

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
November 19, 2008

Present: Trustees Campbell, Currie, Gagle, Green-Hales, Gwin, Bob Hawker, Hayden, Kepke, Kisabeth, Koehler, Kolva, Martell, Perry, Sheldrick

Staff: Neil Munger

Excused: Hale, W. Hawker, Lieder

The meeting was held at Park Headquarters and was chaired by President Campbell.

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

**OFFICER'S REPORT**

President: A moment of silence was observed in memory of former FWCP Board member, Bob Coon, who died recently.

Vice President Scott Kisabeth reported that FWCP has been confirmed for a fund-raising event at the Levis Commons Max and Erma's restaurant on January 29, 2009. Promotion is critical to the success of the event and Scott suggested numerous promotional vehicles including church bulletins, insert and coupon in the FWCP newsletter and the Oakleaf, mention in the Sentinel Tribune Briefs column, postings in glass enclosed bulletin boards in county parks, WW Knight, Senior Center and other public venues. Lee Gagle will post information and a PDF formatted coupon on the website.

Treasurer's Report: Nancy Perry presented the treasurer's report noting that she is now using a Quicken software program; an emphasis of the new software reporting system will be to identify expendable funds. The account Balances report shows a checking account balance of \$8,832.36 and Investment Accounts totaling \$33,466.65 including interest earned. In response to questions about entries, she noted that the report was inaccurate and will be revised. A motion to accept the first page of the treasurer's report was approved pending audit on a motion by Currie, second by Kisabeth. It was determined that \$33,000 would be available to be committed to funding park district future projects.

Special Gifts Report - Chuck Hayden distributed the Special Gifts report showing the Special Funds balance at \$9,956.77. Deposits from the Fall Sale were \$1,718.25 and a net profit of \$763.25 was realized compared to a 2007 profit of \$1,214.10. It was noted that \$425 of the 2007 profit was from the sale of birdhouses. Chuck indicated that the Zimmerman CD is due to be renewed by November 25 and reported on rates available at Nov. 13. Scott Kisabeth made a motion to renew the CD for a year at 3.9%; the motion was seconded by Currie, all yes. It was suggested that a fund be established for unspecified memorial funds; a motion was made by Kisabeth that "a new line be added to the Special Funds Report for unspecified donations from memorial funds, records will be kept on donors to the fund and the board will have an option to withdraw funds as needs are determined." The motion was seconded by Gagle. Chuck Hayden made a motion to table the action; second by Hawker. The motion to table failed on a vote of 5 for and 7 against. After discussion, the motion was restated as originally presented. All yes.

**PARK DISTRICT DIRECTOR'S REPORT**

Director Neil Munger deferred to an extended report later in the meeting.

### TRUSTEES COMMITTEE REPORTS

Membership -Jan Martell reported that she has received 211 renewals for 2009; many were upgrades and eight contributors were life members. Fifteen members indicated they would be volunteers, that information was given to Gagle and Currie. The total for the second renewal mailing will be less than the bulk rate minimum of 200, the consensus of the members was to send it first class.

Finance - Information on the fund raiser previously given by the vice-president.

### OPERATING COMMITTEE REPORTS

Public Relations: No report

Hospitality: No report. Campbell thanked Kolva for providing snacks.

Program: No report.

Technology: Lee Gagle reported that he had not received an electronic copy of the October minutes.

Nominating Committee: Gloria Green-Hales presented the report. Nominees for Trustees to be re-elected for a three year term include: Dr. Earl Campbell, Gloria Green Hales, Chuck Hayden, Scott Kisabeth and Nancy Perry. The committee is awaiting confirmation of the Presars as new members.. Nominees for Officers include President, Scott Kisabeth; Vice President, Mickey Kolva; Secretary, Pat Koehler (re-election); Treasurer, Nancy Perry (re-election) and Special Gifts Coordinator, Bob Hawker. The nominating committee was comprised of Chair Judy Westmeyer, Gloria Green-Hales and Jan Martell.

Strategic Plan: President Campbell presented the 2009 strategic plan to the group for approval. A motion to accept the plan was made by Kepke, second by Gagle. All yes.

### OLD BUSINESS

Parks Director Neil Munger used a power point presentation to define a plan to finish the first floor ceiling and complete the second floor at the W.W. Knight Center. The ceiling project will include adding insulation and dry wall which will cut the sound in first floor classrooms and is estimated to cost \$2,650. The multi-phased second floor project includes plans to frame walls with storage areas for the program department, add sola tube energy efficient natural lighting, utilize recycled materials for flooring and in the final phase, add restrooms on both sides of the upstairs elevator. Neil and staff estimate a high end cost for materials only at \$24,850; majority of the labor will be done by staff. He stated that Deb Nofzinger hopes to receive a LEED certification for building green.

President Campbell stated that funding the projects should be incorporated into the strategic plan. He requested that costs for the second floor project be done in phases with specific costs for each phase.

Perry made a motion to approve funding for the first floor ceiling project for \$3,000 payable from available funds in the checking account. Sheldrick seconded. All yes.

### NEW BUSINESS

With the resignation of Chuck Hayden as Special Gifts Coordinator and nomination of Bob Hawker to replace him, it was noted that an independent special funds audit will be necessary as Hayden

leaves office. Chuck will ask Jean Duston to perform that task.

It was suggested that the Friends should have a formal citation to present as a thank you to speakers who do not request an honorarium. Campbell and Gagle will work to accomplish this.

Information for the annual report was discussed. Input requirements from trustees include

- Membership roster
- Comments by the outgoing president
- Volunteers with listings by job in alpha order. Info provided by both Currie and Smalley
- Trustees with term expiration
- Nomination report for trustees and officers

Special thanks to Joyce Kepke for producing a Friends volunteer form.

Kepke reminded the members that the newsletter deadline is January 5.

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

Respectfully submitted,  
Pat Koehler, recording secretary

**The next trustee meeting will be on Wednesday, January 21  
at 4:00 p.m. at Parks Headquarters**

**HAPPY HOLIDAYS TO ALL!**

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
October 19, 2008

Present: Trustees Campbell, Currie, Gagle, Green-Hales, Hale, Bob and Wava Hawker, Hayden, Kepke, Koehler, Kolva, Lieder, Sheldrick, Van Duyne, Westmeyer  
Staff: Neil Munger  
Excused: Gwin, Perry

The meeting was held at W.W. Knight and was chaired by President Campbell.

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

**OFFICER'S REPORT**

President: No Report

Vice President Scott Kisabeth sent reported that FWCP has been qualified for a fund-raising event at the Levis Commons Max and Erma's restaurant although the date of January 29, 2009 can't be confirmed this far in advance. The date should be confirmed before the October board meeting.

Treasurer's Report: Nancy Perry presented an activity report noting Fair promotional expenses of \$689.42 and a total fund balance of \$81,029.39. The treasurer's report was approved pending audit on a motion by Sheldrick, second by Gagle

In response to a query about donations to PAC, Bob Hawker restated the law stating that "contribution limits only apply to state level or higher elections; as a county support group there is no limit to the amount of contribution that any individual or corporation can make to the Friends PAC fund."

Special Gifts Report - Chuck Hayden distributed the Special Gifts report showing the Special Funds balance at \$9,140.65 and Endowment Funds ending balance at \$18,669.90. He noted the quarterly loss of \$380.55 from Toledo Community Foundation and expressed concern about the annual loss. Earl Campbell explained that funds in the TCF are endowment funds and considered a long term investment and will fluctuate over the long term. The special funds report was approved on a motion by Perry, second by Gwin.

**PARK DISTRICT DIRECTOR'S REPORT**

Director Neil Munger reported that the 2009 grant cycle for capital improvements has been awarded to local communities and noted the increase from \$75,000 to \$100,000 each year. He explained that recommendations are made by a panel of park knowledgeable people from outside Wood County. He will share a complete list of communities benefitting from the park improvement fund at the October meeting.

Neil announced the 6<sup>th</sup> Annual Woodland Indian Celebration that will be held at Buttonwood Park in Perrysburg on September 27-28. The "pow-wow" will include music, food, games and entertainment for children and he encouraged all to attend.

He also announced the addition of a new administrative assistant, Michelle Roehl, who will be using her computer skills to assist with graphic presentations and the web site.

Deb Nofzinger reported that she is still in the process of research and planning for the upstairs room at W.W. Knight. She also opened discussion on the possibility of a fund raising “garage sale” and shared information she had gathered from those who have experienced profitable results from similar sales. Other board members also shared their insights but no action was taken to initiate the project. President Campbell asked that we use email within the FWCP to exchange ideas and be prepared to make a decision at the October meeting.

#### TRUSTEES COMMITTEE REPORTS

Membership - Campbell announced that Jan Martell was unable to attend the meeting but requested that a date be determined to prepare the renewal letter mailing. The date selected was 9:00 a.m. on Friday, October 10 at the Parks Headquarters. She will also provide labels for the newsletter which is scheduled to be prepared for mailing on Monday, September 22 at 9:00 a.m. That mailing will include information about the Fall Bulb and Birdseed Sale.

Finance - Information on the fund raiser previously given by the vice-president.

Volunteers - Chair Dick Currie reported that the FWCP volunteer list has been consolidated and will be computer accessible to users. Lee Gagle added that they need to get Chris Smalley’s list of volunteers incorporated into the database which will require a great deal of keyboarding. President Campbell requested that a meeting with Currie, Gagle and Smalley be convened before October to determine how to get this project completed.

#### OPERATING COMMITTEE REPORTS

Public Relations: Chair Mary Gwin will send promotion information about the Fall Sale to area newspapers.

Hospitality: Chair Mickey Kolva noted that Director Neil will be cooking pork-a-leans at the October 19 meeting which will be held at the W.W. Knight Center.

Program: The program for the October membership meeting will be presented by Don Woodward on the history of Ft. Meigs and the fort’s role in the War of 1812. Program chair Shirley Sheldrick also thanked Nancy Perry for providing refreshments.

The Fall Bulb and Birdseed Sale is planned for Saturday, October 25. Mickey Kolva reported that:

- order forms are at the printer
- seed was purchased at Mid-Wood; Andersons price was not lower
- set up will be on Friday; volunteers have been secured for both Friday and Saturday
- remaining birdhouses will be sold; orders for others will be taken and built as needed by Scott Kisabeth and his helpers
- paper whites will be available for sale; they are expected to sell well as they’re promoted for forced blooming for the holidays

Technology: Lee Gagle reported that the minutes were updated and details of the Fall Bulb and

Birdseed Sale together with an order blank have been added to the events page.

Nominating Committee: Was asked to meet soon to start identifying potential new board members... Committee members are Jan Martell, Gloria Green-Hales and Pat Koehler. Chair is Judy Westmeyer.

Strategic Plan: President Campbell distributed cards and asked members for suggestions for next year's strategic plan. All suggestions will be categorized and rank ordered. Discussion will continue in October.

#### NEW BUSINESS

Nancy Perry announced that she will be unable to attend the October meeting and there will not be a treasurer's report available.

There being no further business, the meeting was adjourned at 5:50 p.m. on a motion by Sheldrick, second by Gwin.

Respectfully submitted,  
Pat Koehler, recording secretary

**The next trustee meeting will follow the Fall Membership Meeting**

**On Sunday, October 19 at W.W. Knight Center.**

**Call the Parks office or use the web site to make a reservation if you did not sign up for lunch.**

**PLEASE SUPPORT THE FALL BULB AND BIRDSEED SALE**

**Saturday, October 25 - Park Headquarters**

See the web site to download an order blank.

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
September 17, 2008

Present: Trustees Campbell, Currie, Gagle, Gwin, Hale, Bob and Wava Hawker, Hayden, Kepke, Kisabeth, Koehler, Kolva, Lieder, Perry, Sheldrick, Van Duyne,  
Staff: Neil Munger and Deb Nofzinger  
Excused: Martell.

The meeting was held at the Parks Headquarters and was chaired by President Campbell.

The minutes of the August meeting were approved, after correcting a typographical error, on a motion by Lieder, second by Perry. All yes.

**OFFICER'S REPORT**

President: Earl Campbell acknowledged the Hawker's wedding anniversary and noted that members will be making suggestions later in the meeting for the 2009 strategic plan.

Vice President Scott Kisabeth reported that FWCP has been qualified for a fund-raising event at the Levis Commons Max and Erma's restaurant although the date of January 29, 2009 can't be confirmed this far in advance. The date should be confirmed before the October board meeting.

Treasurer's Report: Nancy Perry presented an activity report noting Fair promotional expenses of \$689.42 and a total fund balance of \$81,029.39. The treasurer's report was approved pending audit on a motion by Sheldrick, second by Gagle

In response to a query about donations to PAC, Bob Hawker restated the law stating that "contribution limits only apply to state level or higher elections; as a county support group there is no limit to the amount of contribution that any individual or corporation can make to the Friends PAC fund."

Special Gifts Report - Chuck Hayden distributed the Special Gifts report showing the Special Funds balance at \$9,140.65 and Endowment Funds ending balance at \$18,669.90. He noted the quarterly loss of \$380.55 from Toledo Community Foundation and expressed concern about the annual loss. Earl Campbell explained that funds in the TCF are endowment funds and considered a long term investment and will fluctuate over the long term. The special funds report was approved on a motion by Perry, second by Gwin.

**PARK DISTRICT DIRECTOR'S REPORT**

Director Neil Munger reported that the 2009 grant cycle for capital improvements has been awarded to local communities and noted the increase from \$75,000 to \$100,000 each year. He explained that recommendations are made by a panel of park knowledgeable people from outside Wood County. He will share a complete list of communities benefitting from the park improvement fund at the October meeting.

Neil announced the 6<sup>th</sup> Annual Woodland Indian Celebration that will be held at Buttonwood Park in Perrysburg on September 27-28. The "pow-wow" will include music, food, games and entertainment for children and he encouraged all to attend.

He also announced the addition of a new administrative assistant, Michelle Roehl, who will be using her computer skills to assist with graphic presentations and the web site.

Deb Nofzinger reported that she is still in the process of research and planning for the upstairs room at W.W. Knight. She also opened discussion on the possibility of a fund raising “garage sale” and shared information she had gathered from those who have experienced profitable results from similar sales. Other board members also shared their insights but no action was taken to initiate the project. President Campbell asked that we use email within the FWCP to exchange ideas and be prepared to make a decision at the October meeting.

#### TRUSTEES COMMITTEE REPORTS

Membership - Campbell announced that Jan Martell was unable to attend the meeting but requested that a date be determined to prepare the renewal letter mailing. The date selected was 9:00 a.m. on Friday, October 10 at the Parks Headquarters. She will also provide labels for the newsletter which is scheduled to be prepared for mailing on Monday, September 22 at 9:00 a.m. That mailing will include information about the Fall Bulb and Birdseed Sale.

Finance - Information on the fund raiser previously given by the vice-president.

Volunteers - Chair Dick Currie reported that the FWCP volunteer list has been consolidated and will be computer accessible to users. Lee Gagle added that they need to get Chris Smalley’s list of volunteers incorporated into the database which will require a great deal of keyboarding. President Campbell requested that a meeting with Currie, Gagle and Smalley be convened before October to determine how to get this project completed.

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Public Relations: Chair Mary Gwin will send promotion information about the Fall Sale to area newspapers.

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Technology: Lee Gagle reported that the minutes were updated and details of the Fall Bulb and Birdseed Sale together with an order blank have been added to the events page.

Nominating Committee: Was asked to meet soon to start identifying potential new board members.. Committee members are Jan Martell, Gloria Green-Hales and Pat Koehler. Chair is Judy Westmeyer.

Strategic Plan: President Campbell distributed cards and asked members for suggestions for next year's strategic plan. All suggestions will be categorized and rank ordered. Discussion will continue in October.

NEW BUSINESS

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There being no further business, the meeting was adjourned at 5:50 p.m. on a motion by Sheldrick, second by Gwin.

Respectfully submitted,  
Pat Koehler, recording secretary

**The next trustee meeting will follow the Fall Membership Meeting  
on Sunday, October 19 at W.W. Knight Center.**

**Call the Parks office or use the web site to make a reservation if you did not sign up for lunch.**

**PLEASE SUPPORT THE FALL BULB AND BIRDSEED SALE**

**Saturday, October 25 - Park Headquarters**

see the web site to download an order blank

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
August 20, 2008

Present: Trustees Currie, Green-Hales, Gwin, Hale, Hayden, Kepke, Koehler, Kolva, Martell, Perry, Sheldrick, Van Duyne, Westmeyer. Staff: Neil Munger and Deb Nofzinger  
Excused: Campbell, Bob and Wava Hawker

The meeting was held at the Parks Headquarters and was chaired by Vice-President Kisabeth..

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

**OFFICER'S REPORT**

**President:** Report deferred until later in the meeting.

**Vice President:** Report deferred until later in the meeting.

**Treasurer's Report:** Nancy Perry presented an activity report noting income of \$420 from membership and \$ .43 interest. She has not received a recent report from the Toledo Community Foundation and noted an estimated balance of \$16,900. Total FWCP fund balance is \$81,029.39. The treasurer's report was approved pending audit on a motion by Hale, second by Sheldrick.

**Special Gifts Report** - Chuck Hayden distributed the special gifts report and noted the only activity was \$.36 interest earned. Special Funds balance is \$8,540.26. Income from the sale of native plants was increased to \$2,177; net profit is corrected to \$2,010.68 which includes \$276 in donations and \$12 from the sale of a bird house. That income will remain in a FWCP account until requested by Chris Smalley. The special funds report was approved on a motion by Perry, second by Gwin.

**PARK DISTRICT DIRECTOR'S REPORT**

Director Neil Munger noted changes in personnel; seasonal workers are done, a permanent part-time staff member has left for other employment and contracts are up for two AmeriCorps workers. Chris Smalley is requesting volunteer assistance with watering and seed cleaning in the short term; a new person is scheduled to be hired the first of the year. Loss of personnel will also affect maintenance. The Greenhouse is nearing completion; Chris Smalley will be moving to his new office soon and stone will soon be placed in the parking area and driveways.

Neil mentioned the new sign at Parks Headquarters.

Deb Nofzinger inquired about plans for future fund-raisers that might provide assistance in helping to finish the upstairs meeting room. The room is increasingly being utilized for programs and meetings but needs flooring, lighting, finished walls and perhaps a restroom. She would like to use green products. One idea for consideration is to have a "garage sale" in the Spring at the Knight Center. Discussion followed on the pros and cons of the idea; by a show of hands the trustees volunteered to support the idea if we go forward and it was decided to gather information from sale "experts" before making a decision. Scott Kisabeth will compile

information as it is forwarded to him.

A question was raised as to the availability of funds currently held in CDs. Nancy Perry indicated that they had recently been renewed for 12 to 18 months but could be directed to this project as they come up for renewal. Deb will begin researching products and prepare a plan to present to the trustees.

### TRUSTEES COMMITTEE REPORTS

Membership - Jan Martell reported that:

- supplies have been ordered for the fall membership mailing.
- the membership brochure needs to be updated prior to reprinting.
- she will provide information and levels to Joyce for the newsletter.

Finance - Kisabeth reported that fund-raising committee members Campbell, Kepke, Bob Hawker, Westmeyer and Kisabeth had selected January 22, 2009 for a fund-raiser at Max & Erma's Restaurant in Levis Commons and the date had been approved by the company. To maximize promotion, a motion was made by Kisabeth with a second by Sheldrick that pending approval by Max and Erma's, we change the date to January 29. All yes.

Scott reported that another idea from the committee was to pre-sell dinner tickets for a meal prepared by Carrabas that would be held at the Knight Center. Neil stated that he didn't think they were holding the dinners anymore; Scott will check further. He will also get more information on discount coupons from Elder Beermans.

Nancy Perry reported that she has paid Miller Insurance \$149 for bonding for the PAC fund account. It will cost \$48 per year to add Wava Hawker as an additional bonded officer. Following discussion and consideration for the fact that there's no output on the account until near the levy renewal time, Scott Kisabeth moved that we bond only Bob Hawker at this time. Nancy will explain the reason and cost saving to Bob.

Scott read an email from Bob Hawker to Earl Campbell reporting on his transition to PAC Treasurer. At a meeting with former PAC treasurer, Dave Stratso, he:

- reviewed responsibilities and financial reporting requirements
- transferred all historical and financial records
- changed the authorized "signers" on the committee checking account and ordered new checks. Wava Hawker is also a signer.

In addition, Bob met with Terry Burton of the Wood County Board of Elections. At the meeting:

- Bob was designated Treasurer, Wava as Deputy Treasurer and a non-family member will be also designated as a Deputy Treasurer.
- he was informed that in non-election years a report is due to be filed in July and January.
- he received a copy of Campaign Finance Compliance & Disclosure Guide on a CD.
- he was assured that contribution limits only apply to state level or higher elections; as a county support group there is no limit to the amount of contribution that any individual or corporation can make to our PAC. **Question of the 2007 gift made in 2008 is mute.**

*Sec. Note: A copy of the email will be filed with the minutes of this meeting.*

The 2004-05 books were in the process of being audited with all but the CDs completed before the death of Margaret Bundy. Bob Hawker has agreed to complete the audit.

Fall Sale - Mickey Kolva announced that the date for the sale is October 25 and thanked Nancy

Perry for her initial work.. She noted that in previous years Midwood has sold us the seed at a cost higher than what it could be purchased for at other locations. Since they don't make any donations and aren't committed to the project, she suggested that FWCP look for alternative sources. Several possibilities were suggested including Andersons, Luckey Seed and Sunseed. Mickey stated that Andersons will discount; it takes approximately two weeks to have the request approved. She will follow up with the request. We have 11 birdhouses left, it was suggested that we sell those, take orders and make more as needed. Bill Hale offered to help Scott. Neil will provide the order form to Nancy.

Volunteers - Chair Dick Currie reported that he will need volunteers for a mailing preparation on September 22 and will be recruiting at the September meeting. Chris Smalley gave him a list of volunteer opportunities together with upcoming events which will be forwarded to Joyce for inclusion in the newsletter.

#### OPERATING COMMITTEE REPORTS

Public Relations: Chair Mary Gwin will send promotion information about the Fall Sale to area newspapers.

Hospitality: Chair Mickey Kolva noted that Director Neil will be cooking pork-a-leans at the October meeting.

Program: The program for the October membership meeting will on the history of Ft. Meigs. The meeting will be held at W.W. Knight Center on October 19 at 1:00 p.m.

Technology: No report but it was noted that the website is updated and all OK.

Strategic Plan: Neil will talk to Deb Nofzinger about suggestions for education programs. It was suggested that outfitting the room previously discussed might qualify as supporting the education goal.

Nominating Committee: Will meet soon to start identifying potential new board members.. Committee members are Jan Martell, Gloria Green-Hales and Pat Koehler. Chair is Judy Westmeyer. Scott indicated that he will be working with a major production at WBGU again next year from February thru April and will be unavailable as President during that period. He suggested options for consideration; to change the day of the meeting to Monday or see if President Campbell would serve another term. The committee will consider.

#### OLD BUSINESS

Items on the agenda referring to PAC treasurer transfer and maximum allowable PAC fund donations were addressed as part of the Finance report.

#### NEW BUSINESS

Neil Munger reported that there was record attendance at the WCPD booth at the Fairs with an estimate of 1000 people per day at the Wood County Fair booth; handouts at the Pemberville Fair were depleted. It was suggested that a committee be organized in April or May 2009 to work with the staff in determining needs and anticipated personnel. Neil stated that he will have his staff team

notify FWCP early with budget needs for raffle tree, handouts, etc. Jan will check on the price of brochures comparing the unit price of an extended order placed soon to an additional order next summer.

A question was raised about the value of a FWCP representative at Commissioners meetings. Neil indicated that a representative at staff meetings would be more beneficial.

There being no further business, the meeting was adjourned at 5:50 p.m. on a motion by Kisabeth, second by Perry.

Respectfully submitted,  
Pat Koehler, recording secretary

**The next trustee meeting will be Wednesday, September 17 at 4:00 p.m. at Parks Headquarters**  
**Snacks to be provided by Shirley Sheldrick**

**Future dates to put on your calendar**

**Sunday, October 19 - Fall Membership Meeting at WW Knight**  
**followed by FWCP Board meeting**

**Saturday, October 25 - Fall Bulb and Bird Seed Sale - Park Headquarters**

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
July 16, 2008

Present: Trustees Campbell, Gwin, Van Duyne, W. Hawker, B. Hawker, Hale, Kolva, Martell, Kepke, Gagle, Hayden, Perry, Sheldrick  
Staff: Munger & Menchaca  
Excused: Currie, Lieder, Koehler, Kisbeth

The meeting was held at the Head Quarter building on Mercer Rd. President Campbell called the meeting to order at 4:00pm.

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

OFFICER'S REPORT

President: Campbell passed around a notebook put together by Kepke with all the notes from the levy. Campbell also thanked all who helped with the staff luncheon.

Vice President: No report

Treasurer: Perry stated the balances as of 6-30-08. Checking: \$9,805.81. Funds: \$42,846.90. Total funds \$80,345.00 Gagle moved Gwin second to approve the treasurers report. All yes.

Special Gifts: Hayden stated beginning balance of \$8,440.19 and ending balance as of 6-30-08 was \$8,539.90 Gagle moved Hale second to approve the special gifts report. All yes.

DIRECTOR'S REPORT: Smalley will be moving into his new building soon. Parking lot was paved with funding from ODOT. They purchased new tables for the headquarters building & new chairs for Otsego Park.

Staff member, Pam Menchaca asked to speak early in the meeting. She talked with the committee members and all agreed to purchase magnets with the park district logo on them, instead of the Frisbees that had been bought last year. She asked that volunteers' promote the Friends as they pass out the flyers & magnets at the Wood County Fair.

COMMITTEE REPORTS

Membership-Martell passed out the proposed letter & envelopes that will be printed with the new fees. There were only several adjustments. Campbell thanked her for all her hard work.

Finance- no report

Volunteer- Gagle is still in the process of getting all volunteers in a master data base. He will want several volunteers to help. List was passed around for volunteers for the WC Fair & the Pemberville Fair.

OPERATING COMMITTEE REPORTS

Public Relations: No report

Hospitality: No report

Program: Oct. 19 fall meeting at WW Knight Center. Ft. Meigs being the topic

Website: Gagle stated that the website is working well. He is always changing & revising to make it more usable.

Strategic Plan: Campbell asked Munger for some guidance from the park staff as to what they need in the way of educational needs for the coming year.

Nominating Committee : No report

#### OLD BUSINESS

- The cost of printing the newsletter in color was more than double for black & white. It was decided to go back to the black & white printing for the next newsletter.
- The lack of a June meeting caused a calling of trustees to facilitate the ordering of a raffle tree & gifts for the children who attend the Wood County pavilion at the Wood Co. Fair. On June 17, 2008 Jan Martell moved and Dick Currie seconded for FWCP to support from its funds the raffle tree (\$75.00) & the usual gifts for children (\$670) to be used at the August 2008 Wood County Fair. The final tally of votes: Yes-13, Nay-0, Absent-3. Permission granted.
- PAC fund treasurer is Bob Hawker. He will take care of getting name changes done. The checks are one signature but he would like his wife Wava to be an alternate signer in case he is out of town. Permission granted.

#### NEW BUSINESS

Joyce Kepke will attend the August 11 commissioners meeting at W.W. Knight.

Campbell thanked Van Duyne for the snack.

News letter stuffing and mailing is Sept. 22<sup>nd</sup>.

There being no other business, the meeting was adjourned at 5:15 on a motion by Van Duyne, seconded by Hale.

Respectfully submitted,

Shirley J. Sheldrick, secretary protem

**Next trustees meeting will be Wednesday, August 20, 2008 at 4:00 pm at Park Headquarters.**

**Snacks will be provided by Scott Kisabeth**

**Don't forget the October Membership meeting at WW Knight Preserve.**

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
May 18, 2008

Present: Trustees Campbell, Currie, Gagle, Green-Hales, Hale, Bob and Wava Hawker, Hayden, Kepke, Koehler, Kolva, Martell, Perry, Van Duyne, Westmeyer. Staff: Jeff Baney. Guest: Levy  
Treasurer, Dave Stratso  
Excused: Gwin, Lieder, Sheldrick

The meeting was held at the W.W. Knight following the Spring Membership Meeting and was opened by President Campbell.

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

OFFICER'S REPORT

President: No report

Vice President: No report.

Treasurer's Report: Nancy Perry presented an activity report noting income of \$170 from membership and \$ .47 interest. Expenses included the purchase of a new computer and software in the amount of \$1,398.20 and \$180 for postage expenses. She reported changes in three operating CDs to Huntington Bank and a balance of \$43,395.32. Total FWCP fund balance is \$81,029.39. She distributed a Huntington Bank Accounts Summary report. The treasurer's report was approved pending audit on a motion by Martel, second by Hale.

Special Gifts Report - Chuck Hayden distributed the special gifts report and noted the only activity was \$.21 interest earned. He deposited \$4,352 from the plant sale and \$1,120 from native plants which will be directed to the greenhouse fund. Expenses are outstanding.

PARK DISTRICT DIRECTOR'S REPORT

Jeff Baney presented the Director's report and thanked the Friends and the levy committee for their work in the passage of the levy. As a result the staff has begun working on a plan for capital improvements as a part of the ten year strategic plan. Installation of utilities and paving of the parking lot at Cedar Creeks Preserve is planned for 2008; shelters and restrooms will be added in 2009. A 40'x60' stewardship building will be erected on the Reuthinger site in 2008 that will include office space and a classroom facility. The staff also plans improvements at the Bradner Preserve including access to a primitive camping area, a stone parking lot and a small open shelter.

Campbell announced that the Friends will work with the staff to support educational activities for children as noted in the 2008 strategic plan.

## TRUSTEES COMMITTEE REPORTS

Membership - Jan Martell reported that the new computer is up and running; she will be working with Lee Gagle on cleaning files. There was no membership activity.

Finance - Campbell noted that this committee is linked to the restaurant/fund raising effort; the committee plans to meet soon.

Spring Sale - Mickey Kolva gave a preliminary report on the spring sale held May 10. Plant income (not including native plants) was \$4,352; with the Bosdorff bill outstanding, expenses are estimated to be \$2,511.68, showing an estimated net of \$1,840.32. She reported that the profit is considerably less than from the 2007 sale. It was suggested that the sale be evaluated and plans discussed for 2009 when the report is final.

Volunteers - Chair Dick Currie reported that the next functions requiring volunteers are the Fairs. Members will have an opportunity to sign up to help with the Wood County Fair or the Pemberville Fair at the July board meeting. Dick indicated that the issue of acquiring tickets for volunteers is a concern. Nancy Perry made a motion that the Friends not pre-purchase any tickets, any volunteer can be reimbursed for fair entry expense if they provide proof of ticket purchase. The motion had a second by Jan Martel, all yes.

President Campbell requested that members fill out the volunteer logs when volunteering any time for Friends activities and either send them to Currie or bring to the next meeting.

## OPERATING COMMITTEE REPORTS

Public Relations: No report

Hospitality: Chair Mickey Kolva reported that she made a necessary purchase of a new 42 cup coffee pot at Neil Munger's suggestion. A motion to reimburse her \$65.54 was made by Green-Hales with a second by Van Duyne. All yes.

Program: The program for the October membership meeting will on the Ft. Meigs project. The meeting will be held at W.W. Knight Center.

Technology: Lee Gagle stated that the web is up-to-date and he will be adding information and photos from the May meeting. He is also working with membership chair, Jan Martell, on updating membership file information.

Strategic Plan: As part of the 2008 Strategic Plan, the board will be working with the staff to define the educational program. *Item IV (in part) FWCP will supplement educational activities.*  
*A. Raise funds to purchase child and adolescent educational materials for various Wood County Park sites as identified by park district staff.*

Nominating Committee: Will meet soon to start identifying potential new board members.. Committee members are Jan Martell, Gloria Green-Hales and Pat Koehler. Chair is Judy Westmeyer

### OLD BUSINESS

- Chuck Hayden or Nancy Perry will represent FWCP at the May 27 WCP staff meeting to be held at Parks Headquarters at 1:00 p.m. Koehler will call a meeting the first week of June to plan the luncheon for the combined staff/board meeting at 11:30 on June 24.
- The dates for the summer Fairs were corrected on the calendar. Wood County Fair is July 29-August 4 and the **Pemberville Free Fair is August 13-16.**

### NEW BUSINESS

Levy Report: PAC Treasurer, Dave Stratso, presented a levy financial report and compared the 2008 campaign expenditure of \$17,229.66 to the 1998 expenditure of \$17,909.72. Remaining campaign funds are \$5,159.67 which includes a CD of \$2,990.08 that matures in October, 2008. He noted 2008 expenditures included \$3,200 for four billboards and a considerable increase in mailings and postage.

Dave will check on the legality of a lost 2007 check written to PAC for the levy but was re-issued and deposited in 2008.

President Campbell reported that Bob Hawker will assume the position of PAC Treasurer.

There being no further business, the meeting was adjourned at 4:30 p.m. on a motion by Van Duyne, second by Perry.

Respectfully submitted,  
Pat Koehler, recording secretary

**The next trustee meeting will be Wednesday, July 16 at 4:00 p.m. at Parks Headquarters**  
**Snacks to be provided by Jo Van Duyne**

**\*\*\*Plan to attend the combined trustee/park staff luncheon\*\***  
**at the Knight Center on Tuesday, June 24 at 11:30.**

## Minutes of the Friends of Wood County Parks Annual Meeting

May 18, 2008

The May meeting of the Friends of Wood County Parks was held at 1:00 p.m. at the W.W. Knight Center with forty-three members present. President Earl Campbell presided.

President Campbell thanked hospitality chair, Mickey Kolva and her committee for providing a wonderful luncheon.

Campbell introduced the speaker for the afternoon, Toledo Zoo herpetologist Kent Bekker. As a researcher, he is in his fourth year of Mark, Capture and Radio Telemetry of Eastern Fox Snakes.

In speaking of reptiles and amphibians he addressed conservation issues of concern including:

- Research not being done
- Species difficult to find
- Habitations/fragmentation
- Life history traits
- No edge of range
- Collection/relocation
- Introduction
- Environmental contaminates
- Difficulty defining species
- Local abundance
- Human persecution

A question and answer period followed.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted by Pat Koehler, Secretary

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
April 16, 2008

Present: Trustees Campbell, Currie, Gagle, Gwin, Hale, Hayden, Kepke, Koehler, Lieder, Martell, Perry, Sheldrick. Staff: Munger, Smalley  
Excused: Green-Hales, Bob and Wava Hawker, Kisabeth, Kolva, Van Duyne

The meeting was held at the Park District Headquarters and opened by President Campbell.

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

**OFFICER'S REPORT**

**President:** Earl Campbell thanked members of functioning committees. He reported that there will be a levy financial update soon; there were some unexpended funds but an expected expense to replace some lost sign wires.

**Vice President:** No report.

**Treasurer's Report:** Nancy Perry gave a summary of the treasurer's report, noting little activity during the previous month. She will have a report on new rates for the CD's in May.

**Special Gifts Report** - Chuck Hayden distributed the special gifts report. He noted deposits of \$309 including \$24 from sale of birdhouses and \$285 designated to the Zachman memorial fund. Interest received was \$.22. The Zimmerman CD total is \$6,794.18.

**PARK DISTRICT DIRECTOR'S REPORT**

Neil Munger reported that the April 15 Sentinel-Tribune article describing plans for the property along the Slippery Elm Trail was incorrect. The article stated that water will be drawn from the wetlands during heavy rains. Neil showed a map of the area and explained that water will be pumped back into the wetlands area and not into the uplands near a residential area as reported. Neil stated that staff is busy preparing for start of the mowing season and will be hiring seasonal workers soon. Future plans include expanding the parking lot shared with the Montessori School.

**TRUSTEES COMMITTEE REPORTS**

**Membership** - Jan Martell reported that the new computer has arrived and software has been loaded. Jan, Lee Gagle and Neil will meet with Scott McEwen for training. Neil explained that Jan will have the ability to dial into the server from her home which will allow access to the Friends computer, giving her the ability to update the master file and avoid duplicate records.

**Finance** - No report.

**Volunteers** -President Campbell thanked staff member, Chris Smalley, for being in attendance. Chris stated that he met with volunteer chair Currie, Gagle, Martell and Van Duyne and Munger during the past month to address the situation of volunteer records maintained by the Friends and the Parks District. Chris distributed two forms that he suggested would alleviate the duplication

and benefit both groups.

**Volunteer Sign-in Sheet:**

Will be used at functions and events to record volunteer hours for that specific activity. This form has been kept in hard copy by Chris and the data used when he has written and applied for grants. The form will be returned to Chris after the activity; he will copy and return to the Friends volunteer chairman. It will include the logos of both groups.

**Volunteer Log:**

Will be maintained by each volunteer and board member and used to record all activities and time spent in work for the Parks District. These forms will be returned to Chris at the Parks office, info will be recorded and copies returned to volunteer chairman.

Chris stated that 2008 will be the test year and he expects to fine tune the process and implement in full in 2009. Other discussion:

- Nancy Perry will forward Master Gardener forms to Smalley with a breakdown of location work.
- Smalley will work with Lee Gagle to gather and enter data with the goal being to eventually move from hard copy to a database with a connection to the web site.
- Lee will make forms available on the web site trustee page.

Volunteer chair, Dick Currie, reported that the April 5 mailing was completed, despite a few logistical problems. He requested and received volunteers for the plant sale in May.

Plant Sale - Orders are coming in. Plants will be delivered on Thursday and sorted on Friday. Chris has distributed information about the plant sale to a number of locations. He also requested assistance with the cash box for the native plant sale. Perry volunteered.

Fund Raising - In the absence of Westmeyer and Kisabeth, there was no report.

**OPERATING COMMITTEE REPORTS**

Public Relations: Gwin reported that she sent out notices to area newspapers about the plant sale.

Hospitality: No report.

Program: Shirley Sheldrick reminded the group **that the May meeting will be held at the W.W. Knight Nature Preserve and not at Otsego Park as listed in the printed calendar.** Kent Becker from the Toledo Zoo will be speaking. Campbell will contact him to confirm as he has not returned calls to Shirley.

Technology: Lee Gagle stated Plant Sale information and an order form can be found on the web. The order form can be downloaded.

Strategic Plan: The plan is in process

Nominating Committee: Will be meeting soon to begin work. Committee members are Jan Martell, Gloria Green-Hales and Pat Koehler. Chair is Judy Westmeyer

**OLD BUSINESS**

Joyce Kepke announced that the differential in the levy was increased to 3,509, up from the

previous number. Neil commented that it was important to note the level of support given despite the current economic situation.

#### NEW BUSINESS

The annual gathering of Parks staff and trustees will be held at 11:30 a.m. on Tuesday, June 24 at the Knight Center. A committee of Koehler, chair, Campbell, Gwin, Martell and Sheldrick will provide the food.

Neil announced that nominations are being solicited for the Spirit of Wood County Awards. Following discussion, a nomination was made by Perry, second by Gwin that the trustees nominate Dorathea Barker for the Lyle Fletcher Good Citizenship Award. All yes. Neil will prepare the nomination.

For the Good of the Order: Don Lieder announced that he attended a meeting of Tree City USA in Wapakoneta where discussion was held on Emerald Ash Borers. He noted the various ways Wood County communities are addressing the situation including treatment and selective removal.

Bill Hale announced an upcoming fishing derby on May 17 in Whitehouse for under 15 youth and an outdoor event in August sponsored by the National Wild Turkey Foundation.

There being no further business, the meeting was adjourned at 5:30 p.m. on a motion by Lieder, second by Perry.

Respectfully submitted,  
Pat Koehler, recording secretary

**The next meeting will follow the general membership meeting at 1:00 p.m. on May 18 at the W.W. Knight Nature Center**

**\*\*Please make a reservation with the Parks Office\*\***

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
March 19, 2008

Present: Trustees Campbell, Currie, Gagle, Green-Hales, Gwin, Bob Hawker, Hayden, Koehler, Kolva, Lieder, Martell, Perry, Sheldrick, Van Duyne, Westmeyer. Staff: Munger  
Excused: Kepke,

The meeting was held at the Park District Headquarters and opened by President Campbell.

Following discussion, the minutes of the February meeting were approved on a motion by Martell, second by Kolva. All yes.

**OFFICER'S REPORT**

President: Earl Campbell thanked all who worked for the passage of the parks levy and voiced his appreciation to those who wrote support letters to newspaper editors. He noted the value of the many volunteer hours donated by trustees. The Parks District levy passed by a slightly larger margin than the previous levy with more voters going to the polls.

Vice President: No report.

Treasurer's Report: Nancy Perry expressed thanks on behalf of the trustees to Earl Campbell and Joyce Kepke for their leadership roles in the levy campaign. She reported that she renewed the Zimmerman CD at a rate of 3.5% and the remaining two CD's to be renewed were quoted at 1.78% and 1.98%. She negotiated a rate of 3.5% retroactive for 9 months. Bob Hawker advised that Huntington is now offering 4% for 37 months and offered to work with Nancy to get the best rates for renewal. Nancy reported a balance in the checking account of \$11,972.19 and a total of \$34,112.59 in all FWCP funds. \$450 in membership income was received in February. A question was raised as to the balance in the PAC fund; it was reported that bills are still out but there should be a balance to carry forward for the 2018 levy. The report was approved on a motion by Currie, second by Gwin. All yes.

Special Gifts Report - Chuck Hayden presented the special gifts report. The ending bank balance was corrected to read \$4,934.10 and the Anne Zachman Memorial Fund was corrected to be \$265. He stated that he now has Microsoft Office and will attempt to devise a new report format that will reflect fund activity. President Campbell recommended that Nancy Perry and Lee Gagle work with Chuck to that end. The issue of the reimbursement of \$50 to Bill Hale for flowers purchased for Zimmerman School which had been tabled at the previous meeting was brought forward. Nancy Perry sought advice from Jean Duston who indicated that reimbursement can be made if Bill has a credit card statement to back up lack of receipt. The special gifts report was approved on a motion by Lieder, second by Green-Hales.

**PARK DISTRICT DIRECTOR'S REPORT**

Neil Munger voiced his appreciation to all who worked on the levy, especially to Earl Campbell and Joyce Kepke for the countless hours they spent as campaign chairmen. He reported that with the passage of the levy, the staff is now working to set goals for this year and future years and will be moving forward with the strategic plan.

Neil reported that he spent time with Scott McEwen of McEwen & Company to determine the advisability of updating or replacing software for Friends of Wood County Park. The proposals

were evaluated by the trustees. The cost to update to FileMaker Pro 9.0 was \$1,015.36; the proposal to replace the computer and monitor and update to FileMaker Pro 9.0 including migration of files was \$1,358.20. (Proposals on file).

- A motion to purchase a new computer and monitor was made by Westmeyer, second by Hayden. All yes. Question was raised about installing the software on a second computer which would allow membership chair Jan Martell to work at home.
- Motion made by Gagle and second by Currie that Neil request an additional license be provided for use of FileMaker Pro 9.0 on the second computer.
- Bob Hawker moved that an amendment be made that if the software cannot cover two computers or we cannot be granted a second license, that we purchase the additional software package at a cost of \$309. The motion was seconded by Lieder.
- The amendment to the motion was passed with two dissents.
- The motion to purchase the software and request the second license passed unanimously.
- A motion to donate the existing computer to the Wood County Park District was made by Perry, second by Gagle. All yes.

### TRUSTEES COMMITTEE REPORTS

Membership - Jan Martell reported that she has received four renewals for an additional gift in the previous month bringing the membership to 535. Of those, 323 are current (08), 5 are 09, 52 have not renewed and 155 are life members. Neil suggested that people joining to take advantage of reduced rental rates may account for some of the non renewals.

Finance - No report.

Volunteers - Dick Currie requested volunteer assistance for the April 4 newsletter stuff and mail work session. Those responding were Kolva, Green-Hales, Gwin, Sheldrick, Martell, Currie and possibly Van Duyne. Jan will provide the labels.

President Campbell recalled that previously there were two different volunteer lists with the Parks District and the Friends of the Wood County Parks; currently the only volunteer list is held by the Park District. He has been in contact with staff member, Chris Smalley, and has invited him to attend the April 16 trustees meeting to have a discussion on this issue. He appointed a committee comprised of Dick Currie, Jo Van Duyne, Lee Gagle and Jan Martell. As chair, Currie will contact Smalley and set up a meeting to create an agenda for discussion and work out a plan to present at the April meeting.

### OPERATING COMMITTEE REPORTS

Public Relations: No report

Hospitality: No report.

Program: Shirley Sheldrick announced that Kent Becker from the Toledo Zoo will be speaking on amphibians at the May general meeting and Rick Finch or Don Woodard, educational specialists from Ft. Meigs, for the October meeting. **The May meeting will be held at the W.W. Knight Nature Preserve and not at Otsego Park as listed in the printed calendar.**

Technology: Lee Gagle stated that the FWCP 2008 calendar has been updated on the website. The volunteer log form has also been updated. Plant Sale information and an order form can be found on the web, the order form can be downloaded.

Strategic Plan: The plan is in process

Nominating Committee: Chair Earl Campbell reported that the organization's by-laws state that a nominating committee will be appointed the president and chaired by the previous president. He asked that Judy Westmeyer call a nominating committee together and begin consideration for next year's trustee nominations. Those volunteering to work on this committee are Jan Martell, Gloria Green-Hales and Pat Koehler.

Fund-Raising The committee did not meet in the previous month but plan to convene shortly.

### NEW BUSINESS

Spring Sale: Mickey Kolva announced that

- order forms are at the printer and include an option to donate to the greenhouse
- Prices have increased slightly; the form indicates that plants are locally grown
- April 30 is the deadline for orders
- Delivery will be on Thursday, May 8
- Pick-up of orders will be May 10
- Native plants and birdhouses will be available for sale

For the Good of the Order: Don Lieder announced several upcoming meetings of Green Energy Ohio. There will be a meeting on March 25 in Fremont and on March 26 at the Toledo Zoo.

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

Respectfully submitted,  
Pat Koehler, recording secretary

**The next meeting will be at 4:00 p.m. on April 16 at Park Headquarters**  
**Snacks will be provided by Pat Koehler**

## Minutes of the Friends of Wood County Parks Annual Meeting

February 18, 2008

The Annual Meeting of the Friends of Wood County Parks was held February 17, 2008 at 1:00 p.m. at the Otsego Park shelter with over 50 members attending. President Judy Westmeyer presided.

The slate of officers for 2008-09 was presented. The officers nominated are as follows:

President: Dr. Earl Campbell  
Vice President: Scott Kisabeth  
Secretary: Pat Koehler  
Treasurer: Nancy Perry  
Special Gifts: Chuck Hayden

Trustees nominated to be re-elected for a three year term include:

Lee Gagle  
Bill Hale  
Joyce Kepke  
Jan Martell  
Jo Van Duyne

The slate of new trustees was announced. New Trustees nominated include:

Wava Hawker  
Bob Hawker  
Don Lieder

It was noted that Chuck Hayden should have been listed in the annual report as a trustee whose term expires in 2009. Jean Dustin moved that nominations be closed. All yes. A motion to accept the announced slate was made by Martha Kudner with a second by Dick Currie. All yes.

The gavel was passed to Earl Campbell who thanked Judy Westmeyer for arranging the lunch. He also thanked those who have worked for passage of the Wood County Parks Levy and stated that all are ambassadors for the parks.

Wood County Parks Director, Neil Munger, introduced Jenna Potts, the Park District's new intern. He noted that many changes have occurred since the first parks levy in 1988, growing from three parks and 84 acres to eleven parks and 1,126 acres, although their mission of preservation and education has remained. Neil stated that the district sought input from the public and held a number of town hall meetings before completing the strategic plan. If passed, the 1-mill, 10-year replacement levy that will be on the March ballot will generate about \$2.8 million annual for the parks. Included in planned expenditures will be \$250,000 budgeted annually for capital improvements and \$100,000 for land acquisition. Local parks improvement grant programs will increase from \$75,000 to \$100,000. If passed, the levy will cost the owner of a home valued at \$100,000 the amount of \$30.63, or \$2.55 per month.

Joyce Kepke, co-chair of the levy together with Earl Campbell, reported on the promotion efforts and encouraged members to write a support letter to the editors of local newspapers.

Neil introduced Dick Bosdorff of Bosdorff's Greenhouse who presented the program entitled "Who's Looking at You?"..

The meeting was adjourned at 2:50 p.m.

Respectfully submitted by Pat Koehler, Secretary

**Friends of the Wood County Park District**  
Minutes of the Board of Trustees Meeting  
February 17, 2008

Present: Trustees Campbell, Currie, Gagle, Green-Hales, Gwin, Bob and Wava Hawker, Hayden, Kepke, Koehler, Lieder, Martell, Perry, Sheldrick, Van Duyne, Westmeyer. Staff: Munger  
Excused: Kisabeth, Kolva

The meeting was held following the Annual Meeting of the Friends of Wood County Parks and opened by President Campbell.

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

**OFFICER'S REPORT**

President: **Support the Levy!**

Vice President: No report.

Treasurer's Report: Nancy Perry reported a balance in the checking account of \$12,501.68 and a total of \$94,836.42 in all FWCP funds. \$1,270 in membership income was received in January. She noted a loss in funds in the Toledo Community Foundation attributed to stock investments held by the Foundation. The report was approved on a motion by Gagle, second by Koehler, all yes.

Special Gifts Report - Chuck Hayden presented the special gifts report noting that it had been updated and corrected. After reviewing the options for renewal of the Zimmerman CD, he moved that he renew the CD for 3.50 % for nine months. Lee Gagle seconded the motion. All yes. He recommended that the reimbursement of \$50 to Bill Hale for flowers purchased for Zimmerman School be approved. Nancy Perry indicated that reimbursement cannot be made without a receipt and made a motion that the action be tabled until the receipt issue can be resolved. Mary Gwin seconded the motion, all yes.

**PARK DISTRICT DIRECTOR'S REPORT**

Neil Munger reported that he had nothing to add to his report to the membership as a whole. He urged everyone to vote for the upcoming levy. .

**TRUSTEES COMMITTEE REPORTS**

Membership - Jan Martell requested that any updates for print materials be forwarded to her as she is preparing to order membership brochures and other supplies. Gagle stated that he also needs to be informed of changes to update membership info on the website and the Parks newsletter will need to be revised as well. Jan requested consideration of software updates for the membership program on the parks office computer. She also wishes to install the program on her home computer to allow her to enter data there - Neil will confer with Scott McEwen to see what options are available. Jan noted that she has received a number of new memberships.

Finance - Perry reported that several CD's are due for renewal this month and interest rates are dropping. Following discussion, a motion was made by Sheldrick with a second by Lieder that

she renew them after shopping for the best rate for the shortest time. All yes. She reported that she received a \$500 donation for the greenhouse and added that to the \$77.99 balance in the fund, writing a check to the Wood County Park District for \$577.99 bringing the fund to a zero balance. She also transferred donations of \$285 for the Anne Zachman memorial to Special Funds.

Volunteers - Dick Currie stated that there is not any need for volunteers at this time. Campbell requested clarification as to who on the parks district staff is keeping volunteer hours.

#### OPERATING COMMITTEE REPORTS

Public Relations: Mary Gwin inquired about publically thanking supporters when the levy is approved. It was suggested that a letter to the local newspaper editors be written by levy co-chairs Campbell and Kepke. She reported that her next PR efforts will be for the Spring Sale.

Hospitality: No report.

Program: Shirley Sheldrick announced that Kent Becker from the Toledo Zoo will be speaking on reptiles at the May general meeting and she has scheduled Don Woodard from Ft. Meigs for the October meeting.

Technology: Lee Gagle stated that the FWCP 2008 calendar is on the website. He requested updates for the trustee roster and those will be sent with the minutes.

Strategic Plan: Chair Earl Campbell distributed the 2008 Strategic Plan Implementation and the 2008 Calendar.

Levy Committee: Neil commended Joyce Kepke and Earl Campbell for their outstanding work on the levy. Joyce requested that letters be sent to area newspaper editors urging residents to support the levy.

#### NEW BUSINESS

Joyce Kepke requested that all items for the Spring Newsletter be sent to her by March 7 as she will be leaving shortly thereafter for a vacation. Program information for the next general membership meeting, the Director's report and information on the Spring Plant Sale will need to be submitted.

Kepke made a motion that a committee comprised of Westmeyer, Kisabeth, the Hawkers and Lieder meet and select a date for the restaurant fund raising event so promotion and any coupons can be included in the Spring Newsletter. Currie seconded. All yes.

There being no further business, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,  
Pat Koehler, recording secretary

**The next meeting will be at 4:00 p.m. on March 19 at Park Headquarters**  
**Snacks will be provided by Chuck Hayden**

## **Friends of the Wood County Park District**

### **Minutes of the Board of Trustees Meeting**

January 16, 2008

Present: Trustees Campbell, Currie, Gagle, Gwin, Hale, Hayden, Kepke, Kisabeth, Koehler, Kolva, Martell, Perry, Sheldrick, Van Duynes, Westmeyer. Staff: Munger

Guests: Wava and Bob Hawker

Excused: Green-Hales

The meeting was opened at 4:05 by President Westmeyer. She welcomed Wava and Bob Hawker who will be presented as new trustees for election at the annual meeting in February.

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

#### OFFICER'S REPORT

**President:** Judy read a letter received from Chris Smalley expressing his thanks for the \$2,000 donation from the Friends for the purchase of equipment for the new park district greenhouse.

**Vice President:** No report.

**Treasurer's Report:** Nancy Perry reported a balance in the checking account of \$11,527.51 and a total of \$90,945.80 in all FWCP funds. She noted \$1,845 in membership income in November and \$2,355 transferred from Special Gifts. Special gifts income was corrected to be \$7,028.66 on the report. A lost check in the amount of \$2,000 payable to Dave Stratso, PAC Treasurer, will be reissued by Chuck. Nancy will contact Mid-Wood as there's a possibility a check in the amount of \$800.55 payable to them will also need to be reissued.

**Special Gifts Report -** Chuck Hayden presented the special gifts report. He noted an error in the Baldwin Woods balance and will correct the report for next meeting. He raised a question of the source of funds included in the bank balance of \$7,028.66 with the concern of having enough fund-raising income to make the 2008 PAC payment of \$2,000. Judy indicated that the 2008 payment is not due until near the end of the year. Chuck presented a Fall sale profit statement showing income of \$2,299.15 and expenses of \$1,085 with a profit of \$1,214.10.

#### PARK DISTRICT DIRECTOR'S REPORT

Neil Munger reported that he has been extremely busy with the upcoming levy. He credited Joyce Kepke and Earl Campbell with doing an outstanding job as co-chairs. Neil is doing many speaking engagements and expects to make 30 more presentations over the next six weeks.

#### TRUSTEES COMMITTEE REPORTS

**Membership -** Jan Martell presented a proposal for updating FWCP membership levels. The new categories range from \$15 for an individual/senior to a \$300 life membership with an option for a special gift of donor's choice. Earl Campbell moved to accept the changes and Scott Kisabeth seconded the motion. The new levels will be incorporated into the request and acknowledgment envelopes, the FWCP brochure, Oakleaf and any other printed materials and will be effective with the 2009 membership drive that will be held in the Fall of 2008. Following discussion, it was decided to discontinue sending membership requests and newsletters to 27 prospective members that attended the Wine and Cheese event and 47 members who have not renewed following two appeals and two reminders. After purging those names the current membership will be 525.

Lee Gagle requested an electronic list of current members by category for inclusion in the annual report.

Finance - Perry distributed the proposed budget for 2008 that will be presented for approval at the annual meeting. She announced that a number of CDs are due for renewal; three are operating fund CDs and one is a Zimmerman fund CD.

Westmeyer suggested that we keep our finances fluid until after the levy is voted on in March.

Hayden noted that overdue reimbursements for work done at the Zimmerman School have not been made as he has not received a bill. Chris Smalley will attempt to assist with this.

Following discussion, a motion was made by Scott Kisabeth with a second by Earl Campbell that Nancy:

- renew one operating CD at short term and two CDs at longer term
- renew the Zimmerman CD for one year
- pay Zimmerman reimbursements from the general fund.

The motion was passed unanimously.

Volunteers - Dick Currie distributed a list of 2007 volunteers for additions/corrections and will submit for the annual report

#### OPERATING COMMITTEE REPORTS

Levy Report: Joyce Kepke asked for levy endorsements received to date and announced that ALL endorsements must be in her hands by the end of January. These names will be entered into a database and cross checked and will be included in newspaper ads placed in February. She also requested that members notify her with any names of people who would write a support "letter to the editor". She will then make the contact to assure a flow of letters appearing during the period prior to election day.

Earl Campbell further reported that:

- 700 sign wires for yard signs were loaned to FWCP by Gordy Heminger, Dwight Osterud, Alvie Perkins and Jim Carter
- Jeff Baney and his group of volunteers added treasurer update info to signs
- the committee has 25 locations for large signs
- the brochure is at the printer and will be sent to all registered voters
- flyers have been printed to distribute at speaking engagements
- Joyce will send flyer to absentee voters
- Four billboards have been arranged for major routes in county
- They are staying within their budget and have had many area helpers
- They need sign locations in Luckey and Portage

Public Relations: Mary Gwin stated that she'll prepare a press release for the Annual Meeting.

Hospitality: Mickey Kolva will not be available for the February meeting and has arranged for Judy Westmeyer to chair the luncheon. A snack list for trustee meetings was routed.

Program: Shirley Sheldrick announced that Dick Bosdorff will be the speaker at the February annual meeting and she has scheduled Kent Becker (sp?) from the Toledo Zoo for May.

Technology: Lee Gagle stated that the site is up to date. He will be working on the annual report and asked that any changes/updates be forwarded to him.

Strategic Plan: Chair Earl Campbell presented the 2008 Strategic Plan Implementation and the 2008 Calendar. A motion to approve the Strategic Plan Implementation as written was made by Jo Van Duyne and a second by Chuck Hayden. All yes.

Locations for general membership meetings were reviewed; the October 19 meeting will be held at WW Knight and a reservation was made for the February 2009 annual meeting at Otsego.

Nominating Committee: Chair Westmeyer presented the nominating committee report.

Offices for 2008:

- President - Earl Campbell
- Vice President - Scott Kisabeth
- Treasurer - Nancy Perry
- Secretary - Pat Koehler
- Special Gifts - Chuck Hayden (who reconsidered the position)

New Board Members to be voted on at February Annual Meeting

- Bill Hale
- Don Lieder
- Wava Hawker
- Bob Hawker

Renewing Board Members to be voted on in February

- Lee Gagle
- Joyce Kepke
- Jan Martell
- Jo Van Duyne

#### NEW BUSINESS

Mickey Kolva will chair the Spring Sale with the assistance of Westmeyer and Perry. Neil and Chris Smalley will also assist.

There being no further business, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,  
Pat Koehler, recording secretary

**2008 Annual Meeting will be at 1:00 p.m. on February 17 at Otsego Park**  
**The board meeting will follow.**