



## Friends of Sleeping Bear Board Meeting Minutes -- 8/17/2011

**Board Members Present:** Sandy Avis, Fritz Barratt, Jim Fonte, Al Kasper, Leonard Marszalek, Lou Ricord, Chuck Schaefer, Alice Van Zoeren

**Board Members Absent:** Roland Drayson, Dick Krishline

**Invited Guests:** Kerry Kelly, Immediate Past Chairperson FSBD; Tom Ulrich, Assistant Superintendent, SLBE; Lois Veenstra, retiring Adopt-A-Beach Coordinator

Agenda Item	Discussion	Action/Follow-up/Person Responsible
Meeting called to order by Chuck Schaefer at 9:08am.	[Note: The minutes reflect items in order of the posted agenda, not necessarily order of the actual presentation or discussion]	
1. Roll Call	Lou prepared attendee list.	
2. Additions to Agenda and New Agenda Format	Chuck introduced the new agenda format and asked for additions. No additions were requested.	
3. Conflict(s) of Interest	Chuck introduced COI policy concept. Policy was adopted in New Business item 8E, below.	
4. Consent Agenda	<ul style="list-style-type: none"> <li>• Chuck described Consent Agenda concept and usage. He noted that all Committee Reports and Minutes will be available on GroupSpaces at least 5 days prior to meeting date. Questions about reports should be directed to Report authors and copied to Chuck.</li> <li>• A request to include contact information for all Committee Reports on the agenda was discussed.</li> <li>• A suggestion to add, "New Members Approval" item to Consent Agenda discussed.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Lou</b> to add contact information to agenda.</li> <li>2. <b>Lou</b> to add "New Members Approval" to agenda.</li> <li>3. Motion (Leonard/Al) to approve Consent Agenda and add "New Members Approval" item made and passed.</li> </ol>

<p>5. Treasurer's Report</p>	<ul style="list-style-type: none"> <li>• Leonard distributed financial materials. Note: These materials are available on GroupSpaces.</li> <li>• Leonard highlighted reports. He noted that Thoreson Farm restoration was running low on funds. Jim asked about intended use of Thoreson Farm house. Tom reflected that currently the farm house's use is open for discussion and ideas.</li> <li>• Leonard noted booklet sales doing well. Especially the Birding booklet, expect to sell about 500 during the year.</li> <li>• Al requested status of Crystal River signage budget item. Kerry and Tom noted signage is being discussed with river kayak vendors.</li> <li>• Kerry observed that the wetland restoration budget item has not been used and the 1-year project extension request will expired this Sept. Tom discussed status and will check with park.</li> <li>• Leonard noted that the Heritage Trail budget will be reworked in the future to reflect costs of maintenance and related operations.</li> <li>• Leonard received several votes of thanks for his work to create an updated budget process and set of reports.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Tom</b> to follow-up on Wetland Restoration budget item with park personnel. Should an additional delay be requested? Please report findings back to Chuck.</li> <li>2. <b>Leonard</b> to bring expected news costs for operations and maintenance for Heritage Trail to future Board Meetings for discussion and approval.</li> <li>3. Motion (Fritz/Jim) to approve Treasurer's Report made and passed.</li> </ol>
<p>6. Report from National Park Service Representative</p>	<ul style="list-style-type: none"> <li>• Tom Ulrich reported that SLBE was voted, "Most Beautiful Place in America." The ABC Good Morning America poll was televised just this morning!</li> <li>• The Heritage Trail breakfast and ground breaking</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Tom</b> to supply FSBD a Park Organization Chart to help identify contact points. Please send to Chuck.</li> </ol>

	<p>ceremony last week went well.</p> <ul style="list-style-type: none"> <li>• The plan for Port Oneida’s Cultural Landscape calls for public comment by Sept 9. There will be an open house Aug 23. Among many items the plan will detail field use. Kerry asked about intended use of fields for raising produce. Tom replied farmers will use fields to produce crops. He also added that no new buildings will be erected.</li> <li>• Black Locust elimination continues throughout the park with a few exceptions for historical reasons.</li> <li>• Baby’s Breath elimination over for this year. Will continue next year.</li> <li>• Piping Plover project winds down for this year. The birds have fledged and migrated south.</li> <li>• Tom looked ahead to next year’s budget and noted a possible 10% reduction.</li> <li>• Park will hire a Volunteer Coordinator. Fritz requested a park organization chart.</li> <li>• Lois asked about status of Sleeping Bear Inn. Tom replied no current activity.</li> </ul>	
<p>7. Discussion Item: Old Business</p>		
<p>A. Port Oneida Fair Wrap-up</p>	<ul style="list-style-type: none"> <li>• Kerry reported a total of 3,523 people attended the 2-day fair. Approximately the same numbers each day.</li> <li>• Donations: \$1,200 worth of posters sold, \$2,000 collected in entrance milk jugs. Moomers contributed \$1,000.</li> <li>• Several discussion questions:</li> </ul>	<p>1. <b>Kerry</b> to reflect discussion/questions into next year’s planning.</p>

	<p>Could the fair begin later in the day and end later in the day since more people seem to come late? Could the volunteers have a list of vendors and locations since many fair goers had questions volunteers weren't equipped to answer? What happened to the newspaper the fair used to provide?</p>	
8. Discussion Item: New Business		
A. Formation of Exec Committee	<ul style="list-style-type: none"> <li>• Chuck noted that he found convening the officers of the board (or Exec Committee) periodically has been helpful. He noted all board members are welcome to attend.</li> </ul>	
B. Report of Nominating Committee to fill director vacancy	<ul style="list-style-type: none"> <li>• Chuck reported that the Nominating Committee did not provide list of candidates. Chuck asked if there were any nominations forthcoming from the Board. Hearing none, a list of suggested names was generated and discussed during the board meeting.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Lou and Leonard</b> to approach candidate(s) about board membership and report back to Board.</li> </ol>
C. Election to fill vacant Board Position	Tabled until item 8B completed.	
D. Election of Vice Chairman	Nominations were opened. <b>Jim Fonte</b> was nominated (Leonard/Al).	<ol style="list-style-type: none"> <li>1. Motion (Fritz/Al) to Accept Jim's nomination as Vice Chairman was made and passed.</li> </ol>
E. Conflict of Interest Policy Adoption	Chuck highlighted policy.	<ol style="list-style-type: none"> <li>1. Motion (Lou/Fritz) to adopt policy was made and passed. <b>(Adopted as Policy 2011-01.)</b></li> </ol>
F. Board Member Standard of Conduct Policy Adoption	Chuck highlighted policy.	<ol style="list-style-type: none"> <li>1. Motion (Leonard/Fritz) to adopt policy was made and passed. <b>(Adopted as Policy 2011-02.)</b></li> </ol>
G. Whistleblower Policy Adoption	Chuck highlighted policy.	<ol style="list-style-type: none"> <li>1. Motion (Fritz/Jim) to adopt policy was made and passed. <b>(Adopted as Policy 2011-03.)</b></li> </ol>
H. Records Retention Policy	Chuck and Leonard highlighted	<ol style="list-style-type: none"> <li>1. Motion (Al/Fritz) to adopt</li> </ol>

Adoption	policy.	policy was made and passed. <b>(Adopted as Policy 2011-04.)</b>
I. New Board Member Commitment Policy Adoption	Chuck highlighted policy. Discussion of board member's additional contributions, expected privacy, additional time commitments and frequency of meetings ensued.	<b>Chuck</b> will make the following changes to the policy: <ol style="list-style-type: none"> <li>1. The word, 'financial' to be dropped from board members contribution.</li> <li>2. Financial contributions should be protected from public disclosure.</li> <li>3. Board members should contribute "6 additional hours" changed to "additional time"</li> <li>4. "Monthly meetings" changed to "Regular Meetings"</li> <li>5. Motion (Al/Fritz) to adopt policy with above changes made and passed. <b>(Adopted as Policy 2011-05.)</b></li> </ol>
J. Consent Agenda Policy Adoption	See Item 4, above.	1. Motion (Lou/Sandy) to adopt policy made and passed. <b>(Adopted as Policy 2011-6.)</b>
K Officer Responsibilities and Duties	Tabled due to time.	1. <b>Chuck</b> to bring to next meeting.
L. New Brochure	Kerry distributed the new organization brochure. He requested Board Members review.	1. <b>Kerry</b> to add changes as Board Members review brochure before new printing in spring.
M. Approve New Members	Leonard reviewed the list of new members requests since the last board meeting. Note: In the future this item will become part of the consent agenda.	<ol style="list-style-type: none"> <li>1. New Members requests: <ul style="list-style-type: none"> <li>• Diane Fonte, Naperville, IL</li> <li>• Craig Heobeke, Caledonia, MI</li> <li>• Rex O'Connor, Thompsonville, MI</li> <li>• Todd &amp; Sandra Avis, Grand Rapids, MI</li> <li>• Terry &amp; Joan Dardas, Glen Arbor, MI</li> <li>• The Homestead, Glen Arbor, MI</li> </ul> </li> <li>2. Motion (Al/Alice) to approve new members moved and passed.</li> <li>3. <b>Lou</b> to move this item to Consent Agenda in future</li> </ol>

		meetings.
Adjourn meeting at 10:52 am		Motion (Leonard/Fritz) to adjourn made and passed.

**Minutes respectfully submitted: Lou Ricord, Secretary FSBD**