

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
November 16, 2005

Present: Trustees Campbell, Coon, Currie, Duston, Fallows, Foster, Gagle, Green/Hales, Koehler, Kolva, Martell, Perry, Samples, Scherer, Van Duyne, Westmeyer. Staff: Munger.
Excused: Kepke, Light.

The meeting of FWCP was opened by President Fallows at 4:10. He welcomed Gloria Green/Hales as a new trustee.

The minutes of the October meeting and the agenda were approved on a motion by Martell, second by Perry. All yes. Koehler stated that since Lee Gagle is posting the meeting minutes on the web page and in the interest of saving mailing costs, members are requested to download the document. If anyone requests a hard copy, please contact Pat.

OFFICER'S REPORTS

President: Ken Fallows distributed the 2006 calendar and corrected the date for the Annual Membership Meeting from February 26 to February 19. Additions to the calendar include the newsletter mailing on January 11, 2006 at 9:00 a.m. and on January 10, 2007. Additional correction for the Parks Commission Meeting from January 18, 2007 to January 15, 2007. A motion to approve the calendar was made by Koehler, second by Westmeyer. All yes.

He remarked that as his term comes to an end he has enjoyed the association with FWCP as a volunteer and emphasized that the life of the organization depends on increasing the membership. He requested that trustees continue to encourage new people to become involved.

Ken announced that he will be working with Joan Light and Char Scherer on a plan to reassign terms to facilitate a rotation of trustees. The plan will be presented for general membership acceptance in February .

Vice President: No report

Ken expressed concern following discussion with Munger and legal counsel that as FWCP is under the auditory umbrella of the Parks District we are meeting the legal requirement that PAC funds be maintained in an entirely separate account. Discussion was held on whether the Special Gifts Coordinator should be identified as the PAC fund treasurer. It was determined that it was unnecessary to make that change as all PAC monies are dispensed from the Fund Raising account which was established for the purpose and maintained entirely separate from membership income and expenditures as listed in the operating account.

Treasurer's Report: Jean Duston distributed the treasurer's report and requested a motion to transfer \$2,000 from the fund raising monies to the P AC fund and the \$1,374.31 balance from fund raising monies transferred to the general fund for the greenhouse project. Campbell made a motion that the balance from the fund raising portion after the \$2,000 transfer to the PAC fund be augmented from reserves to constitute a total of \$6,000 to be directed to the greenhouse fund in order to purchase a 12 month CD. A second to the motion was made by Currie. All yes.

Duston requested a motion to move \$10,000 from the general fund into a 12 month CD. Currie so moved and a second to the motion was made by Samples. All yes

A motion to approve the treasurer's report was made by Perry, second by Coon. All yes,

Special Gifts Report - Bob Coon reported that activity last month included a \$100 contribution and interest earned in the amount of \$.35. Bank balance at 9/30/05 was \$4,084.31 and the September balance in the endowment fund was \$16,202.12. He noted that the Toledo Community Foundation issued a charge of \$32.50 to manage the account for the third quarter.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger reported that they have finished the first phase of renovations to the barn on the Carter-Loomis Farm which include painting and a new roof. The drive and parking area will be completed next year. Their goal is to replicate a historically accurate Depression Era farm as part of a living history project.

The district has purchased the telescope that was available for sale as part of the Kane property acquisition. Park Staff will work with BGSU to develop programs for the district and will also include opportunities for use by BGSU students.

The parking lot paving has been completed at the Knight Preserve as well as the parking lot lighting. In response to a question, Neil responded that the lighting is limited to the parking area and has night sky protection.

TRUSTEES COMMITTEE REPORTS

Membership - Char Scherer reported that new memberships are up in the current year although total membership is down YTD. 05 memberships totaled 461 with 23 new compared to 432 total for 06 with 36 new. There are 139 life members. Char will prepare labels for an additional gift letter that has been drafted by Ken Fallows and co-signed by Judy Westmeyer. A copy of the letter was distributed.

Finance and Budget - Jean Duston will prepare the budget for 2007 and asked about estimated income for the wine and cheese fundraiser. Although expectations are high compared to other organizations' successes, it was decided to use \$6,000 as a goal which is the annual commitment for the greenhouse project.

Discussion again followed on the audit of the books. Westmeyer is optimistic about getting a family member CPA to do a gratis audit. Ken noted that the organization will need someone to assist Jean next year to transition into the position of treasurer when her term expires.

Volunteers - Currie requested volunteers to assist in preparing the newsletter mailing on January 11 at 9 a.m. Those responding were Samples, Duston, Westmeyer, Coon and Perry.

OPERATING COMMITTEE REPORTS

Public Relations: Ken reported that wine chair Terri Hanson has encountered State Liquor Control regulations which prohibit groups from purchasing wine for resale from retailers. As we'll have to purchase wine for the April Wine & Cheese event from a wholesaler, Terri has contacted Norm Heineman who has agreed to supply all the wine but requested that we wait to

make final arrangements after January. Additional regulations are that the event must be by invitation only and tickets must be issued for glasses of wine. These meet with our existing plans. Terri reported that Legends and Stimmels indicated they may give wine for the silent auction.

Joanie Foster reported that Qdrado, a new restaurant in BG is the first food donor. Other details include:

- Chris Smalley is putting together a list of auction donors
- More information is available on the web sites
- 1000 invitations will be sent. The committee will need names and help addressing the invitations.
- Stationary is ordered; Joanie got a good price by ordering early
- Potential sponsors will receive a follow-up call from committee member

Hospitality: Nancy Perry reported that Emmy Hann has agreed to assume hospitality leadership for the February meeting which will be held at Otsego.

Fall Sale: The estimated net for the sale is \$722.16. Mickey Kolva was thanked for assisting Nancy Perry and Dick Currie in executing the sale.

Spring Sale is in need of a chair.

Program: Chair Jan Martell announced that she confirmed Steve Pollick, Outdoors Editor of the Toledo Blade as speaker at the February 19 Annual Meeting. Steve will be speaking on his experience at the Iditarod Trail Sled Dog Race. Chris Smalley will speak on controlled burns in prairie lands at the May meeting and Jan is working with Pam Williams at Perrysburg High School to arrange for a PHS music group to also participate in the program.

Strategic Planning: Judy has prepared an implementation timeline for 2006 strategic plan goals which will be distributed at the January meeting.

Technology: Lee Gagle will continue to update the Friends web site. Any information on events or content should be forwarded to him.

There being no further business, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,
Pat Koehler, recording secretary

The next board meeting will be Wed. January 18, 2006 at 4:00 .m. at Park Headquarters

Minutes of the Friends of Wood County Parks
General Membership Meeting

October 16, 2005

The Annual Meeting of the Friends of Wood County Parks was held October 16, 2005 at 1:00 p.m. at the Otsego Park shelter. President Ken Fallows presided. He opened the meeting by thanking hospitality chair Nancy Perry and her committee of Lisa Bundy, Mickey Kolva and Anne Donald for preparing and serving lunch and Gloria Green for providing the fall table decorations.

He reminded members of the annual Fall Bulb and Birdseed sale. October 17 is the last day for placing orders which can be picked up at Park Headquarters on Saturday, October 29 from 10:00 a.m. to 1:00 p.m. Proceeds from both the fall and spring sales will be placed in the political action fund and used to support efforts to renew the park levy which will be on the ballot in 2007. Membership dues from Friends of Wood County Parks are used to support other projects and publications for the benefit of the Friends organization.

Ken announced that a fund has been established for the greenhouse project which the Friends have committed to support. The greenhouse will be built at the newly acquired site in Rossford, convenient for use by students involved in the horticultural program at both Penta County and Owens Tech. The goal is to raise \$18,000 over a three year period. As part of the fund raising effort a Wine, Cheese and Arts Festival is planned for April 22, 2006 and will be co-chaired by Joanie Foster and Judy Westmeyer. The event will be held at the W.W. Knight Nature Preserve and will coincide with the first anniversary of the center as well as Earth Day.

Ken thanked Lee Gagle for his initiative in creating and maintaining the Friends of Wood County Parks active pages on the park district web site. He noted that Lee has added the ability to order items for the spring and fall sales on-line and encouraged people to use this capability.

Wood County Park District director, Neil Munger announced that

- The district has purchased an 18 acre parcel at Long Judson-Beaver Creek known as the Kane property. The land is mostly wooded and is located on a flood plain. The district also purchased the telescope that was on the property and Neil reported that he has contacted BGSU and hopes to work with the astronomy department in a joint program.
- The 70 acres of land known as the Reuthinger property that was donated recently by Lucille Knepper will be left in its natural state and will be home to the native plant greenhouse.
- The third annual Pow Wow was held the first weekend in October and was a huge success. The two day event was attended by an estimated 5,000-6,000 people.
- Halloween events will be held at the Wood County Historical Center; a pumpkin carving contest on Wednesday, October 19 and the Halloween Folklore and Funfest on Saturday, October 22.

Program Chairman Jan Martell introduced Deb Cooper, Director of Nature's Nursery and

volunteer coordinator Laura Zitzellberger as people who have had a major impact on wildlife in the area. Jan shared her enthusiasm for the program and encouraged others to volunteer as she does.

Deb Cooper stated that Nature's Nursery began 16 years ago in her garage with a few volunteers; today she has a staff of three and a number of volunteers who assist in the wildlife rehabilitation program. During the first year they cared for 159 animals, they now see 2,000 animals annually. Their busy season runs from April to July during which time they take over 100 phone calls a day. The injured or orphaned native wildlife that are cared for at Nature's Nursery are in large part referrals from zoos, parks, law enforcement officers or pet stores; the goal following rehabilitation is to return them to the wild.

Laura Zitzellberger introduced several of their residents including a 17 year old Desert Tortoise which is on the federal endangered species list and was taken from Arizona. The tortoise was unknowingly and illegally taken out of its environment and cannot be returned to its habitat. She also brought a Virginia opossum and a barn owl which is on the Ohio endangered species list.

Deb concluded by emphasizing the importance of animals in an ecosystem; each tied to everything else. Parks like those in the Wood County Park District play an important role in connecting important islands of green.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,
Pat Koehler, Secretary

Friends of the Wood County Park District

Minutes of the Board of Trustees Meeting

October 16, 2005 at 3:10 p.m. following the General Meeting at Otsego Lodge

Present: Trustees Currie, Duston, Fallows, Foster, Gagle, Green Hales, Koehler, Kolva, Martell, Perry, Scherer, Van Duyne, Westmeyer. Staff: Munger.

Excused: Kepke, Light, Samples

The October meeting of FWCP was opened by President Fallows at Otsego Lodge following the general membership meeting.

The minutes of the September meeting and the agenda were approved on a motion by Martell, second by Kolva. All yes.

OFFICER'S REPORTS

President: Friends of Wood County Parks must continue to focus on acquiring new members. Please encourage and invite others to attend future general meetings.

Any additions or changes to the 2006 calendar should be brought to Ken's attention prior to the November board meeting.

Vice President: Westmeyer reported that she attended the August staff meeting but the information had been given by Neil in his general meeting report. It's a benefit for trustees to attend staff meetings as it provides an overall understanding of the issues and plans of park staff. The staff will be attending a Northwest Ohio Parks District retreat this month so there will not be a need for a trustee to attend in October; Koehler will attend the November 17 meeting.

Treasurer's Report: Jean Duston's distributed the treasurer's report and pointed out the new format which separates the operating account from fund raising. This will assure that funds transferred to the PAC are clearly from fund raising and not memberships. Any remaining balance after the \$2,000 transfer to PAC will go to the operating fund designated for the greenhouse project. Ken stated that the transfer must be done by vote. A motion to approve the treasurer's report was made by Currie, second by Westmeyer.

Special Gifts Report - Jean Duston distributed the special gifts report in the absence of Bob Coon and indicated the only change from the previous month was in the amount of interest earned.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger reported that he covered all current items of interest in the general meeting.

TRUSTEES COMMITTEE REPORTS

Membership - Char Scherer reported that the renewal mailing was prepared and sent on October 13 to 213 members. She presented a draft letter that will be sent to life members in November to encourage year end consideration of financial support for the greenhouse. The letter will be sent over Fallow's and Westmeyer's signature and mentions the Wine, Cheese and Arts festival that will be held on April 22, 2006.

Finance and Budget - The organization has been looking for a CPA who will conduct an audit of

the financial books on a gratis basis. As the books have not been audited it was decided to wait until the end of 2005 and do a two year audit prior to the annual meeting in February. Any suggestions for a CPA who might benefit the FWCP should be brought to the attention of Duston or Fallows.

Volunteers - Currie is in need of a volunteer to be the receptionist at the Knight Nature Center on Wednesdays. The shifts are from 10:30 a.m. - 1:30 p.m. and 1:30 p.m. to 4:30 p.m. Mickey Kolva thought she could take the morning shift and Scherer and Martell were going to check their calendars to see if they could assist in the afternoon. Dick also announced a need for volunteers to work the fall sale. Nancy Perry will place the order and take items off the truck at Park Headquarters on Friday at 4:30 with the help of Westmeyer and Martell. Fallows and Currie will work the sale on Saturday.

OPERATING COMMITTEE REPORTS

Public Relations: Joanie Foster announced that plans are moving forward for the April Wine, Cheese and Arts event. All who were asked to chair committees have agreed to do so and a budget and time line have been prepared. She reported that expenses were calculated on the high side and she is able to purchase stationary at wholesale prices. A meeting of the chairs will be held at the Knight Nature Center at 10:30 a.m. on October 25. Any suggestions for donations or contacts for sponsorship should be directed to Foster, Westmeyer or Fallows.

A draft letter that will be sent to potential sponsors/donors was reviewed. Discussion followed on a plaque to recognize large donors and major sponsors and it was agreed that it should be placed at the greenhouse.

Hospitality: Nancy Perry reported that with food donations, lunch costs for the general meeting were estimated at \$2.40 per person so there will be a profit to the FWCP. Emmy Hann has agreed to assume hospitality leadership for the February meeting which will be held at Otsego.

Fall Sale: Perry and Currie have finalized arrangements for the Bulb and Birdseed Sale. Cost per bulb is \$.15 with 1,000 bulbs donated by Lakewood Greenhouse. Expenses were under budget so they are expecting to realize a substantial net profit. It was suggested that excess bulbs could be offered for sale on the October 29 delivery date or the balance could be donated to the parks. Nancy will contact Chris Smalley to consult. The committee will send thank you letters to Lakewood Greenhouse and Mid-Wood for their continued support of this project.

Spring Sale is in need of a chair.

Program: Chair Jan Martell will have plans for the February general meeting to report at the November trustees meeting. Discussion on future programs included the suggestion to include youth singing groups which seem to attract a larger attendance. A master gardener was also suggested as a possible speaker at future meetings. Discussion on promotion - all agreed that we need to promote programs and meetings more - both in print and one-to-one. Promotions of general meetings have not been included in the Oakleaf but our sales have been included in that publication.

Strategic Planning: Suggestions for goals that were provided by members have been incorporated into the 2006 strategic plan and a draft was presented for review. Item VI was discussed and it was suggested that it should be amended to read "FWCP will connect with other

civic groups to support safe bicycle lanes to parks.” Committee members will meet to finalize the plan and initiate the time line for presentation to the board in January.

Technology: Webmaster Lee Gagle’s web promotion of the fall Bulb and Birdseed Sale has been well received and will be repeated for the spring plant sale. The order form can be downloaded and printed from the web site. General meeting information and photos will be included on the site. Any information on events or content should be forwarded to him.

Newsletter: Due to family obligations Joyce Kepke will be unavailable to write the winter issue of the newsletter which will be done in an abridged form by Koehler to promote the February annual meeting, the Wine, Cheese and Arts event and to list recent and additional contributors.

New Business: Information for the annual report needs to be given to Nancy Perry by year end and should include a list of all volunteers.

There being no further business, the meeting was adjourned at 4:15 p.m. on a motion by Gagle and a second by Van Duyne.

Respectfully submitted,
Pat Koehler, recording secretary

**The next board meeting will be 4:00 a.m. on Wednesday, November 16 at Mercer Rd.,
Park Headquarters.**

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
September 21, 2005 at 4:00 p.m.

Present: Trustees Campbell, Coon, Currie, Duston, Fallows, Foster, Gagle, Green-Hales, Kepke, Koehler, Kolva, Light, Martell, Scherer, Van Duyne. Staff: Munger and Smalley.

Excused: Westmeyer.

The September meeting of FWCP was opened by President Fallows at the Park District Headquarters.

The minutes of the August meeting were approved on a motion by Campbell, second by Currie. All yes.

OFFICER'S REPORTS

President: Ken Fallows recently met with Joanie Foster and Judy Westmeyer to discuss plans for the wine and cheese event that will benefit the greenhouse project. FWCP have committed to funding the greenhouse over the next three years; it will be built on the Reuthinger property recently given to the Park District.

Vice President: Fallows conveyed Judy Westmeyer's message that there will not be a park staff meeting in October; Ken was to have been the FWCP representative and will fill in at a later date.

Treasurer's Report: Jean Duston's treasurer's report shows major changes in membership income received. The reduction in the publicity and promotion expense line item change reflects income from the sale of tee shirts. A \$132 expense in administration was payment to for the treasurer's bond. Money has been deposited at the post office to cover the newsletter mailing. A motion to approve the treasurer's report was made by Coon, second by Martell.

Special Gifts Report - Bob Coon reported special gifts deposits in the amount of \$390 from numerous gifts which were in turn deposited with WCPD. A membership in the amount of \$50 that had been included in a special gift was transferred to the treasurer. The bank balance at August 31 was \$4,083.59. He noted gifts from the Bell family in the amount of \$18,800 for outside landscaping at the W.W. Knight Center had been increased by two addition gifts from the family in the amount of \$2,084 each for the Loona Fund. A third gift in the same amount is expected.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger reported that the WCPD has officially closed on the Reuthinger Memorial Preserve and the closing on the Kane property will be the end of September. He credited Earl Campbell with initiating that acquisition. A question was raised about any interest of the WCPD in the Vollmar Park land. Neil responded that he has met with the attorney involved but the board concluded that it was not an advisable purchase as the primary building on the site is located on a flood plain.

He announced that the Park District is co-sponsoring the third annual PowWow at Buttonwood on October 1-2 together with the Black Swamp Intertribal Foundation. 5,000 to 7,000 people are expected to enjoy traditional Indian dances and foods.

WCPD will be hosting a gathering of park district staff from northwest Ohio in October. Tours of the parks will be planned in addition to discussions of issues and concerns of the multi-county districts.

TRUSTEES COMMITTEE REPORTS

Membership - Scherer and Martell have recently processed 159 renewals and expect to get a reminder letter out on October 13. Char requested 2-3 volunteers to assist. Light suggested that a mailing be sent to life members requesting an additional gift to support special projects. She will modify a previously used letter and Scherer will provide labels for that mailing.

Finance and Budget - Fallows stated that a 501C3 status does not permit the use of funds to support candidates. To allow the board to safely operate under that status it is necessary to have a separate fund for the Political Action Committee with no dues money included. In conference with treasurer Jean Duston, it was decided to place all money from the Spring and Fall sales in that fund; if sale income exceeds the \$2,000 annual allocation for PAC, monies can be transferred back into the general fund. That action will be part of the year end reconciliation of the books. The Park District levy will be on the ballot in 2007.

Volunteers - Currie circulated the volunteer list for any revisions. Volunteers were unable to complete the newsletter mailing on September 19 as there were insufficient Bulb and Birdseed Sale flyers available. Additional flyers will be delivered and the mailing will be completed and delivered to the post office within the next several days. Kolva, Currie and Van Duyne will assist.

Dick inquired about the need for volunteers for the Halloween event - Neil indicated that Deb Nofzinger has a "boo crew" that helps each year - he will have Deb notify him if any additional help is needed.

Park Commission Meeting was covered by Munger's report per Joanie Foster.

OPERATING COMMITTEE REPORTS

Public Relations: Joanie Foster will be sending information to the area newspapers about the general meeting on October 16 and the upcoming Bulb and Birdseed Sale.

Fallows, Foster and Westmeyer met this past week to develop plans for the April 22, 2006 Wine, Cheese and Arts in the Parks event at the W.W. Knight Preserve. Ideas suggested included:

- Wine and cheese donated to maximize net profit
- Food stations set up - food also underwritten
- Silent auction
- Present guests with a wine glass to use during the evening

Leadership roles include a General Chairman with the following sub-chairs

- Wine donors
- Food donors
- Auction
- Publicity
- Invitations/Programs

Other suggestions included:

- Consideration for non-alcoholic drinkers
- capitalize on the 1st anniversary celebration of the W.W. Knight Preserve

- capitalize on Earth Day association
- tap general membership for ad hoc positions
- check membership list for affiliations that may be helpful

Hospitality: Nancy Perry reports that all is ready for the October 16 general meeting at Otsego Park. A reminder, that she will need a volunteer to assume hospitality leadership for the February meeting as she will be out of town.

Fall Sale: Nancy Perry and Dick Currie will be co-chairing the Bulb and Birdseed Sale. The order form and information is on the web site - thanks to Lee Gagle!

Program: Chair Jan Martell confirmed that Laura Zitzellberger of Nature's Nursery will present the program at the October general membership meeting. She hopes to confirm Steve Pollick from the Toledo Blade for the February meeting and will contact Chris Smalley to arrange a program on controlled burns in the Spring. Jean will provide a check in the amount of \$50 for the honorarium for the October meeting.

Strategic Planning: Suggestions for goals that were provided by members are being incorporated into the 2006 strategic plan. Committee members will meet at Park District Headquarters on September 28 at 1:00 p.m. to put into a format for presentation to the board. Committee members include Campbell, Fallows, Light, Munger, Scherer and Westmeyer.

Technology: Webmaster Lee Gagle displayed web pages that support the fall Bulb and Birdseed Sale. The order form can be downloaded and printed from the web site. Any information on events or content should be forwarded to him.

Newsletter: Due to family obligations Joyce Kepke will be unavailable to write the winter issue of the newsletter and asked for assistance in filling the position of editor or simply writing an invitation to the general meeting on February 19. Koehler volunteered to prepare a letter announcing the program and will have in the mail by mid January. She will notify Van Duyne with the date of mailing.

There being no further business, the meeting was adjourned at 5:20 p.m. on a motion by Van Duyne, second by Gagle.

Respectfully submitted,
Pat Koehler, recording secretary

The next board meeting will follow the general membership meeting at 1:00 p.m. on Sunday, October 16 at Otsego Park