

**Friends of Delnor-Wiggins Pass State Park
Board Meeting Minutes
November 2, 2020**

Board members present: Eric Cosentino, Kathy Foster, Heidi Gagnon, Phil Nye, Todd Richards and Valerie Thompson. **Absent:** Larry Beer, Clarette Frank and Gabriella Miyamoto. **Park staff present:** Park Manager Terrance Torvund (a quorum was established)

President's Report:

- President Kathy Foster called the meeting to order.
- Kathy announced that our non-profit organization information has been listed in the local *Gulfshore* publication
- Kathy and Valerie attended an October 28 Webinar sponsored by the Florida State Parks Foundation that focused on Fundraising for Friends Groups.
- Heidi Gagnon, Barb Craig, Clarette Frank, Valerie Thompson and Kathy Foster will form a committee to explore fundraising possibilities for our CSO.

Vice-president's Report:

- Todd volunteered to add the Friends plush animals to the items he displays at the concessions location. Donations for animal "adoption" will be kept separate from other transactions and details will be worked out between Todd and Heidi.
- Board members agreed to add manatees to the plush animal inventory.

Secretary's Report:

Minutes from the October 5, 2020 Board meeting were approved. Eric moved for approval, Todd seconded the motion. Unanimously approved.

Treasurer's report:

- A Friends member recently donated \$2500 for park supplies.
- In the financial report, Eric reported Income was up and expenses were down year over year when looking at the October report, resulting in a net increase of 22%.
- Gate and general donations were up in last two months.
- Expenses were down, including a saving of \$1,000 due to Board insurance now being purchased through the Florida State Parks Foundation, rather than through previous insurance agencies.
- Kathy provided the following clarifications:
 - Restricted funds: Funds the donor restricts for a specific project.
 - Designated funds: Funds the Board decides to set aside for a specific project.

Membership Chairperson's Report:

Gabriella provided the following information in a written report: As of the end of October the Friends had 182 active members. Approximately 85 of these memberships will expire in the next 3 months. The bulk of our membership growth and replacement of expired memberships has come from Ranger transactions at the gatehouse; a few through the Facebook page promotion and the Friends website.

Park Manager's Report:

Administration:

- Terrance will be meeting with District Leadership on November 17 for the Annual Review. This is a great opportunity to discuss issues affecting the Park and getting District response. Terrance will make a case for a budget increase. He will make a presentation to compare the utility bills vs. visitation numbers.

- Areas #3: Terrance shared an architectural drawing for Area #3 improvements. Permits are being acquired for boardwalks, however the renovations of the bathhouse interior may not be possible due to permitting issues.
- Area #4: A consultant has been hired to work on permits for boardwalks in this area.
- Outside showers will be replaced and shower pads may be redesigned to meet ADA requirements.
- 2020 Friends Budget request: \$4,100 was requested for the 2020 budget. Only \$1,224.93 has been spent.
- Although the State reduced the 2020 Park budget by \$20,000, the State provided \$250,000 for various projects and improvements.
- Terrance discussed the need for additional park work vehicles. The Friends purchase of a new electric cart was requested in the amount of approximately \$10,000. Terrance will explore state funding for a vehicle and present the cost figures at the next meeting. The Board approval was tabled until the December meeting.
- The Board approved providing \$800.00 for the purchase of batteries for an existing cart. Todd presented the motion, Heidi seconded. Unanimous approval.
- Visitor Services:
- Facebook account: Terrance spoke with Ursula about the pros and cons of using a “donate” button on the Friends Facebook page. Promotions on Facebook of “holiday gifts” (memberships &/or plush animals) was discussed and recommended by Board.
- Terrance and Ursula are planning to make more Facebook updates. However, they need permission from the State. The State has placed restrictions on postings during COVID and also disallows Park Managers from conducting interviews.
- Kathy volunteered to be interviewed for a “Meet the Member” segment.

Resource Management: NA

Maintenance: Showers are being repaired as needed; may be entirely replaced. Repairs are being made in Area #3. Boardwalk is being removed in Area #2

COVID-19: Policies and guidelines are still in place. Including, staff are not allowed to ride in carts together.

Unfinished business:

Dellora’s Garden: The Board approved funding a new bench and signage for the garden using some of the previously approved Foundation donation monies. Heidi made a motion for the expenditure, Todd seconded. The motion passed unanimously.

Board members will work with Terrance to select these new additions. The irrigation system has been installed.

New Business:

- Kathy asked Terrance about the possibility of a “Park Newsletter”.
- Terrance reported the Park has a new supply of volunteer shirts. Kathy asked about the possibility of Board members having shirts. Caitlin will bring some to the next Board meeting.
- Kathy will work on promoting Smile.Amazon.

Due to COVID restrictions and guidelines, no Friends Membership meetings will be held in November and December. In lieu of meetings, Kathy will send email to Friends members reporting on Park and Friends activities.

Next Board meeting: December 7 at 10 a.m. in the Park pavilion.

Respectfully submitted by,
Valerie Thompson

Approved: January 5, 2021