

FRIENDS OF THE WOOD COUNTY PARKS  
BOARD OF TRUSTEES MEETING  
November 16, 2011

Meeting was called to order by Shirley Sheldrick, Vice-President.

Attended: Bob Hawker, Earl Campbell, Mickey Kolva, Judy Westmeyer, Joanie Foster, Joan Jaffery, Nancy Perry, Ranaye McLaughlin, Chuck Hayden, Pat Koehler, Gloria Green-Hales, E. Dorinda Shelley, Shirley Sheldrick, Marylin Metti, Lee Gagle, Joyce Kepke. Staff members: Neil Munger, Lori Anteau. Excused: Bill Hale, Fiona MacKinnon, Robert Huber, and Scott Kisabeth.

Minutes: Earl moved, Lee seconded, to approve the October 16, 2011 minutes. Motion approved.

Treasurer Report: Nancy Perry reported the operating fund balance for the period ending 10/31/11 was \$12,473.38. Total of all funds including special funds and PAC funds was \$79,937.93. Chuck moved, Joyce seconded, that the financial report be approved subject to audit. Motion approved.

Special Funds: Bob reported the special gifts fund totaled \$55,566.76 at the end of October. Pat moved, Nancy seconded, to approve the report. Motion approved. Bob reported one CD matured and he replaced it with a new CD for 48 months at an interest rate of 0.75%. There was only a slight change in the other CD amounts. He wrote a check for \$800 to the park district for the native plants. He will clarify the minor discrepancy in Copy Shop bills. He asked Neil for assistance in getting a bill for a memorial bench submitted to be paid from the Friends memorial fund.

Director's Report: Neil reported the budget process is underway. A plan for the Black Swamp Preserve has been completed and he is now working on cooperative management plan with BG Parks. Construction is a few years away. He has requested quotes for a new furnace at the Carter Loomis farm. Lori is very excited about the implementation by the Park District of a new program, the OSU Ohio Certified Volunteer Naturalist Program. The program will involve classroom & volunteer hours like the Master Gardener Program. The nursery greenhouse sign is done.

Neil asked for the creation of a small subcommittee to assist in compiling a list of large and small, short and long term projects which might be funded by the Friends. He mentioned such items as defibrillators, computer equipment, Taser's, Eagle Scout project funding, money for landscaping by Master Gardeners. The District is considering two large projects, air-conditioning Otsego Hall and a shelter house. He wants for have suggestions for the board after the first of the year. A number of board members volunteered and Neil will send a memo to the full board about meeting times.

Lori's Report: Lori distributed a lovely brochure of native plants that she created. She asked board members to send to her the total of their volunteer hours. She announced that the volunteer recognition dinner will be April 19, 6-8 p.m., at W.W. Knight. She hopes board members will attend. The signage for the nursery cost \$250.

Membership: Joan Jaffrey reported 535 members with another new life member. The board agreed to accept the Copy Shop bid for new envelopes. She will ask for e-mail address on the new membership form.

Nominating: Earl reported that the committee has not met yet but some new members have been recruited. He reminded that the general membership votes on new trustees, and the board elects the officers. There are 24 board members. Four current members are leaving and two new people are coming on the board.

Volunteers: Marylin – reported she has some new volunteers.

Newsletter/Marketing: Pat thanked Lori for the marketing work she has been doing.

Calendar: The tentative calendar was discussed. The dates for membership meetings were changed to Feb. 13, May 20, and October 21. Board feedback is needed before finalizing the calendar.

Annual report: The names of all volunteers and all reports need to be sent to Lee by January 4. The report must be ready by the annual meeting on February 19. A decision was made to remove the history section and put it on the web which will save four pages for the growing volunteer list.

Webpage: Gagle and Lori walked the board through the new passageway to the Friends web site. Go to the Park District web site, [wcparks.org](http://wcparks.org). On the Main Menu click on or “Friends of the Parks” which will take you to the Friends web page, then click the Friends logo which will take you to the Friends website.

Bulb and Bird Seed Sale: Pat gave a tentative report on the sale. The income was \$1,887.75 and expenses were \$973.25 for a profit of \$914.50. Profit for 2010 was \$1,109.22. The birdseed was more expensive this year. Profits vary from year to year. The real profit is from the bulbs

New business: Neal reported that George Thompson who has been on the Park District board for many years is retiring. He asked for help with a reception at George’s last board meeting December 12, 5-5:30 at headquarters. Mickey will coordinate punch & cake. Several board members offered to help.

Water Access: Dorinda asked about access to the river at Otsego. Neil said that it has become a wild area with the plants providing protection from bank erosion. They attempt to keep a trail open. Staff will review the situation.

Meeting adjourned at 5:10 p.m.

Respectfully submitted,

Joyce M. Kepke

FRIENDS OF THE WOOD COUNTY PARKS  
BOARD OF TRUSTEES MEETING  
October 16, 2011

Meeting was called to order by Shirley Sheldrick, Vice-President.

Attended: Judy Westmeyer, Mickey Kolva, Nancy Perry, Lee Gagle, Shirley Sheldrick, Joan Jaffray, Pat Koehler, Earl Campbell, Bill Hale, Chuck Hayden, Fiona MacKinnon, Joyce Kepke, Richard Currie, Robert Huber, Ranaye McLaughlin, Bob Hawker. Excused: Scott Kisabeth

Minutes: Earl moved, Chuck seconded, to approve the minutes for September 21, 2011 with the correction in the spelling of Muzak. Motion approved.

Treasurer's report: Nancy reported the operating fund balance as of 10/14/11 was \$12,799.15. Total of all funds including special funds and PAC funds was \$101,535.73. Chuck moved, Fiona seconded, to accept the report subject to audit. Motion approved. Bob reported the special gifts fund totaled \$32,693.97. Earl moved, Fiona seconded, to accept the special gifts report subject to audit. Motion approved.

Director's Report: Neil Munger was on vacation. Lori Anteau reported the Folklore and Funfest was attended by 1100 adults and children plus 50 volunteers. It was suggested that next year the Friends membership meeting not be the same weekend as the Funfest.

Nominating Report: Earl reported that the following people would be leaving the board: Gloria Green-Hale, Earl Campbell, Scott Kisabeth, and Wava Hawker. Chuck Hayden will continue. He asked for suggestions for new board members. The following have agreed to be part of the slate of officers presented at the 2012 annual meeting: Nancy Perry, president; Shirley Sheldrick, vice-president; Ranaye McLaughlin, secretary; and Fiona McKinnon, treasurer.

Strategic Plan: Earl introduced the Strategic Plan. Nancy moved, Judy seconded, to approve the Plan. Motion carried. (Plan attached.)

Membership Meetings: The board expressed thanks to Mickey Kolva and her crew for the October luncheon and to Ray Huber for his talk to the membership. Mickey said that she prefers the kitchen at Otsego Park for the October and February membership meetings. A suggestion was made that a future board meeting or a general membership meeting be held at Ray's property with a BBQ at Joan's house afterwards. The new microphone system was effective and reduced the reverberation in the room. A lavalier microphone was also purchased.

Website: The board agreed with Lee that it made sense to provide access to the Friends website through a link from the Wood County Park District web site at [wcparks.org](http://wcparks.org).

Bulb and Bird Seed Sale: Pat reported fewer orders for a total of \$1500 were received compared to \$1954 last year. The board was encouraged to pick up orders promptly at 10 a.m. on Saturday, October 22 at Park Headquarters.

Membership: Joan reported that renewal letters were sent and there are 529 current members. She brought a copy of the new Friends brochure for the board to see. She added a QR code to the brochure that will take the user to the Friends home page. The brochure will be printed in 2012. Microsoft Office Pro 2010 was purchased

for the office computer and Joan is attempting to convert FilePro to Microsoft Access for more efficient use of the membership list. The board agreed to allow Joan's husband to evaluate the Friends' computer and install needed software.

November Board Meeting: Address #2 under the Membership item on the 2012 Strategic Plan. Bring suggestions for the next newsletter (January) to the board meeting.

Respectfully submitted,

Joyce M. Kepke, Secretary

## FRIENDS OF WOOD COUNTY PARKS STRATEGIC PLAN 2012

### USE OF FUNDS

1. FWCP will work with Wood County Park staff to develop use of funds which may include underwriting of costs for field trips, park drinking fountains, and flora and fauna identification signs (graphic or photographic) and parkour trails.

### FUND RAISING

1. FWCP will re-evaluate current fund raising activities and consider new ones such as a brick memory walk.

### MEMBERSHIP

1. FWCP will develop training for volunteers working for fairs, festivals and events to sell our organization.
2. FWCP will define its needs for volunteers specifically in order to ask for volunteers on the membership forms and at meetings. FWCP will also include the possibility for volunteers to specify times of availability during the day.

### PUBLICITY

1. FWCP will sponsor tours to acquaint FWCP members and general public with specific parks.
2. FWCP will analyze existing publicity and media dissemination.
3. FWCP will continually find means to stress the positive aspects of WCP related educational programs.
4. FWCP will sponsor with WCP staff a photo contest for publicity purposes.

## IMPLEMENTATION

The foregoing proposals will be implemented through sequential inclusion on the FWCP 2012 board meeting agendas, with discussions, related committee appointments and actions to be initiated by the FWCP board president.

FRIENDS OF THE WOOD COUNTY PARKS  
BOARD OF TRUSTTES MEETING  
September 21, 2011

Meeting was called to order by Scott Kisabeth, President

Attended: Scott Kisabeth, Judy Westmeyer, Mickey Kolva, Nancy Perry, Lee Gagle, Shirley Sheldrick, Marylin Metti, E. Dorinda Shelley, Joan Jaffray, Pat Koehler, Earl Campbell, Bill Hale, Chuck Hayden, Fiona MacKinnon, Joyce Kepke, Richard Currie, Robert Huber. Excused: Joanie Foster, Bob Hawker.

Minutes: Shirley moved, Marylin seconded, to approve the minutes for August 8, 2011. Motion approved. Joan moved, Fiona seconded, to approve the minutes of May 15, 2011, with the following corrections: correct to read "Bryan hospitality" and "while working in a limited space." Motion approved.

Treasurer's report: Nancy reported the operating fund balance as of 8/31/11 was \$13,049.56. Total of all funds including special funds and Pac funds was \$80,216.72. Chuck moved, Bill seconded, to accept the report as distributed. Motion approved. Nancy also reported the special gifts fund totaled \$55,311.38. Fiona moved, Joan seconded, to accept the special gifts report as distributed. Motion approved.

Bulb and Birdseed Sale: Prices have increased on the cost to the Friends for the birdseed from \$14 last year to \$22.99 this year. 1000 bulbs will be donated again. Information will be on the web site. Joan distributed posters for each person to put up as they travel around. Orders due by October 12. Need volunteers for Friday, at 10:00, October 22. Bill Hale will help.

Grandparents Day: Marylin was thanked for getting volunteers for Grandparents Day. Special thanks to Debbie Noftsinger for all her work. Weather was not good which affected the attendance. Those who attended recommended that the program be repeated.

Neil Munger Report: Musack will arrive on Friday for the final check-off on the new sound system for Otsego. The new sound system has not been completed at W.W. Knight. He mentioned a new parking lot at Carter Loomis farm, Cedar Creek stone trails and new sidewalks, Beaver Creek Preserve to be handicapped accessible, the continuation of seed collection, and lots of school programs. Folklore and Fun Fest needs volunteers. There was a big display at the Knight Preserve in conjunction with the "No Child Left Inside" program. There will be a pow-wow at Buttonwood on October 1-2.

Strategic Plan: Dr. Campbell asked for suggestions for the 2012 strategic plan. Projects suggestions included: dog water fountains (roughly \$800), educational materials, a gazebo on a trail. Neil will ask staff for suggestions.

Newsletter: The newsletter will prepared for mailing at 9 a.m., Monday, September 26. Volunteers needed.

Program: Dr. Huber will speak at the membership meeting on October 16.

Web Site: Lee will add the latest minutes, will make some minor updates, and will put the bird and bulb flyer on the web site. Lee is exploring the possibility of a web address without the squiggle.

Membership: Joan reported 526 members as of October 1. There will be Friends brochures at the Folklore and Fun Fest. The renewal letter will go out soon and volunteers will be needed for the mailing.

Membership meeting: Mickey reported Jeff will cook the pork-a-leens.

New membership brochure: Joan suggested adding pictures and the logo to the front. She will also add the QR (quick recognition) icon.

Nominating: Earl asked for suggestions for president and treasurer for the next term.

Old business: Joan reported that her husband can purchase the new version of Microsoft Office Pro at an employee discount of \$60 for the Friends. His offer was accepted with unanimous agreement.

Meeting adjourned at 4:50.

Respectfully submitted,

Joyce M. Kepke, Secretary

FRIENDS OF THE WOOD COUNTY PARKS  
BOARD OF TRUSTEE MEETING - August 17, 2011

Attended: Earl Campbell, Lee Gagle, Bill Hale, Chuck Hayden, Robert Huber, Joan Jaffray, Scott Kisabeth, Pat Koehler, Micky Kolva, Fiona MacKinnon, Marylin Metti, Nancy Perry, E. Dorinda Shelly.

Staff: Lori Anteau, Neil Munger.

The meeting was called to order by President Scott Kisabeth at Park Headquarters. Minutes were approved on a motion by Shelly, second by Kolva

Treasurers Report. Gagle moved, Hayden seconded, to accept the treasurer's report. Motion carried. Reported checking account balance in the operating fund at July 31 : \$13,037.31. Special funds: \$55,899.02. PAC fund: \$11,835.81. Total FWCP funds: \$80,772.14.

President: Let the minutes show that Dr. Robert Huber has had excused absences at Trustee meetings due to a teaching conflict and travel schedule.

Director: Munger thanked Fair volunteers and Lori Anteau's coordination of the booth. Plans are underway for a half-mile stone loop trail at Cedar Creeks Preserve and entry and parking lot at the Carter Farm. The playground at Bradner Preserve is completed. The staff are busy collecting and cleaning seeds. The sound system at Otsego has been installed and will be ready for the fall membership meeting.

Anteau: Lori announced that upcoming events include The Folklore and Fun Fest and Harrison Rally Days on September 17. Anyone wishing to ride the trolley in the HRD parade should contact her. She will use leftover coasters for the Pemberville Fair.

Strategic Plan: Campbell reported that he will be collecting information for the 2012 Strategic Plan at the September board meeting. He asked that members submit names of potential board members and notify him if those trustees eligible for renewal are not planning to serve another term.

Volunteers: Metti thanked volunteers who worked at the Wood County and Pemberville Fairs.

Fall Sale: Kolva announced that she will be unavailable to chair the fall bulb and birdseed sale. Kisabeth and Koehler volunteered and will meet with Kolva next week.

Website: Gagle reported the site is up-to-date with the exception of the minutes for the May General Meeting and Trustee meeting. He requested that the unidentified secretary pro tem provide those to him.

Membership: Jaffray distributed copies of the membership brochure that needs to be reprinted. She would like to update the brochure and requested suggestions. Further discussion will be held at the September meeting.

Newsletter: Koehler reported that the deadline for the fall newsletter is September 5 and asked for volunteers to assist in the mailing preparation on September 19.

New Business: Discussion on the web name revision for easier access to the Friends home page will continue in September.

Meeting adjourned at 5:00 p.m.

Respectfully submitted:  
Pat Koehler, secretary pro tem

Next meeting is Wednesday, September 21 at 4:00 p.m. at Park Headquarters.  
Snacks to be provided by Judy Westmeyer

FRIENDS OF THE WOOD COUNTY PARKS  
BOARD OF TRUSTEE MEETING - July 20, 2011

Attended: Earl Campbell, Richard Currie, Lee Gagle, Bill Hale, Bob Hawker, Chuck Hayden, Joan Jaffray, Joyce Kepke, Pat Koehler, Micky Kolva, Marilyn Metti, Nancy Perry, Shirley Sheldrick, E. Dorinda Shelly.  
Staff: Lori Anteau, Neil Munger.

The meeting was called to order by Vice President Shirley Sheldrick at Park Headquarters. (Kisabeth arrived later but Sheldrick continued as chair.) June minutes were not available to be reviewed.

Treasurers Report. Gagle moved, Campbell seconded, to accept the treasurer's report. Motion carried. Current checking account balance in the operating fund: \$13,037.31. Steven Wilhem was granted \$500 for his scout project and returned \$145.23 to the Friends.

Special Funds Report. Campbell moved, Hayden seconded, to accept the special gifts report as of 7/18/11. Motion carried. Hawker reported the CD's are earning minimal interest. He filed the semi-annual PAC report with the Board of Elections. The net for the plant sale was \$1647.80. Net for the native plant sale is not finalized as yet. Current CD total: \$32,384.21. Current checking account balance: \$23,017.13. Current PAC Fund balance: \$11,715.12.

Strategic Plan: Campbell reported plan is on target.

Nominating: Campbell requested board members in the class of 2012 let him know if they will not be continuing next year so that the nominating committee can begin to recruit new members as needed.

Director: Munger reported that the Bradner playground is near completion. Several staff member are out with various injuries and everyone is very busy.

Volunteers: Metti has recruited volunteers for the two fairs but needs more. She asked board members to sign up and she will continue to call others. She will send a letter to those that volunteered with information and their passes. Each will receive a coaster & blinky light.

Fair: Jaffrey reported that there will be membership fliers plus information about the Friends. Perry is purchasing passes for volunteers. Anteau showed the board pencils that will be given to everyone, the blinky lights for those that win prizes, and coasters, one per family. Jaffray's display at W. W. Knight will be moved to the fair, Perry will take flower pots and membership info, Anteau will deliver the display board.

Other Reports: No reports from Public Relations, the Mailing Coordinator or Hospitality.

Website: Gagle will add the minutes of the last two meetings when received.

Membership: Jaffray reported 523 members some of who may have joined to receive the Friends discount on rental of facilities. Only 2 people returned complimentary memberships given in recognition of their volunteer hours.

Newsletter: Koehler mentioned new members will continue to be highlighted.

Staff Luncheon: Kolva reported the Friends had fun at the luncheon and Judy did a good job as host.

Jaffray demonstrated to the the board the neck coolers that she made to for the park maintenance staff.

Kisabeth moved, Kolva seconded, to adjourn. Motion carried. Meeting adjourned at 4:25 p.m.

## **FRIENDS OF WOOD COUNTY PARKS**

Board of Trustees Meeting

May 15, 2011

Present: Westmeyer, Green-Hales, Campbell, Anteau, Gagle, Perry, Foster, Hale, Shelly,  
MacKinnon, Hayden, Munger, Kolva, Brockbrader, Kisabeth

Excused absence: Metti

President Kisabeth called meeting to order 3:00 pm.

Minutes approved as printed.

Treasurer's Report: Total funds \$98,298.64

Report given by Perry

Special gifts fund report also given by Perry

### Officer Reports:

President - Scott reported that the sound system for the Knight Center is still waiting for a final quote.

The sound system for Otsego final quote is being forwarded to the Treasurer. Installation is moving ahead

Staff report - Brian Brockbrader - labels for greenhouse - co-op with Bowling Green quotes \$500 for first batch of labels. Scott moved to provide \$500 for labels and the motion was passed.

### Committees:

A. Strategic and Nominating - Dr. Campbell will have a review next month

B. Finance - no report

C. Volunteer - no report

D. Spring Flower Sale - Mickey Kolva \$3,708.00 in order for a profit of \$1,511.30

Native plant sales \$2,365.00

Donations \$136.50

E. Public Relations - no report

F. Hospitality - Mickey Kolva was thanked for the wonderful meal. Her team's efforts while wandering in limited space were praised.

G. Program - Judy Westmeyer will chair the staff picnic June 23 11 :30 am at Parks headquarters.

H. Website - Lee Gagle - minutes got lost in email

I. Old Business - none

J. New Business - Brian will buy tree for Wood County Fair giveaway - \$125 allotted

Meeting adjourned at 4:35 pm.

**FRIENDS OF WOOD COUNTY PARKS  
BOARD OF TRUSTEES MEETING - April 20, 2011**

Attended: Lee Gagle, Richard Currie, Bob Hawker, Nancy Perry, Judy Westmeyer, Bill Hale, Pat Koehler, Joanie Foster, Joan Jaffray, Fiona MacKinnon, E. Dorinda Shelley, Scott Kisabeth, Shirley Sheldrick, Earl Campbell, Marilyn Metti. Staff: Neil Munger, Lori Anteau. Visitors: Steven Wilhelm, Darcy Wilhelm  
Excused absence: Mickey Kolva, Gloria Green

The meeting was held at Park Headquarters and called to order by the president, Scott Kisabeth.

Minutes: Corrections were made to the minutes of March 16. “Nancy Perry audited the Special Funds and PAC accounts and Bob Hawker audited the operating funds. No mathematical errors were found. Lee Gagle looked at procedures used by Nancy and Bob and found them to be order.” “Metti will attend the Park Board in April and Campbell will attend in May.” The meeting was held at the Parks Office. The minutes were approved as corrected.

Financial Reports: Perry, Treasurer, reported a balance of \$17,298.77 in the operating fund. The balance of all funds pending Community Foundation fund updates is \$97,975.53. Gagle moved, Koehler seconded, to accept the report. Motion approved. Bob Hawker, Special Gifts Coordinator, reported no activity in March in PAC and Special Funds with changes from the previous month just reflecting activity of value of CD’s. Shirley moved, Perry seconded, to accept the reports. Motion approved.

Scout Project: Steve Wilhelm presented his Eagle Scout project, the addition of an observation deck with benches along the boardwalk at W.W. Knight Preserve. Project cost was estimated to be \$582.00. Campbell moved, Foster seconded, that FWCP fund the project in the amount of \$500. Motion approved. Receipts requested.

Display/Fair: Jaffrey reported the display at W.W. Knight was installed. Campbell moved, Perry seconded, to reimburse Jaffrey the money spent on the display. Motion approved. Sheldrick moved, Westmeyer seconded, to approve \$1000 for fair giveaways. Motion approved. 3000 coasters will be ordered. Kisabeth reminded the board that a tree is raffled each year. A motion to approve the purchase must be made at the next meeting.

Director Report: Munger reported that he received quotes from Muzack and Torrence for the proposed sound systems. He waiting for a third bid. Motion: Gagle moved, Shirley, seconded to purchase a sound system for Otsego Park and W.W. Knight Nature Center, not to exceed \$6000 (the Muzak bid total) which will include wireless microphones plus installation of a permanent mount system. Motion approved. Munger reported that there was a staff reorganization which resulted in Lori Anteau moving into a full-time person in charge of volunteers and marketing. He announced that the May membership meeting will be held in the Parks Green Room at the W. W. Knight Center on May 15 at 1 p.m.

Lori Anteau Report: Anteau presented information from Bryan Bockbrader about a machine for labeling plants & trees. The board asked for more information as to the advisability of purchasing a machine for \$10,000 versus buying the labels already made. The board asked for a better description of the project with more detail for the May meeting. The board would like to see samples of the plaques. A recommendation is also requested.

MacKinnon Proposal Update: The committee is discussing Grandfriends Day to held on a weekend in September at W.W. Knight or Harrison Park on a Saturday or Sunday afternoon. MacKinnon will explore the possibility of working with BGSU as a part of the recently funded STEM project.

Strategic Planning: Campbell pointed out the scout project falls within the implementation of the strategic plan.

Volunteer: Metti asked for the names of the volunteers who worked on newspaper stuffing, the creation of the display case and the selection of fair handouts.

Flower Sale: Kisabeth reported that orders for the May 7<sup>th</sup> plant sale are arriving. Koehler sent notices to the newspapers.

May Meeting: Westmeyer was given names for a speaker for May meeting.

Website: Gagle reported the minutes are up-to-date. He asked assistance to keep the calendar current. He will send a new description of what is to be found on each web page.

Membership: Jaffray reported 510 members. She informed the Friends that the computer programs on the Friends computer are very old and not adequate for the data collection that is desired. Lee moved, Metti seconded, to approve the expense of up to \$50 for new software. Motion approved.

Newsletter: Koehler thanked Jaffrey for creating the layout. Hale was thanked for taking over the preparation of the mailing for the post office.

Campbell moved, Perry seconded, to adjourn. Motion approved.

Next meeting: Sunday, 1:00, May 15, 2011, Friends Green Room, W. W. Knight Center

Snack Reminder: July – Metti. August – Hale. September – Westmeyer. November – Kolva. January – Kisabeth.

Respectfully submitted,

*Joyce M. Kepke*

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

February 13, 2011

Attended: Trustees Campbell, Currie, Gagle, Green-Hales, Hale, Hawker, Hayden, Huber, Jaffray, Kepke, Kisabeth, Kolva, MacKinnon, Perry, Sheldrick, Shelly and Westmeyer. Staff: Lori Anteau, Bryan Bockbrader, Neil Munger. Excused: Pat Koehler.

Meeting was held at Otsego Park and chaired by Scott Kisabeth, President.

The minutes of January 19, 2011 were approved as submitted.

Financial Reports: Perry, Treasurer, reported that the Community Foundation account totaled \$20,459.48 as of 1/31/11. All assets totaled \$98,023.18 with \$17,166.26 in the operating fund. Hawker reported Special Funds totaled \$48,269.68 and the PAC totaled \$11,599.47 as of 1/31/11. Hawker will audit Perry's books and Perry will audit Hawker's books for 2010.

Sound System Committee: Kisabeth reported the committee had not met yet to recommend a new sound for W.W. Knight Nature Center and Otsego Park. A tentative quote from Torrence, the only bidder, was roughly \$13,400. The board agreed that a detailed quote should be obtained from Torrence. The board also agreed that a live demonstration should occur which might also indicate whether additional sound abatement is really necessary in the two locations. Neil Munger reported that a late bid had been received from Muzac. Their bid will be included.

Membership: Jaffrey reported that 85, 2009 members had not renewed their memberships and were deleted from the membership list. There are 149 life members, 64 members whose memberships expired in 2010, and 279 members whose memberships expire in 2011 and 2 in 2012. The total membership currently is 494, a smaller membership than in past years.

Director's Report: Munger alerted the board that Nofzinger will present information about a project to fund a scholarship program for field trips at the next board meeting.

Engraving System: Bockbrader presented quotes from three companies for an engraving system to increase and improve signage in the Park District. The signs could be used to identify trees, plants, and memorials such as benches, and for trail markers. The signs could be as large as 12 x 8 inches and made of plastic or metal including aluminum or brass. Layout is done on a computer and graphics can be included. The prices were \$5,234, \$6,908 and \$7,770. The board asked Bryan to look into a local vendor, to determine why the difference in price, to make sure the Friends logo can be imported, and to explore the possibility of interest in such a system by neighboring parks. Bryan will submit a more in-depth report at the next meeting.

Strategic Plan (Attached): Campbell distributed the final version of the 2011 Strategic Plan and the 2011 Strategic Plan Implementation.

Annual Report: The 600 copies of the 2010 annual report cost the same amount to print at the 700 copies of the 2009 report. The board discussed shortening the history section and including the full version on the FWCP internet site. Other options will be explored to decrease the cost of the next report. Perry reported she mailed out-of-town reports first class which saved mailing costs since FWCP did not have to pay for returns.

Fund Raiser: Jaffrey was authorized to schedule another fundraiser at Max and Erma's in April.

Garage Sale: Anteau requested donations for the March 11-12 garage sale be delivered to the W.W. Knight Center on March 9.

Fair Items: Jaffrey and Huber will research items which can be given away at the Wood County and the Pemberville Fairs this summer.

Bowling Green Park Plan: The plan for the BG Park near Big Lots will be presented for review on March 24 at 4 p.m. and 6 p.m. at the Simpson Building in Bowling Green.

Dr. Campbell will chair the March 16 meeting in the absence of the president and vice-president.

Respectfully submitted,  
Joyce M. Kepke, Secretary

**General Membership Meeting of the Friends of the Wood County Parks**  
**February 13, 2011**

The 22<sup>nd</sup> annual meeting of the Friends of the Wood County Parks was held February 13, 2011, at Otsego Park.

Following a luncheon, President Scott Kisabeth spoke about the need for more members and requested that anyone with ideas for future programs contact him.

The Nominating Committee submitted the following names for re-election to the Board of Trustees for a term expiring February 2014: Lee Gagle, Bob Hawker, Bill Hale, and Joyce Kepke.

The Nominating Committee submitted the following names for election to the Board of Trustees for a term expiring February 2014: Robert Huber, Fiona MacKinnon, and Dorinda Shelley.

Members of the Nominating Committee were: Earl Campbell, Pat Koehler, and Judy Westmeyer.

Earl Campbell also nominated Joanie Foster for election to the Board of Trustees for a term expiring February 2014 from the floor.

A motion was made, seconded and approved to elect the entire slate of officers presented to the membership.

The following officers were elected for the year 2011:

President: Scott Kisabeth  
Vice-President: Shirley Sheldrick  
Secretary: Joyce Kepke  
Treasurer: Nancy Perry  
Special Gifts Coordinator: Bob Hawker

The speaker for the Annual Meeting was Joanne Roehrs from Owens Community College who spoke about owls and what can be learned from their pellets.

Respectfully submitted,

Joyce M. Kepke, Secretary

## Friends of the Wood County Park District

### Minutes of the Board of Trustees Meeting

January 19, 2011

Present: Trustees Campbell, Currie, Hale, Hawker, Hayden, Jaffray, Kepke, Kisabeth, Koehler, Kolva, Martell, Metti, Perry, Presar, Sheldrick and Westmeyer. Guests: Fiona MacKinnon and E. Dorinda Shelly. Staff: Neil Munger and Lori Anteau. Excused: Gagle

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

Nominating Committee Chair, Earl Campbell, introduced Fiona MacKinnon and Dorinda Shelley, two of the nominees who will be put before the FWCP membership for election at the February annual meeting.

Minutes of the November meeting were approved on a motion by Kepke, seconded by Perry. All yes. Earl Campbell volunteered to take minutes of the annual and trustee meetings in February in Koehler's absence.

#### OFFICER'S REPORTS

Treasurer's Report: Nancy Perry reported a closing checking account balance of \$15,853.29 in December. Total funds with PAC, special funds and estimated Toledo Community Fdn. are \$94,337.55. The report was approved pending audit on a motion by Hale, seconded by Hayden.

Special Gifts Report: Bob Hawker explained the line items on the Special Funds November and December reports to the incoming members and reported a current checking account balance of \$16,480.43; PAC account balance of \$11,599.47. A motion to approve the report was made by Perry, seconded by Campbell. All yes.

President: Scott Kisabeth reported that the best bid for audio equipment for Otsego Lodge and W.W. Knight great room was from Terrence Sound who will try to have a demo set up for the February annual meeting. The sound abatement issue for those areas will be evaluated; Bill Hale and Chuck Hayden volunteered to assist Scott and Neil in determining the best solution.

Consideration to purchase a paper folder was discussed and dismissed as too expensive for the few mailings requiring a folder.

Vice President: No report

#### DIRECTOR'S REPORT

Neil Munger reported that

- ceiling tiles may be considered for sound abatement at Otsego; first priority is the sound system.
- due to term limits, Joanie Foster is no longer on the WCPD board; Frank McLaughlin has been appointed to replace her.
- Renell Simrau has resigned from the Park District to take a position in Cleveland.
- the staff is getting equipment ready for Spring.
- Lori Anteau participated in a community service project in observance of Martin Luther King Day and directed BGSU students in cleaning seeds; students also built picnic tables that will be used in various parks. It was "good press" and was reported on Channel 24, the Toledo Blade and Sentinel Tribune.

Lori Anteau reported that

- the greenhouse is up and running and staff are transplanting native plants.
- volunteer hours almost doubled in 2010 with 6,314 hours reported as compared to 3,240 in 2009. She will be awarding twenty-three volunteer awards this year at an estimated cost of \$4.75 per award and asked the Friends to underwrite the project. Campbell made a motion that the FWCP cover the award costs; the motion was seconded by Perry. All Yes.
- Brian Bockbrader is doing research on purchasing equipment to label trees and plants and will bring his recommendation to the February meeting.
- she is compiling volunteer hours and asked that trustees contact her this week with the hours they have contributed.

### COMMITTEE REPORTS

Membership: Jan Martell reported that she sent a membership renewal mailing in October and a follow-up mailing in January. There are 574 current members to date, "09" members not renewing will be deleted from the newsletter mailing list. She will be retiring from the board after serving for six years; Joan Jaffray will be assuming the membership chair.

Strategic & Nominating: Chair Earl Campbell referred to the 2011 Strategic Plan Implementation which is keyed directly to the Strategic Plan. Following several typographical modifications, the document was accepted as amended on a motion by Koehler, second by Jaffray.

He is awaiting confirmation from nominee Robert Huber in addition to MacKinnon and Shelley. Trustees whose term expires in February 2011 are Gagle, Hale, Hawker, Kepke, Martell and Van Duyne. Martell has retired from the board. Earl will contact Joanie Foster to ascertain her interest in rejoining the board.

Finance: A motion was made by Perry to move \$4,000 from the PAC fund to a CD. Westmeyer seconded the motion, all yes.

Volunteers: Chair Marilyn Metti is planning for 2011 volunteer needs; on-going events and projects were noted. She asked that any future requests be given to her in a timely manner.

Spring Plant Sale: Mickey Kolva will be assisted this year by Scott Kisabeth. Contacts with suppliers should begin in February; Lori Anteau indicated that the new Stewardship Specialist, Eric Scott will be the contact for Bosdorffs Nursery.

Public Relations: Koehler will send the announcement for the annual meeting to newspapers.

Hospitality: Kolva reported that plans have been made for the February 13 meeting.

Program: Westmeyer noted the February speaker is Joanne Roehrs speaking on "Owl Pellets".

Web: Everything up to date.

There being no further business, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,  
Pat Koehler, recording secretary

**The next trustee meeting follows the 1:00 p.m. February 13 Meeting at Otsego Lodge**