

Friends of the GTM NERR

Minutes of Board Meeting: Tuesday, November 10, 2009

Members Present:

Jonathan Katzen, Rob Matthews, Pierre Pierce, Anita Pierce, Peter Difatta, Nancy Schachnovsky, Chris Rich, Irene Kaufman

Staff Present:

Teri Webley, Harry Odom, Linda Harrison, Janet Zimmerman

Excused Absence:

Kay Henderson, Carl Hampp, Ellyn Cavin, Mike Timpane

Guests:

Brad Davis, Derrick Fox, Mark Friend

Meeting called to order at 5:05 pm by Jonathan Katzen

October Meeting Minutes Approval by Jonathan Katzen

Peter motioned to approve the October meeting minutes

Pierre seconded, all approved none objected, October meeting minutes approved.

New IRS Requirements and Board Member Responsibilities by Brad Davis

Brad Davis with Davis and Davis CPA is the accountant for the Friends of the GTM Reserve.

The initial question being answered is “what can the Friends of the GTM Reserve do?”

He started his presentation by reading the articles of incorporation for the Friends of the GTM Reserve’s 501c3 designation.

The bylaws followed, after which Brad suggested that the Board refer to both of these documents for guidance when making decisions.

Brad explained the IRS implications and consequences of unrelated business income.

There have been changes in 990 reporting including requiring the Board of Directors to review the 990 before filing.

Due in part to concern for where funds are being diverted by some 501c3s the IRS is looking closely at how the funds all charities raise are used.

The policies that the Friends of the GTM Reserve should have are:

- Conflict of Interest
- Fraud
- Whistle Blower
- Retention and Destruction
- Executive Compensation
- Financial

IRS cont.

While not all of these policies are required Brad strongly suggested that all of them are essential.

The Governance Committee will assemble the needed policies and will forward existing policies to the Board for review.

Members of the Friends of the GTM Reserve Board of Directors will review the Articles of Incorporation and the Bylaws. Both are available in the Friends office.

Research and Stewardship Committee by Peter Difatta

Harry Odom introduced Derrick Fox (an Eagle Scout Candidate) and gave him the floor.

Derrick passed out a project overview to all present.

There are two projects that Derrick is raising funds for.

1. Repair the boardwalk in the west marsh
2. Refurbish the kiosk in the west marsh

Derrick is currently raising funds by mowing lawns, seeking help from church, and 10% of proceeds from work with his Uncle is donated.

More funds are needed and Derrick asked for suggestions from the Board.

Pierre will ask the supplier of the Plexiglas (the most expensive part of the kiosk rehab project) to donate the materials.

Derrick was told that all contributions should be sent to the Friends of the GTM Reserve so the donor can get the tax benefits.

Peter and the Research and Stewardship Committee will identify the Friends involvement in the project and spearhead that activity.

Work on the boardwalk will begin within the next two weeks.

The deadline for completion of these projects is April 2010.

Peter reported on the Research and Stewardship Committee meeting.

The Research and Stewardship Committee is working to define their goals and will report back to the Board when more information is available.

Education and Communications Committee Report by Irene Kaufman

The Education and Communication Committee spoke to NERR staff member Angie G about committee objectives.

A visioning workshop with NERR staff and Friends of the GTM Reserve Board members was suggested.

- The workshop should occur outside of a regular Board meeting
- 2 hours is the length of time suggested for the workshop

Education cont.

- Reorganizing committee structure and redefining committees are topics for discussion.

Peter agreed that reorganization and redefining committees are subjects that need to be looked at.

When asked about help with NERR projects already funded by the Board Angie said that the staff did not expect to need Board assistance on the already funded projects.

Angie suggested that the Boards focus should be on raising funds for projects not already funded by the 09 / 10 budget.

The Education and Communications Committee is working on a Friends member event to replace the one canceled due to building repairs.

An outdoor paint out is one idea for early next year.

Publicity for the event was discussed and decided to be essential.

Guana parking security is still being looked at.

The idea of mowing down the coastal strand to make the parking lots visible from the road is no longer on the table.

Security cameras are a possible solution being investigated right now. A test site for the cameras has been selected.

Development Committee Report by Pierre Pierce

The cover letters for volunteers and one for general mailing are being reviewed for the annual fund raiser.

A major events schedule will be added to the mailing.

The corporate sector is a focus of the Development Committee. A team approach to targeted groups will be used.

Research Reserve Update by Janet Zimmerman

There is no start date for the building repairs at this time.

The contractor has been selected and contracts signed. The contractor is currently getting permits. The pre-construction meeting is expected within 2 weeks.

The contractor has been directed to minimize impact on public areas of the building.

The repairs must be complete by March 17, 2010 in time for the LAMP Archeologists Symposium.

Media days was considered a success by NERR staff. 10 or 11 representatives of local media attended.

Janet passed out samples of the write-ups from the event.

Research Reserve cont.

For the NERRs 10th anniversary / State of the Coast there may be a historical look at the Research Reserve, an evening event, and a family day. These would be held in June of 2010.

There will be more information as it becomes available.

Other Business

Jonathan addressed the invitation to include some Friends information in the Volunteer Newsletter.

Teri will draft a list of projects funded by the Friends for Jonathan.

An invitation to join the Friends of the GTM Reserve will also be included.

Jonathan passed out copies of the Individual Board Member Responsibilities to the Directors present.

He explained that the contents of the document dovetails the information discussed by Brad Davis at this meeting.

The Directors were asked to review the document.

Bill Dunn just donated \$2000 to the Friends of the GTM Reserve. The funds were proceeds from one of his runs.

Bill Dunn is the individual that the Friends of the GTM Reserve will work with to organize a run on March 7, 2010. Race for the Reserve.

The March 7th event will be a 5k and 10k trail run. One week before the Gate River Run.

The fee will be \$25 for the 5k and \$35 for the 10k. Up to 100 runners will participate.

A sponsor has been arranged.

The expectation is to turn the event into an annual one and have a Race for the Reserve every year.

Carl and Teri are working with Bill Dunn and the NERR staff on this event.

Bill Dunn has also designated the Friends of the GTM Reserve to receive donations through his employer (ING) and the United Way.

The Friends are qualified to receive funds through the United Way if individuals designate us through their employers.

Jonathan adjourned the meeting at 6:10pm

Nancy motioned to adjourn

Pierre seconded all approved none opposed, meeting adjourned

The next Friends of the GTM Reserve Board meeting will be December 8, 2009