

## Friends of Delnor-Wiggins Pass State Park

### Board Meeting Minutes: October 1, 2018

**Board members present:** Marcia Byrd, Milagros Dougan, Kathy Foster, Gabriella Miyamoto, Phil Nye, Todd Richards

**Board members Absent:** Larry Beer, Joe Gagnier, Valerie Thompson

**Park staff present:** Terrance Torvund, Mireille Gruppo

Board President Kathy Foster called the meeting to order at 10:00 AM. A quorum was established.

#### Reports of Officers

**President's Report:** Kathy welcomed Terrance Torvund our new park manager and Mireille Gruppo, new Park Services Specialist to the board meeting. Terrance comes to us from Collier Seminole State Park and has a long history of service in the system. Mireille just came on board having worked in the park system since 2014. Kathy thanked Ann Petrillo for attending the June 6<sup>th</sup> retirement party for Bob Steiger at Lover's Key State Park. At the ranger meeting on 9.28.18, Kathy distributed the Speaker/Activities list and Schedule of Meetings/Events list for the 18-19 season of the Friends. There is a need to continue to have volunteers work in the ranger station in a variety of jobs. Training is available. Kathy received a \$100 check to use for improvements in the break room. A break room work day is planned with Mark Nicoletti appointing one of the rangers to work with us. Kathy will send an email with the date and time. Kathy read us the goals for the year. All have been completed except for the web cam. Thanks go to Todd Richards for funding the first family of turtles with hoodies showing the Friends' logo. They are available for \$19.99 (donation) and Kathy is going to order more.

**Secretary's Report:** The 4.2.18 board minutes were approved.

**Treasurer's Report:** Milagros suggested that committee minutes be posted on the website. Marcia will contact Alicia Astorga with this request. A draft of the financial policy (one of the goals) will be presented at the next meeting. The attached Treasurer's Report as of August 31, 2018 indicates that the Friends lost \$490 through August 31, 2018 because of the purchase of the ATV for the park. Compared to 2017, revenues were \$1,400 higher mainly because of donations in honor of Mrs. Schmidt. Expenditures were greater than in 2017 by \$6,200 because of the ATV purchase. Compared to budget, the \$490 loss is \$1,200 better than the budget because of the donations for Ms. Schmidt. The cash position of the Friends was \$89,835 as of August 31, 2018. The Friends will increase the usage of the mobile credit card unit by one month to six months covering the period from October through March.

**Membership Report:** Gabriella reported that **over the summer she received seven memberships**, both new and renewed. Membership total is at 106. She will send out reminders to those needed to renew their membership. The ranger station processed 24 memberships since the program was initiated. There is confusion regarding the Friends' Facebook page and that of the park. Marcia will contact Alicia about the Friends' page and Terrance will investigate why the Park has a Facebook page as the DEP does not want individual parks creating their own Facebook pages.

**Committee Reports:** The **Art Show** will be held on January 19, 2019 from 9-4. Donations for the raffle are welcomed at any time. The **Children's Art Show** will be held on February 23-24, 2019. The guidelines were sent to the schools and copies were sent electronically to board members.

**Park Manager's Report:** Terrance started as park manager in July. He talked about his work experience in the park system and elsewhere. He introduced Mireille who acts as liaison with our CSO, coordinates the volunteers, and works with special events.

Under **staff goals**, one of his priorities is staff retention and to that end he is offering more training opportunities and staff development. He plans to do staff trading with other parks to offer a broader perspective of park services. He will invite specialists from other parks when needed to expedite various special projects such as exotic removal. He recommends upgrading a ranger position to Park Service Specialist for Park Maintenance.

**Goals for the park and personnel** are to provide and insure customer service, employ creative means to obtain funding – grants/partnerships, monthly safety trainings/reviews, increase initiatives by 1% using media exposure and expanded use of social media. Allow Jenn and Mireille access to post on the Friends' Facebook, daily beach photos sent to CVB and posted to Instagram. Make connections with Robb Stann and his 22,000 beach followers on Facebook and YouTube. He plans to create new special events – ideas Full Moon Concerts or Movie night on the Beach. The park is down 20,000 visits compared with August 2017!

**Budget management** involves two main categories of monies – **Expense budget** \$69,000 and **Fixed Capital Outlay** \$6,000, doubled from last year. Last year our park had 500,000 visitors. A comparison to Collier Seminole shows that for 79,000 visitors, the expense budget was \$120,000 and the FCO was \$10,000. Terrance is working to increase both categories in next year's budget. Todd remarked that there is \$9400 in commissions from his business in a park fund for park use. Terrance plans to request funds for improving one bath house per year. Both trucks are old and in need of repairs. Terrance is looking for some good used trucks to replace these old ones. The catch with a used truck is the state will not provide funds for them. A UTV and an ATV are both needed.

**Resource Management** goals include sea turtle management, continuing gopher tortoise research, and exotic removal day. The CSO has been asked to provide lunch for that day. The park was inspected and passed with flying colors. The observation tower has little use and after a structural analysis may be taken down.

**Current projects** include a redesign of the park entrance with a two-lane entrance station for fee collection using the existing ranger station as an administration building. A map showing a sketch of the proposed plans was circulated. A beach camera will be installed by the county. Plans are to rebuild the shop but finances are held up due to Irma. Mireille will be managing the upcoming Nature Fest on 10.27.18. The Collier County shuttle will be starting up next month. Plans are underway to restripe the parking lots and to paint the ranger station.

**Meeting with Collier County officials:** Terrance met with the county manager, county lawyer, and manager of the county parks. The county wants to buy the park. The county wants to manage the park. The county wants to put ticket machines in each parking lot. The county wants to move the ranger station. Terrance along with another DEP official gave a resounding NO to all of these! The county wants to renourish our beach ASAP, doubling it in size. That was approved. Then a **controversial proposal** was made that the county build a parking garage back by the boat ramp. It is a topic in the Unit Management Plan (09). The building would be 3 stories with a visitor center on top. It would double the parking capacity at the park. This proposal is being considered by park management. It was suggested that if the county is going to fund the garage/visitor center, perhaps the county could fund a connection to our boardwalk through the mangroves.

**Park Services Specialist:** Mireille Gruppo was just hired for this job. She distributed her bio and a flyer for the upcoming Nature Fest. Twenty exhibitors are confirmed as coming to the event. The Friends will have a table for this event. Mireille is eager to assist us in any way she can.

**Unfinished business: Dellora's Garden** - Kathy thanked the rangers and Friend volunteers who worked on the garden last spring and this summer. We are very grateful to Friend volunteer John Finer, professor at Ohio State University, Department of Horticulture and Crop Science, who worked with the approved list of native plants and purchased and planted several plants. More plants will be planted this fall.

**New Business:** The **Adopt a Turtle** program is underway. For a donation of \$19.99 the turtle comes with a certificate and a hoodie with our logo on it. Already 14 have been sold. \$5 goes to park's sea turtle protection program fund. Todd and Kathy are working on a good price for the next order – somewhere around \$6 a piece. The profit then belongs to the Friends. Kathy will use \$150 to purchase the next order to arrive in time for the Nature Fest. **Ranger breakroom work day** will be announced. Donations are being accepted for this project. The **Membership picnic will be held on December 10 at 11 AM**. The electronic equipment needs to be in good working order for our speakers. Mark and others to be involved. Terrance is looking for a pole saw and funding for a new recycle bin. Terrance will look into getting a new projector from the state. **Kathy distributed a draft for the personnel incentive plan for the rangers who sell memberships at the gate. It was accepted.**

Dredging of the pass is completed. The sea oats replacement is on hold due to renourishment plans. The Pilot Club 5K was held. Mark has this information. Someone will contact Zach about the WINK interview. Larry requested a copy. A parking lot counter was installed this month.

Adjournment: 12:05 PM

Upcoming Dates:

October 8	Membership Meeting 10 AM Speaker Terrance Torvund
November 1	District meeting
November 5	Board meeting
November 12	Membership meeting 10 AM Speaker John Finer
December 3	Board meeting
December 10	Membership meeting: announcement of Resident Artist for 2019

Respectfully submitted,  
Marcia Byrd, Secretary pro-tem  
6 attachments

Approved: November 5, 2018

FRIENDS OF DELNOR-WIGGINS PASS STATE PARK

Treasurer's Report - October 1, 2018

<u>Financial Results</u>	<u>31-Dec-17</u>	<u>31-Dec-16</u>	<u>\$ Change</u>	<u>31-Aug-18</u>	<u>31-Aug-17</u>	<u>\$ Change</u>
Total Income	\$41,314.85	\$15,520.75	\$25,794.10	\$12,054.62	\$10,691.20	\$1,363.42
Total Expenses	\$19,142.88	\$9,587.03	\$9,555.85	\$12,544.72	\$6,328.22	\$6,216.50
Net Income	\$22,171.97	\$5,933.72	\$16,238.25	(\$490.10)	\$4,362.98	(\$4,853.08)

	<u>31-Aug-18</u>	<u>Budget</u>	<u>\$ Change</u>
Total Income			
Total Expenses	\$12,054.62	\$10,669.68	\$1,384.94
Net Income	\$12,544.72	\$12,316.20	\$228.52
	(\$490.10)	(\$1,646.52)	\$1,156.42

<u>Cash Position</u>	<u>Cash Position</u>	<u>Cash Position</u>	<u>Interest</u>	
	<u>12/31/2017</u>	<u>8/31/2018</u>	<u>Income</u>	<u>Interest Rate</u>
			<u>2018</u>	
<u>Wells Fargo</u>				
- Checking Account	\$10,353.65	\$8,764.05		
- Money Market Account	\$9,797.74	\$9,801.01	\$3.27	0.05%
<u>TIAA Bank</u>				
- Money Market Account	\$25,336.58	\$10,378.79	\$42.21	0.50%
- Cash Dellora Garden	\$10,000.00	\$10,076.07	76.07	1.44%
- Board Designated CD				
Certificates of Deposit				
- 3-Month	\$10,068.84	\$10,149.43	\$80.59	1.64%
- 6-Month	\$10,071.28	\$10,159.56	\$88.28	1.73%
- 1-Year	\$15,167.63	\$30,506.64	\$339.01	2.08%
Total Board Designated	\$35,307.75	\$50,815.63	\$507.88	
Total	\$90,795.72	\$89,835.55	\$629.43	

Credit Card Mobile Unit

Recommendation to increase usage of credit card mobile unit from five months to six months at a minimum cost of \$35. In the first nine months of 2018, we have received \$627.5 revenues with this unit and paid \$217 in costs.

Seminar

Attended financial seminar at Florida Gulf Coast University for managers of non-profit organizations at the suggestion of Kathy Foster and a cost of \$69.