presented at the Annual Meeting in January, along with the proposed '07 budget. The process of obtaining cost quotations from park management will continue.

Meeting adjourned at 1:18 PM.

Present:

Lois Cantwell, President

Joe Gagnier, Secretary

Olga Williams, Treasurer

Joan Erb, Membership

Kay Peley, Director

Robert Steiger, PM

Absent: William Paul, Phil Nye, Pauline Cataldo