

Friends of the GTM RESERVE

Minutes of Board Meeting: Tuesday October 11, 2011

Members Present:

Christine Rich, David Ray, Angie Christensen, Irene Kaufman, Ellyn Cavin, Mike Koppenhafer, Jonathan Katzen, Rob Matthews, Mike Timpane, Jim Wolverton

Staff Present:

Carly Swatek, Teri Webley, Emily Montgomery, Mike Shirley, Janet Zimmerman

Guest:

Chris Kelly (Ripple Effect Ecotours)

Meeting called to order at 5:03pm by Christine Rich

September Meeting Minutes Approval by Christine Rich

Jonathan motioned to approve the September meeting minutes
David seconded, all approved none objected, September meeting minutes approved.

Presidents Report by Christine Rich

Christine thanked the Board of Directors for attending and is looking forward to an exciting new year.

An important part of the new year is the committees being successful. All of the Board members were sent the 2010/2011 committees descriptions via email. Directors were asked to look over the committee descriptions and consider which committees they will serve on this year.

A Board of Directors orientation is being planned. Jim is working on the orientation. The Directors orientation is expected to be held in early January 2012.

OceanWise – The OceanWise Committee has been working daily, sponsors are coming together and silent auction items are still coming in. We need more attendees. Tickets can be purchased at the door.

Treasurers Report by David Ray

Handout- Statement of Revenues and Expenditures for Fiscal Year 2010/2011. David explained the report and some of the challenges facing the Board for the 2011/2012 fiscal year.

He also explained how grant revenue is reported and that OceanWise revenue is reported in the 2011/2012 fiscal year even when it is received in the 2010/2011 fiscal year because it relates to the 2011/2012 fiscal year and has not been earned until then.

The handout also shows that the Friends of the GTM Reserve gave to the GTM Research Reserve all funds received above expenses in the 2011/2012 fiscal year.

Handout – Friends of the GTM Reserve Funding Plan

This is the funding plan that was approved by board vote in substantial form pending Finance Committee review at the September 2011 Board meeting.

Treasurer cont.

The Finance Committee has reviewed the funding plan and obtained input from the accountant.

A new item in the funding plan is that there will be a dedicated account established for the GTM Research Reserve, the Friends of the GTM Reserve's administrative assistant will be a signer on the account and can write and sign checks for up to \$500. For amounts \$500 and above a Board Member/account signer will need to sign the check. The process for funding will include a dispersment request signed by the GTM Research Reserve's manager or assistant manager. The Friends administrative assistant may consult a member of the Board if there are any questions about the funding request. On a quarterly basis the Treasurer will put together a summary of revenues and expenses for this account. The Finance Committee will add wording to the plan to provide for unannounced audits of the account.

Motion to set up the dedicated account in accordance with the Funding Plan as presented to the Board with additional wording providing for unannounced audits and that the description of signer be changed from Teri to Friends of the GTM Reserve's administrative assistant.

Motion Rob

Second Mike K all in favor none opposed, stands

Motion to set up a petty cash fund in accordance with the Funding Plan

Motion Mike K

Second Rob all in favor none opposed, stands

Motion to approve the funding plan as presented to the Board of Directors at the October 11, 2011 Board meeting with the insertion of unannounced auditing of the petty cash account.

Motion Mike K

Second Angie all approve none opposed, stands

The decision was made not to insert a funding amount in item 1 because the document is intended to be used for the planning process and the amount in item 1 may change each funding year.

Events Committee by Chris Rich

Because she already addressed OceanWise in her Presidents report Christine invited anyone with comments or information to give them now.

Jonathan provided OceanWise flyers for all in attendance.

He also reminded the Board that as soon as OceanWise is done the Events Committee needs to look at the Guana Run 2012.

Carly will share an email she sent to all volunteers with the Board of Directors.

Marketing and Communications Committee Report by Irene Kaufman

The Marketing and Communications Committee has been concentrating on OceanWise and social media.

Angie has done a lot on the social media project.

The newsletter now includes links to the Friends social media.

Handout – website hits statistics report

Marketing and Communications cont.

Irene explained that there have been about seventy three thousand hits over the year.

Members of the press attending OceanWise to report will be compd.

Christine would like to see a link to the budget on the website.

Jonathan will check with the Friends peer groups to establish the standard of practices for reporting and report back to the board.

Budget and Finance information is available upon request at this time.

Carly would like to work with the Marketing and Communications Committee to develop a combined newsletter (Friends of the GTM Reserve and Volunteers)

NERRA/NERRS update Janet Zimmerman

The Board members were invited to attend the tours and dinner at the GTM NERR on Wednesday October 26th.

Research Reserve Update by Mike Shirley

Harry and Annette Odom have resigned. Dayton has been promoted to Harry's position.

Mike S and Janet are currently doing interviews to fill vacancies and are confident that the staff will be complete soon.

Tom Pitchford a biologist with Florida Fish & Wildlife Commission and the Right Whale program will be renting the visiting researcher dorms this winter. Their area of coverage is from the Fl/Ga border to Crescent Beach.

Tom gave the Board an introductory speech that included photos of their plane; a Right Whale sighting map, biopsy work, and some ways the information is used. Due to an increase in team members they need additional housing for the 2011/2012 sighting season.

Mike S explained the benefits to Tom's group, the GTM NERR, and to the Friends of the GTM Reserve related to the dorm rental.

Information about the project will be included in the Friends social and marketing media.

Other Business

Annual Mailing – Jonathan is working on the annual mailing/ new member campaign. Mailing supplies have been inventoried and the list is being reviewed with shrinking the budget in mind.

Angie gave her input concerning the annual mailing letter content.

The Board needs to look at new and creative ways to attract new members and speak to the corporate community.

Christine adjourned the meeting at 6:05pm

Rob motioned to adjourn

Ellyn seconded all approved none opposed, meeting adjourned

The next Friends of the GTM Reserve Board meeting will be Tuesday November 8, 2011

Friends of the GTM Reserve

Minutes of the 2011 Annual Meeting: Tuesday October 11, 2011

Board Members Present:

Christine Rich, Rob Matthews, Ellyn Cavin, Mike K, Jonathan Katzen, David Ray, Angie Christensen, Irene Kaufman, Mike Timpane

Staff Present:

Carly Swatek, Teri Webley, Emily Montgomery, Mike Shirley, Janet Zimmerman

Guest:

Chris Kelly (Ripple Effect Ecotours)

After checking the public areas of the Environmental Education Center it was confirmed that no members of the Friends of the GTM Reserve attended the annual meeting.

Introduction of Directors

Because there were no members present this was deemed not necessary.

Finance Report

The 2010/2011 fiscal year ended with revenues over expenditures of \$359, this puts the Friends of the GTM Reserve in a very positive cash position.

Membership Report

Total active membership 278

Coming Events for 2011/2012

October 15, 2011 OceanWise
The Guan Run will be sometime in January or February of 2012.

Research Reserve update

The Research Reserve update was reviewed at the Board Meeting just prior to this meeting.

Other Business / Question and Answer

There was no other business

Motion to adjourn 6:15pm

Motion David

Second Rob, all in favor none opposed