

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
November 28, 2007

Present: Trustees Currie, Gagle, Hale, Green-Hales, Hayden, Kepke, Kisabeth, Koehler, Martell, Perry, Sheldrick, Westmeyer
Staff: Munger

Excused: Campbell, Gwin, Kolva

The meeting was opened at 4:00 by President Westmeyer.

Shirley Sheldrick was thanked for taking the minutes of the October meeting. They were approved on a motion by Hayden, second by Martell. All yes.

OFFICER'S REPORT

President: Judy Westmeyer will be appointing the nominating committee comprised of Kolva, Kisabeth and Campbell. Bill Hale has filled the vacancy left with the death of Ann Zachman. Chuck Hayden asked to be replaced as special gifts chair.

Vice President: No report.

Treasurer's Report: Nancy Perry reported a balance in the checking account of \$11,324.65 and a total of \$98,944.75 in all FWCP funds.

Special Gifts Report - Chuck Hayden presented the special gifts report and noted the only activity was \$.34 in interest. The fall sale income has not been included pending a final report but Chuck reported that Scott Kisabeth made 54 birdhouses at a per each cost of \$1.76. He indicated that Mickey Kolva and her crew did an outstanding job with the sale. It was suggested that the seed bill was high and we might want to seek a new supplier for 2008 and consider using hull less seed.

PARK DISTRICT DIRECTOR'S REPORT

Neil Munger reported that

- The barn at the greenhouse site is progressing; the outside shell is up and they expect to have it ready by February 08 in time for the growing season. The crew is finishing the fall clean-up of leaves and seeds.
- He expects the strategic plan to be approved by the board next month and ready for distribution in January.
- The levy committee has been active. Joyce Kepke has scheduled organizations for levy presentations and he requested suggestions for other groups. He noted that Joyce has distributed forms for trustees to use in identifying locations for levy signs and for endorsements. The levy committee and other supporters will meet in January to assemble yard signs.

TRUSTEES COMMITTEE REPORTS

Membership - Jan Martell reported that she has processed 22 renewals and received 4 new memberships. She has been looking at membership categories in other similar organizations and reported the results as related to extended or “life” memberships. Discussion followed on naming of membership categories and levels of membership. Jan will prepare a formal proposal to present at the January meeting.

Finance - Nancy reported that there is currently \$265 in the Zachman memorial fund and the estimated cost of the bench to be purchased is \$700.

Volunteers - No current needs. The newsletter will be prepared for mailing on January 14. Labels need to be ordered.

OPERATING COMMITTEE REPORTS

Public Relations: No report.

Hospitality: No report.

Program: Shirley Sheldrick is working on the program for the annual meeting in February.

Technology: Lee Gagle stated that the site is up to date. He will put the bird houses on the web with the expectation of selling some in the early spring.

NEW BUSINESS

Discussion on the annual report. Lee and Nancy will do with input from the president and committee chairs.

Judy expressed a concern that we have too much capital in reserve. Following discussion, Neil indicated that Chris Smalley has a list of needs for greenhouse supplies. A motion was made by Lee Gagle with a second by Gloria Green-Hales that the trustees transfer \$2,000 to the Park’s Stewardship Department. All Yes.

There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,
Pat Koehler, recording secretary

The next board meeting be at 4:00 p.m. on January 16 at Parks Headquarters
Judy Westmeyer will bring snacks

Merry Christmas/A Happy Holiday to All

Please note: Dick Currie’s email is schiel40@yahoo.com

Friends of Wood County Parks
Board of Trustees Meeting
October 21, 2007

Present: Westmeyer, Kepke, Perry, Hale, Gagle, Hayden, Van Duyne, Green-Hales, Kolva, Martell.

Excused: Campbell, Gurin, Koehler

Staff: Munger

Guests: Prospective Board Members: The Hawkers, Kathy Krayale

The meeting was called to order at 2:30 p.m. by Pres. Judy Westmeyer.

The minutes of the September meeting were approved on a motion by Hayden 2nd by Van Duyne. All yes.

Neil reported that the new deck is finished and also the greenhouse is done. Pole barn is in progress.

OFFICERS REPORT

President: None

Treasurers Report

Nancy Perry reported funds total \$92,187.95. Treasurer's report was approved on a motion by Gagle 2nd by Hayden. All yes.

Special Gifts Report

Chuck Hayden reported that the September bank balance was \$7,963.51. He stated he had received bill for the Zimmerman project but all the Zimmerman money was in a CD. He asked if he could pay them from the unspecified fund which has \$177 in it. The bill amount is less than \$100. Gagle moved Martell 2nd to pay from the Unspecified Fund. All yes.

Park District Directors Report

Neil stated that the Board is working a report of Capital Project of the next 4 year.

COMMITTEE REPORTS

Membership: Martell stated she wanted more discussion on the Life Membership Fees. Much discussion followed with the results being: she will do some research and come back to the next meeting with her recommendations.

Finance

Perry stated she has received monies for the Zachman Bench & will continue to handle those until the bench is purchased.

Volunteers

None

Fall Sales

Kolva stated she had 51 orders with 28 bird houses ordered. The total so far is 2,066.15. She suggested looking into different items to sell or checking around for different prices, etc. for next fall.

OPERATING COMMITTEE REPORTS

Public Relations

None

Hospitality

None

Program

Sheldrick reported she is working on next years' programs & asked for suggestions. Several good suggestions were given.

Website

Gagle want to have people send in pictures of their favorite park. Maybe have a contest & feature the pictures on the website to get people interested in viewing the website.

Strategic Plan

Westmeyer suggested we wait until next meeting when we have finalized plan in hand to vote on it.

Levy Committee

Kepke stated that the committee has been busy. She asked if anybody knew of someone in Pemberville to act as a regional chair for that village.

OLD BUSINESS

None

NEW BUSINESS

Westmeyer asked to change date of next board meeting from Nov. 21 to Nov. 28 at the same time of 4:00p.m. All agreed to change. The meeting will be held at The W.W. Knights Preserve in the 2nd floor meeting room.

Nominating Committee will be working on new officers for next year. Campbell has agreed to be President. Please be thinking about where your talents will be best utilized and step forward & volunteer.

Meeting was adjourned at 4:45 p.m.

Respectfully submitted

Shirley J. Sheldrick, protem

Minutes of the Friends of Wood County Parks Fall Meeting
October 21, 2007

The Fall Meeting was held at The W.W. Knight Nature Preserve at 1:00 p.m.

President Judy Westmeyer called the meeting to order.

Porkaleans' were cooked by Director Neil Munger with Mickey Kolva & her daughters preparing the rest of the meal.

Munger introduced Debra Nofzinger, Park Naturalist who spoke about the Cricket Frog. 39 members & guest enjoyed her talk very much.

Munger stated that the new deck & the greenhouse are finished. The pole barn is progressing well.

The Park Board has decided to place a 1 mill operating levy on ballot next spring.

Respectfully submitted
Shirley J. Sheldrick, protem

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
September 19, 2007

Present: Trustees Campbell, Gagle, Hale, Green-Hales, Hayden, Kepke, Koehler, Kolva, Martell, Perry, Samples, Van Duyne and Commissioner, Joanie Foster.

Staff: Munger and Simrau.

Excused: Gwin and Westmeyer

The meeting was opened at 4:00 by Vice-President Earl Campbell.

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

OFFICER'S REPORT

Vice President: No report.

Treasurer's Report: will be given later in meeting.

Special Gifts Report - Chuck Hayden presented the special gifts report and noted little activity. Ending bank balance is \$8,073.26 and ending endowment fund balance is \$20,078.15. The plant sale report shows income of \$4,211.75, expenses of \$2,627.64 and a profit of \$1,584.11. Native plant total is \$2,004.75 but a question was raised as to amount owed Bosdorffs for pots, potting mix and rental on the space used. Neil will talk to Chris Smalley to clarify. The special gifts report was approved on a motion by Gagle, second by Martell. All yes.

PARK DISTRICT DIRECTOR'S REPORT

Neil Munger showed photos taken of the recently completed greenhouse and the foundation of the pole barn. The barn is expected to be under roof before winter and will provide storage space, a work room and office space for stewardship department staff. Neil reports that staff will start planting in the greenhouse next March and expect to develop a wetland and seed development area in the near future.

Neil reported a good attendance at the last community meeting in North Baltimore. Staff will be completing the strategic plan and finalizing plans for the 2008 levy and will announce the millage at the October 8 board meeting.

He introduced part-time parks naturalist, Renell Simrau, who made an appeal for volunteers to assist with various activities at the Halloween Folklore & Funfest on Saturday, October 20. The event will be held at the Wood County Historical Center. Activities include the Welcome Booth, Cider Pressing, Popcorn making, Bonfire Attendant, Spooky Tattoo Parlor and children's game area. Call Renell at 419-661-1697 x201 if you are able to volunteer for a shift. She also would like to have volunteers to assist with filling bird feeders and newspaper clipping at the Knight Nature Center. Joyce will mention that need/request in the next newsletter and Lee will include the information on the announcement page on the web site.

TRUSTEES COMMITTEE REPORTS

Membership - Jan Martell reported that

- she has received approximately one hundred renewals and noted that most responders are giving at the same level or higher than the previous year.
- she would like to have more discussion on the motion passed in August to increase the life membership level to \$250. The subject will be addressed at the October meeting.
- the membership renewal reminder will be prepared for mailing on Monday, October 22 at 9:00 a.m.

Finance - No report

Volunteers - Mickey Kolva will enlist her family members to help with the Fall Sale October 27.

Fall Sale - Kolva reported that

- The flyer and order blank for the Fall Sale were sent with the newsletter mailing.
- The price of seed and suet has increased this year; the price of bulbs remains the same.
- The first 1000 bulbs were again donated by Lakewood Greenhouse.
- She anticipates a good response for the bird houses

OPERATING COMMITTEE REPORTS

Public Relations: No report. Koehler stated that Mary Gwin is sending notices about the Fall Sale and October general meeting to area newspapers.

Hospitality: Mickey Kolva reminded the group that the Fall FWCP Membership Meeting was changed to October 21 and will be held at the Knight Center. Neil Munger will be cooking his special "pork-a-leans".

Program: No report. Munger stated that Shirley Sheldrick has arranged to have Deb Nofzinger present a program on "Critters in the Parks" at the October 21 meeting.

Technology: Lee Gagle stated that he has added information and an order form for the Fall Sale on the web site. He has also included a photo of a sample wren bird house built by Scott Kisabeth that is for sale this year. The order blank can be downloaded as a PDF file.

Discussion followed on the volunteer form available on-line and ways it can be modified for other uses. Neil will modify the existing form for levy volunteers and forward it to levy committee chairs, Kepke and Campbell. It was noted that all volunteers should be keeping a record of hours donated as this information is important to staff when applying for grants.

Lee reported that he has been evaluating the membership data file and suggested that it might be more efficient to include membership levels on the mailing label rather than create a program to include same in a letter file. Members could then be referred to the mailing label to determine their previous giving level.

Strategic Planning: Campbell presented the 2008 strategic plan draft and opened discussion on items in the document.

- Related to the goal of recruitment of new members and non board volunteers, Campbell noted that Gary Samples is retiring from the board as soon as a new trustee can be recruited to replace him. Several suggestions were made.
- A nominating committee will be appointed soon and updated information on dates of renewal and retirement need to be provided to the president. Koehler and Martell will confirm action of last year's committee.
- Consideration for trustee changes in mid-year should be addressed.
- The arrangement of volunteers shared with the Park District staff needs to be addressed. It was suggested that the subject be discussed at the general membership meeting in October. Volunteer chair Dick Currie needs to have input. Neil will also confer with Chris Smalley and ask him to attend the fall meeting.
- It was suggested that we use the newsletter to encourage more volunteers to participate in Friends and Parks activities.
- A question was raised as to available volunteer support for the wine and cheese fund-raiser planned for the Spring. Volunteer efforts to support the levy are essential and top priority. A motion to eliminate the wine and cheese event from the strategic plan was made by Van Duyne with a second by Koehler. All yes.

Treasurer's Report

Nancy Perry distributed the treasurer's report and noted expenses in the last month. Closing balance in the checking account is \$5,488.40 and CD balance is \$31,897.18. A motion to accept the treasurer's report was made by Van Duyne with a second by Gagle. All yes.

NEW BUSINESS

Power Point Projector

Lee Gagle proposed that an additional computer and projector be purchased by the Friends to address levy support requirements and on-going needs of the district. Neil has done additional research and found that the desirable XP operating system is available and is less money than noted previously. The computer cost is \$839; the projector is on sale for \$999 (from \$1699) for a total of \$1,838 plus shipping. A motion to purchase the system was made by Gagle with a second by Kepke. All yes.

There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,
Pat Koehler, recording secretary

**The next board meeting will follow the 1:00 p.m. Fall Membership Meeting
October 21 at Knight Nature Center**

ORDER YOUR SEED AND BULBS BY OCTOBER 12!!!

Friends of the Wood County Park District

Minutes of the Board of Trustees Meeting

August 15, 2007

Present: Trustees Campbell, Currie, Gagle, Hale, Green-Hales, Gwin, Hayden, Kepke, Kisabeth, Koehler, Kolva, Martell, Perry, Samples, Sheldrick, Van Duyne and Westmeyer.

Staff: Munger.

The meeting was opened at 4:00 by President Judy Westmeyer.

The minutes of the July meeting were corrected to read “all greenhouse CD accounts have been closed” and were then approved on a motion by Campbell, second by Hayden. All yes.

OFFICER’S REPORT

President: A thank you to Earl for chairing the July meeting.

Vice President: Nothing to report.

Treasurer’s Report:

Nancy Perry presented the treasurer’s report. August expenditures to date are \$1,077.29 including \$757.90 for purchase of Frisbees for the Fairs. Year to date income is \$24,541.51 with expenditures of \$28,167.91. The closing balance in the checking account is \$5,488.40. Funds for FWCP total \$93,035.52. Nancy will transfer \$2,000 to PAC fund when that amount is in the account.

The treasurer’s report was approved on a motion by Campbell, second by Sheldrick. All yes.

Special Gifts Report - Chuck Hayden reported that the corrected July statement shows a balance of \$20,359.14 in endowment funds. A Rapid Print outstanding bill of \$150 will alter plant sale profit. He will provide an updated report in August. The special gifts report was approved on a motion by Gagle, second by Martell. All yes.

PARK DISTRICT DIRECTOR’S REPORT: Neil Munger thanked all trustees who worked at the Wood County Fair and reported that 7,125 people went thru the WC Parks tent. He attributed the increased attendance to a good location and the interactive activities for kids including the canoe, fishing and target practice. He suggested that we return to using event passes next year.

He reported that the greenhouse building permit has finally been received and Greyhawk will begin to schedule construction. The staff will start work on the barn next week. Crews have been doing mowing in the parks and expect to begin work on the roof repairs at Mid-Wood to have that completed prior to winter.

Staff have been compiling information for the strategic planning sessions. The last meeting is scheduled for North Baltimore at 7:00 p.m. on August 29 at the Library; he encouraged the trustees to attend if possible. The strategic plan is nearing completion and will be used to finalize plans for the 2008 levy.

TRUSTEES COMMITTEE REPORTS

Membership - Jan Martell announced that the Fall membership mailing will be prepared and sent on September 7. There are currently 592 members. Following discussion on the lifetime giving level a motion was made by Koehler with a second by Perry that the lifetime membership level be raised to \$250 and be listed as such when membership envelopes are reordered. All yes. It was suggested that a request for an additional gift be part of the annual appeal schedule and sent at calendar year end. Lee Gagle requested a copy of the membership file to begin work on a computer program that will allow membership appeal letters to include the previous giving level and a request to increase their gift. Jan will work with Char to provide that data to Lee.

Finance - No report.

Volunteers - Dick Currie stated that he has adequate volunteers for the upcoming Pemberville Fair. Trustees have also volunteered to assist with the upcoming mailings.

Fall Sale - Scott Kisabeth has received birdhouse plans from Pam Menchaca and estimated the cost of the units using 3/8" plywood. Following discussion on finishing and weathering concerns, it was suggested that Scott proceed with the project using a thicker exterior plywood. As the newsletter deadline is August 27 and chair Mickey Kolva needs to include an order blank with the newsletter, a motion was made by Campbell that we price the wren house for \$12. All yes.

Scott will provide information to Lee Gagle for the web site.

OPERATING COMMITTEE REPORTS

Public Relations: Mary Gwin will prepare and send notices about the Fall Sale and October general meeting to area newspapers.

Hospitality: Mickey Kolva reminded the group that the Fall FWCP Membership Meeting was changed to October 21 and will be held at the Knight Center.

Program: Shirley Sheldrick will contact Deb Nofzinger and request that she present a program on her topic of choice at the October 21 meeting.

Technology: Lee Gagle stated that he will add information and an order form for the Fall Sale as it is made available and requested that any photos or information be sent to him for inclusion on the web site.

Strategic Planning: Campbell reminded trustees that the strategic plan for the next year is a document by the organization owners and asked that they submit two to three suggestions for consideration. Suggestions were collected and will be reviewed by the committee as they prepare the 2008 strategic plan draft.

Levy Committee: Earl Campbell reported that:

- Dave Stratso will serve as treasurer and will be preparing a budget.
- Welsh Publishing Company will print 5,000 informational pieces.
- The planning committee plans to meet the first Tuesday of each month

NEW BUSINESS

Power Point Projector

Campbell and Munger expressed a concern the Park's single power point projector will not be sufficient to cover the demand for informational presentations during the 6-8 weeks prior to the election. An estimate to purchase a Dell system similar to what we have is \$2,175; \$999 for the projector and \$1,176 for the laptop computer. Discussion followed on the merits and availability of several other systems, Gagle will research and confer with Neil and a proposal will be made at the September trustee meeting.

Zachman Memorial

The trustees were saddened by the recent death of longtime FWCP supporter and trustee, Anne Zachman. Discussion was held on ideas for a memorial and a motion was made by Sheldrick that contributions be solicited to purchase a memorial bench. A second to the motion by Green-Hales, all yes. Kepke will write an article for the next newsletter and a memorial fund will be established.

There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,
Pat Koehler, recording secretary

Reminders of upcoming events

August 27 - Newsletter deadline

August 28 - Staff meeting - Sheldrick will attend

September 7, 9:00 a.m. - Membership Mailing prepared

September 17, 9:00 a.m. - Newsletter stuff and mail

The next board meeting will be at 4:00 p.m. on September 19 at Parks Headquarters

**Campbell will chair meeting -
Snacks to be provided by Perry.**

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
July 18, 2007

Present: Trustees Campbell, Currie, Gagle, Green-Hales, Gwin, Hayden, Kisabeth, Koehler, Kolva, Martell, Perry, Van Duyne
Staff: Munger. Excused: Westmeyer, Zachman

The meeting was opened at 4:00 by Vice-President Earl Campbell.

The minutes of the May meeting were approved on a motion by Hayden, second by Gagle. All yes.

OFFICER'S REPORT

Vice President: Nothing to report.

Treasurer's Report:

Nancy Perry presented the treasurer's report. All Greenhouse accounts have been closed and moved into the Greenhouse checking account. Membership income for July to date is \$275. The closing balance in the checking account is \$6,363.13.

Due to a family situation, Nancy will be taking a leave of absence from the position of Treasurer and announced that Jean Duston will assume that responsibility.

The treasurer's report was approved on a motion by Van Duyne, second by Currie. All yes.

Special Gifts Report - Chuck Hayden reported that the Zimmerman CD was rolled over May 16 for 9 months at a rate of 5.13%. May activity included deposits of \$5,966.75 and withdrawal of \$2,269.35 for payments of plants. June statement shows deposits of \$342.90 and withdrawals of \$247. The June 30 ending balance is \$7,772.58. Two sales of \$300 each for native plants sold to BG Parks and Rec and to Findlay Public Schools will increase the native plant sale profit. The special gifts report was approved on a motion by Martell, second by Gwin. All yes.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger reported that the June 18 article in the Toledo Blade, which has been reprinted on the web site, notes the accomplishments during the past 10 years and leads into strategic planning for the next decade. Successful public forums have been held at Harrison Park, Otsego Park, W.W. Knight and Bowling Green. The meeting scheduled for North Baltimore has been rescheduled to 7:00 p.m. on August 29 at the Library, Munger encouraged the trustees to attend if possible. The strategic plan is expected to be completed within the next month and will be used to finalize plans for the 2008 levy.

Plans are proceeding for the greenhouse which has been ordered. Munger reported working with the building inspector to obtain the proper permits; the greenhouse permit will be filed as a public building built by a public agency which will allow classes and programs to be conducted within. The staff will build the barn and expects to have it under roof before the winter season.

The deck has been completed at WW Knight and the sidewalk along the drive will soon be done.

TRUSTEES COMMITTEE REPORTS

Membership - Jan Martell reports that 5 new memberships have been received this month; 10 were received in June.

Finance - No report.

Volunteers - Dick Currie stated that volunteers will be needed for the upcoming Fairs. The Wood County Fair is from July 31 - August 6. Single shifts on weekdays will be 5:30-8:30 p.m.; weekend shifts will be from 3-6 p.m. and 6-9:00 p.m. Shifts for the Pemberville Fair on August 16-18 will be 5-8 p.m. on Thursday and Friday and 3-6 p.m. and 6-8 p.m. on Saturday. Volunteers will distribute literature and encourage people to support the FWCP and its activities. Trustees were asked to sign up and Currie will call volunteers to fill vacancies. Discussion followed on whether to provide volunteers with admission tickets. A motion was made by Gwin with a second by Perry to ask volunteers to pay for their own admission as a form of a donation. All yes. It was noted that advance admission is \$3.25.

Fall Sale - Scott Kisabeth will contact Pam Menchaca to determine the size of the house and opening for the bird houses to be built to allow occupancy by songbirds and to exclude English sparrows. He will then cost out the units; it was suggested that ten birdhouses be built.

Mickey Kolva will assume the chair in the absence of Perry and reported that Chris Smalley will assist her. She will have a report in August.

OPERATING COMMITTEE REPORTS

Public Relations: Mary Gwin will prepare and send notices about the Fall Sale to area newspapers.

Hospitality: Mickey Kolva reported that the staff picnic was very successful and well attended; Munger stated that the staff was very appreciative of the event.

Program: No Report

Technology: Lee Gagle noted that photos of the trustees park tour on May 30 are posted on the web as is the replication of the Toledo Blade article and map. He will add information and an order form for the Fall Sale as it is made available.

Strategic Planning: Campbell requested that **ALL TRUSTEES SHOULD PLAN TO ATTEND THE AUGUST FWCP MEETING AND BRING TWO OR THREE ITEMS TO CONSIDER FOR THE 2008 STRATEGIC PLAN.**

Levy Committee: Campbell reported that the levy planning committee has been meeting. Five regional chairmen include Leslee Thompson from North Baltimore and the southern part of the county, Earl Campbell for Perrysburg, Joyce Kepke for Bowling Green and Greg Marquette from the Rossford area. He requested that any suggestion for a Northwood representative be forwarded to him.

A fact sheet was distributed for consideration and minor changes were suggested by members. A quote for color copy will be provided by Welsh Publishing, but it is expected that the fact sheet will be printed in black and white to minimize expenses.

NEW BUSINESS

Wood County Fair:

- A motion to allocate up to \$100 for the purchase of a tree for the Wood County Fair raffle was made by Van Duyne with a second by Perry. All yes.
- A motion to pay for 1000 imprinted frisbees for the Fair together with associated costs for production and delivery was made by Kolva with a second by Perry. All yes.
- A question was raised as to the whereabouts of the display unit that is used at the Fair. Neil will call Joanie Foster to see if she is storing the unit.
- Lee Gagle will check on photos for the display.

2008 Wine and Cheese Event:

Dates were considered for the 2008 Wine and Cheese fund raising event. Following discussion of other events and holidays and availability of the W.W. Knight Center, a motion was made by Koehler with a second by Hayden that Saturday, May 17 be established as the date for the 2008 Wine and Cheese event. All yes.

For the good of the order: Chuck Hayden announced that the Wood County Senior Singers will perform at the Wood County Fair on Thursday, August 2 at 3:15.

There being no further business, the meeting was adjourned at 5:15 p.m. on a motion by Van Duyne.

Respectfully submitted,

Pat Koehler, recording secretary

The next board meeting will be at 4:00 p.m. on August 15 at Parks Headquarters
Snacks to be provided by Kolva.

Don't forget to bring your ideas for consideration for the 2008 Strategic Plan!

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
May 20, 2007, following General Membership Meeting

Present: Trustees Campbell, Currie, Gagle, Gwin, Hayden, Kepke, Kisabeth, Koehler, Kolva, Perry, Van Duyne, Westmeyer and Zachman.

Staff: Munger. Excused: Green Hales, Martell, Sheldrick,

The meeting was opened at 2:50 by President Westmeyer.

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

OFFICER'S REPORTS

President: Judy extended appreciation to Mickey Kolva for a successful Spring plant sale and for her efforts as hospitality chair.

Vice President: Nothing to report.

Treasurer's Report:

Nancy Perry presented the treasurer's report noting income for April in the amount of \$95.51 and expenditures of \$108.00. May expenditures include \$360 for postage, \$133.54 for the newsletter and \$1,582.61 for the WCPD Annual Report. She has closed out two Greenhouse CDs. Operating CD #9897 with a current value of \$10,702.64 is up for renewal this month. Gagle made a motion that the CD be renewed for the longest time, not to exceed one year, at the best rate. Kepke seconded the motion. All yes. Perry also reported that she has removed Jim Hancock's name as an authorized signer from the Levy Committee fund.

Special Gifts Report - Hayden reported that the Zimmerman CD came due May 16 and he would like to turn the funds over to a 9 month CD with a 5.13% return. A motion to do so was made by Perry, second by Westmeyer. The ending bank balance is \$4,978.76.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger reported that he has nothing to add to his report at the General Membership Meeting.

TRUSTEES COMMITTEE REPORTS

Membership - Nothing to report

Finance - Perry reported that she has received an inquiry about the source of funds for the Heritage Garden at Zimmerman School. It was determined that the money be allocated from the Zimmerman fund of \$2,584.77 or taken from operating funds. She has completed the paperwork for the bond for Chuck Hayden and Dave Stratso.

Volunteers - Dick Currie stated that he won't need volunteers until the August mailings. Judy thanked all the trustees who volunteered for the plant sale and mentioned that Chris Smalley's group of workers was greatly appreciated.

Spring Sale - Kolva reported the sale was successful and all agreed that the plants this year were outstanding. Net profit was \$3,465.80. Mickey suggested that we may want to bring in some extra flats next year on a consignment basis; she thinks we may be able to sell those to people who didn't order in advance.

OPERATING COMMITTEE REPORTS

Public Relations: Mary Gwin reported that she sent releases via email to area newspapers about the general membership meeting but did not see them in print. She will send hard copies for the next meeting or event.

Hospitality: The next general membership meeting will be held at 1:00 p.m. on October 21 at the W.W. Knight Nature Center. Kolva suggested that Neil Munger's pork-a-leans (sp?) were well received last year and should be repeated for that meeting. Neil graciously agreed to cook again!

Program: Westmeyer expressed appreciation for the Scherer's program on their "Green House" and suggested that Don Scherer should be considered for a future program on other energy sources.

Technology: Lee Gagle will add photos from the May 20 meeting to the web site and will update the minutes when received. (Thanks for the encouragement to be prompt!)

Strategic Planning: Campbell noted the May timetable calls for the Fall Sale committees to be appointed and Westmeyer responded that it is on the agenda. We're on track!

Levy Committee: Westmeyer reported that the levy planning committee met recently and four co-chairs will be serving to represent the districts. Leslee Thompson will represent North Baltimore and the southern part of the county, Earl Campbell for Perrysburg, Joyce Kepke for Bowling Green and a chair to be appointed from the Northwood/Rossford area. Campbell stated that the agenda and timetable had been efficiently prepared by Munger and the committee appreciated having Dick and Martha Kudner as a resource and source of history.

NEW BUSINESS

Westmeyer reminded members that the annual lunch for park staff will be provided by the Friends on June 26. The event will be at 12:00 Noon at Otsego Lodge and Neil estimated a staff of thirty will attend in addition to the Friends. Judy will arrange for sub sandwiches and other food will be provided by: Mickey - salad, cookies and lemonade

Joyce - salad

Jo - salad

Pat - salad

Judy - dessert

Mary - dessert

Koehler mentioned that Deb Nofzinger will be providing a program for the WBGU-TV Kid's Extravaganza on June 2.

Fall Sale Planning:

- Kolva and Perry will co-chair the fall sale planned for October 27 with assistance by

- Koehler who will handle the orders.
- Scott Kisabeth will chair the bird house building committee and will be assisted by Campbell, Currie and Samples. Kisabeth has plans for bird houses which were built by his son for the W.W. Knight Center as a boy scout project.
 - Bird house price will be set before September 17 in time for inclusion in the fall newsletter
 - The order sheet will be done by September 17 and inserted in the newsletter. It was determined that approximately 800 order sheets will need to be printed.
 - Mary Gwin will write and distribute the news releases promoting the event.

President Westmeyer displayed a cash box that had been found in storage by Neil Munger dating back to 1992. The treasure box contained \$97 in cash which will be put into the operating fund.

Mickey Kolva will be placing another order for shirts with the Friends of Wood County Parks logo. **Anyone desiring a shirt should contact Mickey; the price is \$25.**

Bill Hale was presented to the board as a trustee to fill the vacancy left by Ken Fallow's resignation. Westmeyer stated that trustees must be active members of the Friends of the Wood County Parks. Gwin made a motion to accept Mr. Hale as a trustee when he qualifies, second by Currie. All Yes.

It was also noted that the By-Laws state that the Board of Trustees shall consist of up to 20 members and a trustee missing more than two consecutive meetings without an excused absence shall be considered resigned.

Members were reminded that the Wood County Fair is July 31 - August 6 and the Pemberville Free Fair is August 15-18.

There being no further business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,
Pat Koehler, recording secretary

**The next board meeting will be at 4:00 p.m. on July 18 at Parks Headquarters
Snacks to be provided by Green-Hales.**

**Don't forget the Spring Parks Tour for trustees on May 30. Call Neil if you haven't
already signed up and plan to meet at Parks Headquarters at 12:30 p.m.**

Minutes of the Friends of Wood County Parks Annual Meeting

May 20, 2007

The Spring Meeting of the Friends of Wood County Parks was held May 20, 2007 at 1:00 p.m. at the Otsego Park shelter with 50 members attending. President Judy Westmeyer presided. She opened the meeting by thanking the Hospitality Committee of Mickey Kolva and her daughter and friends for a wonderful lunch.

Westmeyer thanked all who had participated in the Spring Plant Sale and announced that income totaled \$5,939.25, expenses were \$2,473.45 for a net profit of \$3,465.80.

Neil Munger reported that:

- the staff is busy with spring mowing
- they have hired a Chief Ranger named Todd Nofzinger (husband of staff member, Deb Nofzinger) who has a law enforcement background and experience in maintenance and safety issues
- the deck at the W.W. Knight Center has been completed and almost doubles the size of the great room
- construction will begin in June or early July on the greenhouse
- the staff will be starting on the site preparation and support facility for equipment and office space
- he extends Chris Smalley's thanks for the greenhouse and supplies
- a levy planning committee is in place and beginning to work on the levy which will be on the March 8, 2008 ballot. Town meetings will be held in June and July to garner public input and promotion done with mailings and newspapers.

Westmeyer introduced the program which was presented by Don and Char Scherer. The Scherers were instrumental in starting recycling in Bowling Green; Char was recently appointed as a Parks Commissioner after serving on the Board of Trustees for nine years and Don has just been elected as President of Green Energy of Ohio. Together with builder, Bill Decker, they have built an energy efficient "Green House" on Barr Road in BG and described the many considerations in building their home including:

- Building orientation
- Insulation as related to Energy Star standards
- Energy efficient heating and cooling
- Energy Star Appliances and lighting
- Renewable materials used
- Renewable energy and net metering by BG utilities
- Interior aesthetics
- Landscaping and rain gardens
- A residential 51-foot high wind turbine which is expected to provide about 90% of their electric energy needs

The meeting was adjourned at 2:30 p.m.

Respectfully submitted by Pat Koehler, Secretary

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
April 18, 2007, 4:00 p.m.

Present: Trustees Campbell, Currie, Foster, Gagle, Gwin, Hayden, Kepke, Kisabeth, Koehler, Kolva, Martell, Perry, Samples, Sheldrick, Van Duyne, Westmeyer and Zachman.
Guests: Martha and Dick Kudner and Bill Hale. Staff: Munger. Excused: Green Hales,

The meeting was opened by President Westmeyer who welcomed the Kudners, honorary members of the FWCP and active participants in previous park levy campaigns. Martha and Dick recalled the first successful county parks tax levy in 1988 when they “sold the dream.” The 1998 levy campaign involved more strategic planning and the Kudners recalled the committee’s efforts which started with a professional “Awareness and Use Survey” of registered voters. They advised using many of the same strategies for 2008 and shared the planning timetable for the 1998 campaign. They emphasized the value of promoting how county tax dollars have helped local parks and how future plans for land acquisition and development will benefit residents.

Discussion continued on how our source of information has changed in the last ten years and new ideas that could be used to reach people. Joan Foster reported that a Summit County park district distributed DVDs to service clubs that were done by a professional videographer. Neil will contact them for more information. Neil also suggested using a power point presentation when speaking to groups which could also be streamed on the web site.

Campbell stressed that we need to stay current with the strategic plan and an initial planning committee should be appointed. Westmeyer stated that it is on the agenda.

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

OFFICER’S REPORTS

President: Information to follow in New Business.

Vice President: Dr. Campbell glad to be back after a winter hiatus.

Treasurer’s Report:

Nancy Perry presented the treasurer’s report. She noted an error in the amount of Total Treas. CDs and Total all funds in the March report; the April report reflects correction. Income for the current month is \$3,592.61 and includes \$3,496.87 from a greenhouse CD that was closed out and deposited in checking. Expenses were \$152.03; net income \$3,440.58. Two more CDs will be maturing in May and deposited in checking. The treasurer’s report was approved on a motion by Gagle, second by Campbell. All yes.

Special Gifts Report - Hayden reported that the only activity during the previous month was \$.35 earned in interest and an expense item of \$8.75 for new deposit slips. An ending balance in the Endowment Funds is \$19,032.15. The ending bank balance is \$4,132.78. The special funds report was approved on a motion by Perry, second by Kolva. All yes.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger reported that the Operations Department is busy with mowing and Spring clean up. Other projects include renovating the Barker Retreat Center at Beaver Creek Preserve where the Park Commissioners will meet in June and repaving the parking lot where the staff will be conducting star watching programs. Following construction of the deck at W.W. Knight Preserve, work will begin on the greenhouse to be constructed on the Reuthinger property.

This is also the busy season for the Program Department and they will be conducting many education programs in area schools during the next several months.

Final interviews are in progress and the new chief ranger is expected to be announced within the next week.

Neil also stated that they are updating the strategic plan for the district and he expects to hold six to eight town meetings to encourage input into the planning process. He also requested input from the Friends as part of the process.

TRUSTEES COMMITTEE REPORTS

Membership - Jan Martel and Anne Zachman plan to have another training meeting with Char Scherer. They have ordered labels for membership mailings and requested a new mouse for the office computer; that item will be donated by Nancy Perry.

Finance - Nancy Perry introduced her friend, Bill Hale, who is a master gardener and interested in the parks. Possibly a new trustee??

Perry announced that, together with Hayden and Munger, she attended the tax-exempt summit held on March 23 and conducted by County Prosecutor, Ray Fisher, and Representative Bob Latta. With the IRS toughening charity donation rules, the topic was on the new obligation for receipting and procedures for processing donations. She referred anyone interested to the following web site for nonprofit IRS information: <http://66.252.234.95/sitemap.html>. She distributed an overview of the financial accounts held by Friends of the Wood County Parks, identifying the principal, authorized signers, legal requirements required for fund handling and other information related to the use of funds.

Perry noted that the treasurer's position is bonded for \$100,000 but we also need to provide bonds for the special gifts coordinator position and the PAC committee treasurer position in the amount of \$25,000 each. Campbell moved that we obtain bonds for the two positions; the motion was seconded by Currie. All yes.

Other procedural recommendations from the summit were:

- copy all checks received (Nancy suggested overlapping checks so bank account numbers are not shown on copy)
- stamp all checks with *For Deposit Only, Friends of Wood County Parks* (Chuck will purchase two additional stamps - one for membership and one for the office and used for sales)
- deposit checks in a timely manner.
- when cash is received such as at General Membership Meetings, two people should count the money and initial the deposit slip.

Volunteers - Chair Dick Currie requested and secured volunteers for the Spring Sale. Kolva

determined that 3-4 people would be sufficient to unload the truck on Thursday, May 10. She will call the volunteers when delivery time is established. Volunteers were scheduled on Saturday, May 12 from 10:00 a.m. to 1:00 p.m.

Spring Sale - Kolva reported that she has received a good number of orders to date with the expectation of having a successful sale.

OPERATING COMMITTEE REPORTS

Public Relations: Joanie Foster has sent releases promoting the Spring Sale to area newspapers and reported that they were printed in the B.G. Sentinel and the Perrysburg Messenger. This is her last official PR effort; Mary Gwin will be assuming the public relations position.

Hospitality: The May general membership meeting will be held at 1:00 p.m. on May 20. at the Otsego Lodge. Speakers for the meeting will be Char and Don Scherer who have recently completed building an energy efficient home.

Program: The program has been arranged for May; Shirley Sheldrick has agreed to take over the position of program chair for future planning.

Technology: Lee Gagle has updated the web site to include information about the Plant Sale and reminded members that the order blank for the sale can be printed on one page if one goes to File/Print. He has also included information about the upcoming May Meeting with the Scherers being the featured speakers.

Strategic Planning: Campbell reported that implementation of the strategic plan is on track.

NEW BUSINESS

Discussion on the Spring tour of the parks with the date option of May 16 or May 30. Majority voted for May 30 - decision is that we will meet at 12:30 at Park Headquarters for a tour that will last until 4:30 - 5:00 p.m. Based on a show of hands of trustees interested in taking the tour, Neil will secure a 15 passenger van.

President Westmeyer read a note of resignation from Ken Fallows who indicated that he is unable to attend meetings and participate in FWCP efforts due to increased work demands. Judy would like to have a new member on board by the next meeting.

Westmeyer read a thank you letter from Chris Smalley. Chris also included, per the Friends request, a list of needs for the greenhouse in the amount of \$1,930. Receipts from the Spring Sale, in excess of the \$2,000 commitment to the PAC account, will be available to help Chris with his wish list.

Levy Planning: The initial planning committee for the 2008 levy was formed. The committee will be comprised of:

Neil Munger
Judy Westmeyer
Joyce Kepke
Earl Campbell
Shirley Sheldrick
Pat Koehler

The committee will meet on Wednesday, May 16 at 2:30 p.m. at Park Headquarters. Kepke will prepare the agenda and Campbell will contact Martha and Dick Kudner and Dave Stratso to ask them to attend.

There being no further business, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,
Pat Koehler, recording secretary

The next board meeting will follow the General Membership Meeting at 1:00 p.m.
on May 20 at Otsego Lodge.
Don't forget to make a reservation if you haven't already done so.

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
March 21, 2007, 4:00 p.m.

Present: Trustees Currie, Foster, Gagle, Green Hales, Gwin, Hayden, Koehler, Kolva, Martell, Perry, Samples, Van Duyne, Westmeyer and Zachman. Staff: Munger.
Excused: Campbell, Fallows, Kepke, Kisabeth.

The meeting was opened by President Westmeyer.

The minutes of the February meeting were approved on a motion by Gagle, second by Martell. All yes.

OFFICER'S REPORTS

President: Judy and Micki Kolva have started working on the Spring Sale. Other information will follow in New Business.

Treasurer's Report:

Nancy Perry presented the treasurer's reports. She has compiled a summary of Sky Bank fund accounts with detailed information on CDs including date opened, when renewed, maturity date, term, fixed rate % and the balance. She noted that one Greenhouse CD matures on March 29 and two additional CDs mature in May. She requested input from Munger as to whether to renew any of them. Munger responded that work will begin very shortly on the greenhouse and the Parks will need to have access to cash. He advised closing out the March CD now and not to renew the two CDs maturing in May.

Perry then described the new format for the treasurer's income/expense report and explained that the report will show expenditures that have cleared each month in the checking account. February transactions include \$480 received in membership with income totaling \$614.09, and expenses totaling \$1,306.07. The current checking account balance is \$8,812.83; total in all funds is \$101,095.52.

Special Gifts Report - Perry reported that the only activity during the previous month was \$.48 earned in interest. An ending balance in the Endowment Funds is \$19,032.15. The ending bank balance is \$4,141.18. Chuck Hayden will be assuming the Special Gifts Coordinator position and all Spring Sale income and expenses will be processed by him and reported in that account.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger reported that the Parks District is in the process of hiring a Chief Ranger. They are currently conducting the required background checks and will be conducting second interviews with two candidates, expecting to fill the position by mid April. The staff will begin working on the strategic plan and preparations for the levy in May.

Munger announced a tax-exempt tax summit that will be held on Friday, March 23 in the Wood County Commissioners conference room and conducted by County Prosecutor, Ray Fisher, and Representative Bob Latta. With the IRS toughening charity donation rules, the question was raised as to how the new obligation for receipting will affect future Friends fund raising. Neil said he will get information from the meeting for later discussion.

TRUSTEES COMMITTEE REPORTS

Membership - Jan Martel will be meeting soon with Char Scherer to transition into that position.

Volunteers - Chair Dick Currie secured volunteers for the April 9 newsletter mailing preparation.

Spring Sale - Judy Westmeyer reported that she has taken the order sheet for the Spring Sale to the printer. The order sheet will be included in the Spring newsletter. She and Mickey Kolva have selected a larger variety of flowers and colors this year and the cost will only be increased \$.25 with flats selling at \$13 and herbs at \$4.75 a pot. Suppliers again this year will be Lakewood and Bosdorffs.

OPERATING COMMITTEE REPORTS

Public Relations: New chair Mary Gwin will be meeting soon with Joanie Foster.

Hospitality: No report

Program: No report

Technology: Lee Gagle requested that members forward any information, press releases or photos to him electronically. He will add the Spring Sale order form upon receipt from Neil.

Strategic Planning: No report

NEW BUSINESS

Fund Raising for 2007: Koehler reported on information secured by Scott Kisabeth on fund raising opportunities from restaurants. Carrabas usually works with schools and will require a non-profit organization to be approved by the corporate office. They provide one or two entrees at a reduced price (i.e. chicken marsala for \$6-\$7) and the organization decides on the sale price. Max and Erma's will donate 20% of food and beverage sales in a designated restaurant when a ticket is provided. They provide 500 promotional flyers with tickets attached; the date must be selected three weeks in advance and only on a Monday thru Thursday. Neil stated that the Boy Scouts have had successful events with Max and Erma's. Several questions need to be addressed - how frequently can these events be conducted and can information on the fund raising goal for the greenhouse be included in the promotional flyer? It was suggested that a September event would allow for promotional hand-outs to be distributed at the WC Fair.

In response to a question about needs for the greenhouse, Neil stated that Chris Smalley has a lengthy list of needed supplies. Proceeds from the Spring Sale, after the commitment of \$2,000 for the Political Action Committee, will be designated for the greenhouse. The order blank will also encourage donations to the greenhouse.

2008 Wine and Cheese Event: We need to begin planning soon with a goal of getting sponsor letters mailed earlier than previously. Perry suggested better coordination between committees to avoid contacting the same businesses. Foster stated that a time line was established for the 2006 event and will benefit the committee. Neil added that the deck at the Knight Center will be built this Spring and available for use as we consider expanding the event. More planning next month.

Spring Park Visit: With the success of the previous parks tour, it was suggested that another tour be conducted this Spring. Neil indicated that May would be a good month; he will check with the naturalist staff and have suggested dates at the April meeting.

Staff Picnic: At Neil's suggestion, the board will plan for a Fall staff picnic instead of the June picnic.

October Membership Meeting: The date for the Fall General Meeting is listed on the calendar as October 14, which is the date of the Apple Butter Festival in Grand Rapids. Discussion on changing the date or the location resulted in a decision to hold the meeting on October 21 at the Knight Center. **(Please make that change on your calendar)**

Parks Staff Meetings: Judy encouraged new members and anyone who hasn't attended a parks staff meeting to do so. The next meetings are Monday, March 26 and Monday, April 23 at 12:30 at Parks Headquarters. Perry and/or Hayden will try to attend April meeting. No volunteers for the March meeting.

Program for May General Meeting: Neil reported that Don and Char Scherer had presented a program at the Kiwanis meeting on their "Dream Green House" which was interesting and well received. This had been discussed as a program for the May General Meeting and it was decided to proceed; Neil will be seeing them and will ask them to be the featured speakers at the May 20 meeting to be held at Otsego Lodge. Gagle requested confirmation and information so he can promote the program on the web site.

Special Gifts Audit: Nancy Perry reported that Jean Duston has audited the books of the Special Gifts Coordinator for 2006 and found them in order. She noted a difference in the amount reported in December for the Zimmerman CD and made the correction. A summary of activity in the accounts was presented and is on file.

Volunteer Hours: Continued discussion on the importance of keeping accurate records of all volunteer activities which is of value to parks staff when applying for grants. It was noted that time spent in meetings and conducting other business for the organization should be recorded. A volunteer log used by Currie will be copied for members and scanned by Gagle to include on the web. Information should be turned into Chris Smalley by October of each year.

Wood County Fair Display: Neil reiterated the importance of keeping any political activity, or encouraging support for the parks levy, separate from the parks tent and staff as we consider arrangements for the Wood County Fair. If the Friends want to begin campaigning for the levy at the Fair, we would have to have a separate display; grandstand space is at a premium and would have to be requested immediately. Discussion followed on the impact of information for a May levy being distributed in August, a full eight months prior. It was decided that we may be better advantaged to promote the Friends in the Parks tent. Neil indicated that Soil & Water is interested in working together to plan an extended nature area. Judy will contact representatives from the Republican and Democrat offices to see if information can be distributed from their tents. It was also suggested that the township trustees tent might be another distribution point.

Levy Planning: It was noted that the strategic plan calls for a committee to be appointed by April and plans to promote the levy be initiated. Judy will contact Martha Kudner to see if she can

attend a board meeting in April or May to advise us.

For the Good of the Order: Gloria Green Hales distributed information on clean water from NOAA and encouraged attendance at a 7:00 p.m. meeting on March 27 at the Perrysburg Way Public Library. The meeting will address clean water issues and reduced federal funding for mandated requirements in the next 20 years.

There being no further business, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,
Pat Koehler, recording secretary

The next board meeting will be at 4:00 p.m. on April 18 at Park Headquarters.

Snacks to be provided by Pat Koehler

Friends of the Wood County Park District
Minutes of the Board of Trustees Meeting
February 18, 2007 following the Annual Meeting at Otsego Lodge

Present: Trustees Currie, Duston, Gagle, Green Hales, Gwin, Hayden, Kepke, Kisabeth, Koehler, Martell, Westmeyer and Zachman. Staff: Munger.

Excused: Campbell, Foster, Kolva, Perry, Van Duyne,

The meeting was opened by President Westmeyer.

The minutes of the January meeting were corrected to note that the meeting date was January 10 and Hospitality Chair, Mickey Kolva, not Nancy Perry, would be out of town for the February meeting. The minutes were then approved on a motion by Green, second by Gagle. All yes.

OFFICER'S REPORTS

President: Judy welcomed and distributed FWCP information notebooks to new trustees Mary Gwin, Chuck Hayden, Scott Kisabeth and Anne Zachman. Munger stated that he hopes to have a new staff photo roster completed soon and available for members and Koehler will send an updated Trustees roster with the February minutes.

Concerning the calendar, Kepke asked that the deadline for newsletter information be changed to March 14 and there was discussion about changing the October membership meeting date from Oct. 14 to Oct. 21 to avoid a conflict with the Grand Rapids Apple Butter Festival. Judy will confirm the Festival date and check on available facilities.

Treasurer's Report: Jean Dustin presented the proposed income/expenditure budget for 2007. She noted that projected fund raising income of \$2,750 is from the Spring Plant Sale and Fall Bulb and Seed Sale only; other fund raising efforts would increase that projection. She also noted that the \$6,390 proposed expenditure for special project or PAC is also flexible. She moved that the proposed budget be adopted, a second by Green, all yes. Jean then moved for adoption of the Greenhouse Fund and Fund Raising budget for 2007, second by Martell, all yes. She presented the treasurer's report showing a balance in all funds at February 18 at \$61,806.27. Jean will continue to serve as treasurer until Nancy Perry returns and assumes that position.

Special Gifts Report - In the absence of Nancy Perry, Duston reported that the only activity during the previous month was \$.53 earned in interest. An ending balance in the Endowment Funds is \$17,833.25. The ending bank balance is \$4,140.70.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger noted that most updates were presented at the Membership Meeting. He stated that work will begin this Spring for the Parks levy with major emphasis starting in the fall. The levy will be on the ballot in the Spring of 2008.

TRUSTEES COMMITTEE REPORTS

Membership - Chair vacant. Jean Duston commented that membership income since the first of 2007 is \$1,080 and includes gifts from six new members and six renewing members.

Volunteers - Chair Dick Currie will secure volunteers for the April 9 newsletter mailing

preparation. He will update the volunteer chair job description last done in 1998.

Spring Sale - Judy Westmeyer has waited until the press of Valentines Day passed to contact Lakewood Greenhouse about purchase arrangements and suggestions for the Spring Sale. Chris Smalley will also be contacting Bosdorffs to confirm acquisition of flats from them. The order sheet will be finalized and ready for inclusion in the Spring newsletter.

OPERATING COMMITTEE REPORTS

Public Relations: No report

Hospitality: No report

Program: Jan Martell has asked to be rotated to another committee, having served as chair for the past two years. Lee Gagle suggested a future program by Maumee author Daniel Masters, who has written a book on CD about the 144th Ohio Volunteer Infantry in the Civil War. Other suggestions included Don and Char Scherer who are completing their "Dream Green House", an environmentally friendly home, and a program by the Raptor Society with a specific interest in owls.

Technology: Lee Gagle continues to expand and improve the FWCP web site and asked that any information or photos on Friends events be forwarded to him electronically. He has grouped information on the site and added links of specific interest.

Recorded volunteer hours are important as Chris Smalley writes grants, and discussion followed on the best way to use the web for that purpose. A coordinated effort will be made by Volunteer Chair, Dick Currie, Chris Smalley and Lee to achieve an accurate and complete record that can also be downloaded for newsletters and the annual report.

Lee is also working on a way to incorporate the previous level of giving into a membership appeal letter.

Strategic Planning: No report

NEW BUSINESS

Election of Officers: Following discussion, the proposed slate of officers for 2007 is as follows:

President	- Judy Westmeyer
Vice President	- Earl Campbell
Secretary	- Pat Koehler
Treasurer	- Nancy Perry
Corresponding Sec. and Special Gifts Coordinator	- Chuck Hayden

Duston made a motion that the slate be accepted, second by Gagle, all yes.

Committee Chairs and Project Leaders: Following discussion, the following committees and projects will be led by the energetic trustees listed below.

Membership	- Jan Martell and Anne Zachman
Volunteers`	- Dick Currie
Public Relations	- Mary Gwin (under Joanie Foster's tutelage)
Hospitality	- Mickey Kolva

Program	- TBA (Judy will ask Shirley Sheldrick to head)
Web	- Lee Gagle
Strategic Plan	-TBA
Newsletter	-Joyce Kepke
Mailings	- Gloria Green
Fund Raising	- Scott Kisabeth volunteered to work on fund raising sales

Fund Raising Ideas: Discussion continued on a 2007 fund raiser that will not involve a major commitment of time for trustees and volunteers. Neil reported that BG City Parks will not participate in the March for the Parks event, previously done in collaboration with the WCPD. A fund raising walk utilizing Slippery Elm Trail has been considered but needs development. Kisabeth and Munger reported successful fund raisers have been done using area restaurants. Possibilities discussed included having an event at WW Knight, allowing an opportunity for more awareness and utilization of that venue. Scott will research options and report his findings at the March meeting.

Other business: Lee Gagle reported that the annual report was successfully done on Microsoft Publisher. Thanks were offered to Lee and Nancy Perry for their efforts in accomplishing this.

There being no further business, the meeting was adjourned at 4:40 p.m. on a motion by Kisabeth, second by Hayden.

Respectfully submitted,
Pat Koehler, recording secretary

The next board meeting will be at 4:00 p.m. on March 21 at Park Headquarters.
Snacks to be provided by Jan Martell

Friends of the Wood County Park District
Minutes of Trustees Meeting
January 10, 2007 at 4:00 p.m. at W. W. Knight Center

Present: Trustees Duston, Foster, Green Hales, Kepke, Koehler, Kolva, Martell, Perry, Samples, Scherer, Van Duyne, Westmeyer. Staff: Munger. Guests: Dave Stratso, PAC Fund Treasurer, Mary Gwin, Chuck Hayden, Scott Kisabeth and Shirley Sheldrick.
Excused: Campbell, Currie, Gagle

The meeting was opened by President Westmeyer.

The minutes of the November meeting were corrected to note that Jo Van Duyne will be having back surgery, not eye surgery as reported. The minutes were then approved on a motion by Martell, second by Scherer. All yes.

OFFICER'S REPORTS

President: Judy welcomed trustees-elect Mary Gwin, Chuck Hayden, Scott Kisabeth and Shirley Sheldrick who will be presented to the general membership in February for election.

Treasurer's Report: Jean Dustin presented the year end financial report. She transferred \$2,000 to the PAC fund and the balance in the fund-raising account to the greenhouse fund. There is \$22,095.26 in the greenhouse fund which is invested in CDs. Balance in all funds at November 15 is \$58,483.90. There is an outstanding check payable to the village of Haskins which has never been cashed. A motion to approve the treasurer's report was made by Van Duyne, second by Kolva.

Special Gifts Report - Chair Nancy Perry reported that the Zimmerman CD of \$6,645.13 was rolled over in October for four months. \$.53 was earned in interest in December. An ending balance in the Endowment Funds is \$17,833.25. The ending bank balance is \$4,140.17.

PARK DISTRICT DIRECTOR'S REPORT: Neil Munger reported that the parks staff has been very busy in the early winter months. He touted the work of naturalist Deb Nofzinger in setting up the interactive exhibit currently on display at the Knight Center, showing day-to-day life of the Native Americans in the Great Black Swamp prior to the European influence. The display was featured in a recent Saturday television program. Lights have been installed in the parking lot at the w. w. Knight Nature Center, the staff has roughed in dry wall in the upstairs area of the center and will be finishing the deck off the great room in the Spring. They are also looking forward to starting work on the greenhouse and putting in park amenities at the newly acquired Mid- Wood property in Rudolph.

TRUSTEES COMMITTEE REPORTS

Membership - Char Scherer reported that there are currently 569 people on the mailing list and we have enrolled 43 new members this year. She has taken non-renewing members from 2005 off the mailing list and will also take off prospects who have not joined. Jean Duston noted that membership income for December (\$310) brought membership within \$50 of the \$10,000 budget.

President Westmeyer announced that Char has been named a new Wood County Parks Commissioner to replace Dorothea Barker and she will be going off the Friends board in February. At the present time there is no one named to replace Char as membership chair.

Finance - Jean Duston will have the 2007 budget prepared for the February meeting. There is a six month CD for the greenhouse coming due January 22 and she asked Neil when he anticipated needing access to those funds. He suggested that we convert it to a three month CD so funds would be available in the spring. Jean noted that little money budgeted for WCPD programs had been spent but will include the same line item in anticipation of a need in 2007.

Volunteers - Kepke requested volunteers to assist in the newsletter mailing on January 17. It was decided to order labels for the annual reports alphabetically within zips to facilitate distribution at the annual meeting.

Spring Sale - Discussion on a chair and committee for this event. Last year it was again chaired by Judy with the assistance of Mickey Kolva. Judy said it was well organized and agreed to chair it again this year but requested help in tallying orders, unloading the truck on Thursday and working the day of the sale. The sale is scheduled for Mother's Day weekend. Orders for flats and baskets will be placed in March. Neil will talk to Chris Smalley and ask him to contact Bosdorffs; flats will be ordered from them.

OPERATING COMMITTEE REPORTS

Public Relations: Joanie Foster will be sending press releases about the annual meeting to the area newspapers.

Hospitality: Mickey Kolva will be out of town in February, Pat Koehler volunteered to prepare the lunch for the annual meeting. Joanie Foster and Jan Martell will assist with food and Gloria Green will decorate the tables.

Program: Chair Jan Martell reported that Sandy Bihn will be the speaker for the February general membership meeting at Otsego Lodge. Sandy is president of the Toledo Lighthouse Society and will speak on local environmental issues and concerns about the Maumee River, western Lake Erie and the Toledo Lighthouse.

Technology: No report

Strategic Planning: Westmeyer distributed the 2007 strategic plan and implementation calendar.

NEW BUSINES

Levy Planning - Dave Stratso, PAC Fund Treasurer, briefed the trustees on the initial planning for the Wood County Parks District levy which will be placed on the ballot in the Spring of 2008. He suggested that a committee be appointed by April and be advised by experienced people such as Marge Hunter and Dick and Martha Kudner, who have worked on previous levies. There is currently \$19,364 in the fund with another \$2,000 committed from the 2007 FWCP budget. He anticipates having more funds available but noted that the price of newspaper ads has increased and will be a major expenditure. Dave will provide more detailed information at a future meeting including the financial history, expenditures and timing. Neil stated that by law he is the only staff person who can work on the levy during work hours; the staff can assist only on their own time.

Fund Raising for 2007 - Discussion was held on fund raising ideas for the next year with the purpose of raising funds for continued development of the greenhouse. Westmeyer stated that

we should be thinking of a late summer/early fall event designed to involve families with the intent being to create awareness for the parks as well as raise money. In response to a question about the availability of the greenhouse for an event, Neil stated that it would be better to plan a Spring 2008 event which would allow time for the greenhouse to be open and in use. Judy suggested using the Slippery Elm Trail and walk for pledges. She suggested " A Walk in (or for) the Park". Other Ideas included:

- having activities for kids
- having the trolley for rides
- naturalist with programs
- rangers to talk about bike/roller blade safety
- picnic at the new Rudolph park area (Paul Brim would help)

Neil will also solicit ideas from Chris Smalley.

Committee Job Descriptions - Judy distributed job descriptions that were written in March 1998 by Joan Light and asked that chairs revise and return to her.

Other Business:

Koehler reported that she pulled the bid sheets from the Wine and Cheese Auction in April and Joanie Foster will attempt to match the number with a bidder list to attempt to locate a lost item donated by Marge Hunter. Marge has asked for a letter acknowledging her donation which Pat will send.

Gary Samples reminded the trustees of the going away reception for Joan and Randy Light on Sunday, January 21 and clarified directions.

Joyce thanked those who supplied articles for the newsletter which will go out on January 16.

There being no further business, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,
Pat Koehler, recording secretary

**The next board meeting will be following the Annual Meeting on February 18 at 1:00 p.m.
at the Otsego Park Lodge**