FRIENDS OF LOVERS KEY, INC.
Board of Directors Meeting Agenda - Minutes
May 14, 2024 - Board Meeting - 2:00 PM EST
Welcome and Discovery Center

Welcome and Administrative Business

I. Call to Order / Roll Call:

Present: Jim Remis-President
Karen Woodson-VP Operations-Chair Nominations Committee
Christy Hennessey-Secretary-Printed Supplies
Tina Tyler-VP Donor Development and Advisory Committee Chair
Katie Moses-Park Manager and State Relations
Tim Horvatich-Building Committee
Mark Generales-Building Committee
Frank Cassise-Volunteers
Kathryn Klar-Treasurer-Chair Governance Committee
John Wesley Nash-Volunteers-Technology-Education

Absent: Jason Dolle-Chair Development Subcommittee

II. Approval of the March 12, 2024 board meeting minutes

- Motion to Approve: Tim
- Seconded: Mark
- Discussion: None
- Motion Approved

Report of the Park Manager

III. Park Managers Report-Katie Moses

- Update on park operations: Restroom is open in the first parking lot. Bayside park has electricity. Debris removal company has completed and left the park. Boat ramp almost has electricity. Hopeful to have electricity for the WDC in June. On the last hurdle for electricity for the WDC. Shop will be ready in about 1.5-2 months. Door to storage room downstairs installed today. For new construction, no permits yet, so no start dates. Most are at 70% to 100% for plans. All permits are done through the construction company and Tallahassee
  Construction order which may change:
    1. Pedestrian Bridge plan is complete, waiting on permits
    2. Tram Bridge plan is complete, waiting on permits
    3. Beach restrooms, beach tram shelter and gazebo
    4. Ranger Station or Gift Shop depends upon which one gets permit fees first. (will take a year or two to complete)

  Katie opened storage pod to move possessions into her house, but everything was covered in mold. Now in mold remediation and lost about

¼ of her items. FOLKS may not replace those items as she may not accept any personal donations.
Jim asked Christy to help with landscaping for Katie's house and FOLKS is allowed to help with furnishing the ranger's lounge.

- WDC Window Tinting Update: Dennis Goodman came out with Ursula and had great ideas. Different vignettes for each window. It will be a month before he is free to get back with us. Need to credit Dennis Goodman with a plaque in the Community Room.
- Summer Camps Update: There are camp flyers to share and suggestions for posting are Town Hall, Bay Oaks and Beach Elementary. Children impacted by Hurricane Ian have scholarships available as well as children with financial need. Kat is taking some flyers to share and post in Town.
- Beach Basket Litter Program Update: $2,600 for one. $3,600 for all three. The beach is ready for one location.
- Buffalo Turbine Blower Update: Rangers love it
- Floor Cleaning Machine Update: Rend for now. Buy it later.
- Osprey: John picked up the frozen Osprey from CROW and drove it to Naples.
- Other: We have a three-foot black tipped deceased shark available to have taken to a taxidermist.
    - o Motion to approve $750 to have the shark taxidermized: Christy
    - o Seconded: Mark
    - o Discussion: None
    - o Motion approved

Reports of Board Officers

IV. President's Report- Jim Remis

- Reaffirm email motion to open FOLKS bank accounts at SanCap Bank:
    - o Motion to reaffirm opening a bank account at SanCap Bank: Kat
    - o Seconded: Mark
    - o Discussion: None
    - o Motion approved
- FOLKS Tax return: is due tomorrow and has been filed. This is the year we will have an outside audit.
- Legislative Report – due 5-15: Has been prepared and next year will have a better understanding of what we plan going forward because of the Strategic Planning Sessions we have been having.
- WDC Internet: (John presents later in the agenda)
- Strategic plan at board meeting: (Tina presents later in agenda)
- CSO Handbook update: Has been completely rewritten. The board needs training on the new handbook. Record retention, Insurance provided, no liquor sales per the Florida State Park System and not just Bonita's ordinance.

- Staffing update: We will not have Jan Fleming and Lori Frank full time but we do have to have workmen's comp, Social Security, but don't have to provide benefits.
- Board meeting timing: Discussed moving the Board meeting times because of the traffic to get home. Meetings 12:00-2:00 in person starting at the Dec. 10 meeting. Jim can set the timing so we did not need a motion.
- Other: Trish had brought up a green initiative such as not using paper and plastic but rather real glasses and silverware for Sip and Shop.
    - Motion to approve $15,000 for a dishwasher and green initiatives: Jim
    - Seconded: Christy
    - Discussion: How will the $15,000 be spent? Glasses, silverware and plates for Sip and Shop. Green initiatives over the course of the year that can be recommended to Jim and approved by Kat.
    - Motion approved

V. VP of Operations Report-Karen Woodson

- Staffing plans related to future employees: Karen and Christy will come up with job descriptions for Lori Frank and Jan Fleming. Jan can also help Tina with the Advisory Committee. Last year we paid someone to help with the Gala spreadsheets and Lori can do that going forward. Plenty of work to get both Lori and Jan to 20-30 hours a week. Jan does not require a certain amount of hours. We will have them utilize time cards showing what work is performed. Assuming 30 hours a week at $24.50 an hour, $735 a week. We need to have a payroll service. Money is in the budget. Insurance is ready to let them know when we hire them. We are committing $100,000 a year to pay them. We also need to hire an education person.
    - Motion to hire Jan Fleming and Lori Frank no more than 30 hours a week for each: Tim
    - Seconded: Kathryn
    - Discussion: Jan will begin June 1st. Lori's Career Source compensation ends sometime in June. Complete compensation cost less than $50,000 which has already been in the budget.
    - Motion approved

  Karen will cover retail operations and Christy the membership piece.
- Other: Katie needs to look into how to install a dishwasher in the kitchen.

VI. VP of Donor Development and Chair of the Advisory Committee- Tina Tyler

- Review of Strategic Planning Activities: Worked thru the mission, main goals and objectives, protect and preserve. Next meeting June 11 from 12:00-2:00. Each project manager will come back with their proposals. Gives us a road map of "what's next".

- Advisory Council: Tina has been working individually with them. They are very excited. Suggested a social with them in person after one of our meetings so we can meet them.
- Other: None

VII. Secretary Report-Christy Hennessey

- FOLKS Website Update: Jason, John and Christy meetings to have a directive going forward to design the new website. Jason has contacted Chris to get access to the website so he can understand the current website management and make edits. We need to get this done and will approve the cost of the web design electronically.
- Membership update: Christy will check in with Lori for a monthly membership update to report at the board meetings. To include: 1. Beginning of month memberships, 2. new memberships, 3. renewed memberships, 4. lapsed memberships.
  Formatting had errors in the transfer from Salsa, which has created a data problem. Checking with Chris to see if he can access and reformat.
- Other: Tim and Christy to talk after the meeting to discuss Hennessey donor plaques wordings.

VIII. Treasurer's Report-Kathryn Klar

- Review of April Financial Statements: End of April we had $3,200 in the adopt-a-nest program. We are at $4,900 now. Lori is keeping a running total. Kathryn was able to close BB&T.
- Other: After closing BB&T, Century Link can now be shut down. Attorney Monica Schmucker is turning Century Link into the Florida Attorney General for fraud.

IX. Other Reports

- Internet Discussion and approval-John Wesley Nash: Proposal must be first be sent to the state
  - Motion to approve $13,600.10 for Internet equipment and installation and an annual $4,200 in the budget: Mark
  - Seconded: Tim
  - Discussion: we can do updates. Step by step update approvals can be run through Katie. FOLKS Nook Shopify will be secure and the Staff and Rangers will have their own access. Exactly what we need. The $4,200 per year is $250 a month with additional $1,200 cost of IT updating with cyber security and virus protection.
  - Motion approved
- Native and Pollinator Garden Update and Docent Training Enhancement –(none)
- Other: Donor screen in the WDC needs updating. These will be donors and not “sponsors” for events. The event sponsors can be updated each year on the website and possibly the donor screen in the future.

Other: None

X. New Business: None

XI. Adjournment: Meeting adjourned: 4:00

Next Meetings

- Executive Committee
  - June 4, 12:00
  - Usually, first Tuesday at 12:00
- Board 2024
  - August 13 at 2:00 via Zoom
  - October 8-Format TBD
  - December 10 at 12:00-WDC