

FRIENDS OF POTATO CREEK STATE PARK BOARD MEETING MINUTES  
10/16/07 Location: PCSP Nature Center

Attendees: John Richardson, Mark Daily, Jan Shupert-Arick, Bill Arick, Brian Krueger, Ralph Campion, Jim Rahilly. Called to order at 8:50 p.m. EST

Treasurer's Report – John to email treasurer report to the board. Jan has filed the tax I.D. Jim suggested the need for accounting software. Jan made a motion to spend \$100 on software. Ralph seconded the motion. John to purchase the software.

Reimbursement to Jim for \$50.10 for National Land Day meal. Anna to be reimbursed for \$57.75 + \$120 advance for supplies. Anna to turn in receipts and balance of funds.

Letters will be written to thank donors. The secretary will write the letters. Brian will provide business contact information for letters.

Reimbursement to Ralph for \$44 for shirts. Jan made motion to reimburse Ralph. Jim seconded. Ralph donated \$30 expense for Friends hats.

Ralph suggested we drop the purchase the portable garage.

#### NEW BUSINESS

Brian will complete the 2007 National Land Day Report.

Committee Chair Solution – Brian suggested we rescind the wording that the Vice President would automatically chair all the committees. In this new process the committee chairs will report to the board in writing. Committees to write proposals, provide a project time line and a detailed budget as well as potential donation and volunteer information. Then the board will approve or disapprove of the activity. If approved the committee will then proceed with the project. Detailed records should be kept. Please refer to Tim's example. A record of each project will be kept in a FOPCSP File at the Nature Center. This process requires no change in the Friends bylaws.

#### Current Committees

Program Committee: Linda Matzat, Ralph, and Tim

Special Events Committee: Marci, Anna, and Christy

Fundraising Committee: John, Jan and Bill Arick

Committees will prepare a form for each activity and for reporting to the board. Include volunteer participation. Jim to prepare the form and bring it to the board.

Mark made motion to accept Tim's recommendations on the committee process made 09/18/07 and to rescind the minutes on committee process made on 10/17/06 and 11/16/06. Ralph seconded. Motion passed.

Meeting adjourned.

