FRIENDS OF LOVERS KEY, INC.
Board of Directors Meeting Agenda
December 10, 2024, Board Meeting - 12:00 PM EST
Welcome and Discovery Center

Welcome and Administrative Business

- Call to Order / Roll call

  Present: Jim Remis-President
  Christy Hennessey – Secretary – Printed supplies
  Katie Moses – Park Manager and State Relations (by phone)
  Tim Horvatich – Building Committee
  Jason Dolle-Chair Development Subcommittee
  Mark Generales – Building Committee
  Frank Cassise – Volunteers (by phone)
  Kathryn Klar – Treasurer – Chair Governance Committee
  Carmen Moch- Education – Camps

  Absent: John Wesley Nash – Volunteers – Technology- Education
  Karen Woodson – VP Operations-Nominations Committee
  Tina Tyler – VP Donor Development and Advisory Committee Chair
  Miranda Murphy – Assistant Park Manager

- Approval of November 12, 2024 board meeting minutes
  - o Motion to approve: Tim
  - o Seconded: Kathryn
  - o Discussion: none
  - o Motion approved

Report of the Park Manager

· Park Report : Katie

- Park Update: Attendance to the park has been strong. Park programming begins in January. Ranger station opens tomorrow but still in mold remediation. Debris removal is now starting on the trails. One trail is open. Katie has selected a candidate for Trish's position and should be starting at the end of the month. After 3 months, Starlink has been approved by the state park system.
- Christmas Gift and Party Budget for Park staff
  - o Motion to approve expenditure not to exceed $1,500 : Kathryn
  - o Seconded: Carmen
  - o Discussion: Katie will make all the arrangements, possibly Fresh Catch Bistro and gift of a T-shirt
  - o Motion approved
- Replace destroyed washer and dryer
  - o Motion to approve expenditure not to exceed $2,000: Kathryn
  - o Seconded: Tim
  - o Discussion: They will build an elevated platform for front loaders to protect in the event of a hurricane water surge. FOLK will purchase the materials when needed

- Motion approved
- Audit Committee- Need to set up auditing finances quarterly (ensure checks have two signatures, reimbursement forms properly documented, etc.) Chaired by Katie plus two board members not involved with finances
  - o Chair appointed Carmen and Frank
- Window tinting project update: Stalled due to Dennis Goodman's schedule
- Other: None

Reports of Board Officers

- **President's Report: Jim**
- 2025 Annual Program Plan - Events which need to be reported to the state
  - o Beach and Brews – October 2025
  - o Turtle Trot – March 8, 2025 Chairpersons: Christy and Jason
  - o Lecture Series – January through April
  - o Summer Camps – June – July
  - o Waves of Appreciation – February 22
- 2025 Annual Program Plan – Park Support – (List follows these minutes)
- Annual Meeting – January 22 – Format discussion, Time 5:00pm
- Speakers Series starts January 16 with Katie
- 2025 Budget – Finance Committee, Jim, Kathryn and Christy, will prepare for January meeting
- Other: We need an education coordinator. Possibly add to Jan's responsibilities or find a prospective board member. _Need to complete the Internet now that is has been approved by the state

- **VP of Operations Report :** Jim reported for Karen

  · Nook Update: December 15 the Nook will be closing. Discounted by 25% through December 14th. The state's new CSO agreement requires us to give them a percent of the gross sales and also pay rent for the space. Neither were affordable for us, as the Nook does not turn a profit. As such, we are closing it.

  · Waves of Appreciation

  - Motion to approve expenditure not to exceed $40,000: Mark
  - Seconded: Tim
  - Discussion: Tim suggested moving the date each year. Christy said it needs to be the same date each year so people can plan ahead. Kathryn said there will always be people who cannot attend because of conflicts. Kathryn said Alex King is providing $25,000 and Landmark will likely pay the rest of the cost.
  - Motion approved

  · Report of the Nominating Committee – There are seven board members whose terms expire this year, and will be extended one more year. Mark is in his nineth year and per our bylaws, must sit out one year to be eligible to be on the board again. Mark was thanked for his thirty-some years serving the park and the crucial work Mark did to bring the Welcome and Discovery Center to fruition.

After sitting out one year, Mark will once again be eligible to serve on the FOLK board.

- Motion to elect Board Members Jim, Karen, Kathryn, Tina, Frank and Jason for a one-year term ending December 31,2025: Tim
- Seconded: Christy
- Discussion: none
- Motion approved

Slate of Officers: President: Jim Remis
Vice President of Operations: Karen Woodson
Treasurer: Kathryn Klar
Secretary: Christy Hennessey
VP Donor Development/Advisory Chair: Tina Tyler

- Motion to Elect Slate of Officers for a one-year term ending December31,2025: Jim
- Seconded: Mark
- Discussion: None
- Motion approved

· Other: none

- **VP of Donor Development and Chair of the Advisory Committee Report:** Jim reported for Tina
  - Strategic Planning Process: Need to revisit how the Strategic Plan is being utilized
  - Advisory Committee: None
  - Other

- **Secretary Report:** Christy
  - January Membership Drive: Jan, Christy and Tim. Jason asked to join us as well. In early January we will meet to plan further. January 8th we hope to have a park ranger in uniform speak at the Woman's Club with one of us. Again on January 15th at the Beach Foundation's meeting at Island Pancake House, hope to have a park ranger in uniform speak with one of us. Perhaps offer a two for one membership sale.
  - Landscaping Revisited: Only the plants that survived the recent two hurricanes will be replanted. The theme of the gardens will be salt-resistant plants.

· Other: The plans for Turtle Trot 5k were discussed. Jason and Christy are doing the planning. Discussed the preliminary need to get the timing system scheduled now.

  - Motion to approve the Timing System contract, not to exceed $1,700 for Turtle Trot: Jim
  - Seconded: Kathryn
  - Discussion: none
  - Motion approved.

- **Treasurers Report**: Kathryn
  - Review November Financial Statements - $639,000 in cash
  - Investments: Move between Fifth Third and SanCap Banks, depending upon the rates of return after 13 weeks.
  - Other : None

Other

· Other Old Business: Jason inquired again about having Boy Scouts camp in the park. Set up an area in the park where we might allow some camping?

· New Business: Need an Introductory speaker series meeting.

· 2025 Board Meeting Schedule: Keep board meetings at noon

· Members Discussion Time on Any Matter: No location has been found for the Rotary Boat Show

· Adjournment : 1:20pm

Next Meetings

- Executive Committee

  January 7, 12:00 – In person location to be determined
  (corrected the date from the agenda which stated January 4)

· Board Meetings 2025

January 14 – 12:00 - WDC - (Budget)
March11–12:00–WDC
May13–12:00–WDC and Zoom
August 12 – 12:00 – WDC and Zoom
October 14 – 12:00 – WDC and Zoom
December 9 – 12:00 – WDC and Zoom

· Annual Meeting

January 22, 5:00 – WDC

FRIENDS OF LOVERS KEY, INC
Nominating Committee Meeting Agenda
December 3, 2024 – 1:00pm
VIA Zoom

Call to Order / Roll Call
Present: Jim Remis
Karen Woodson
Kathryn Klar
Christy Hennessey
Katie Moses
Absent: Tina Tyler

Discussion of and 2025 Board Members and Officers: Karen Woodson, Nominating Committee Chairperson

- 2025 Board members discussion and recommendation to extend the following board members whose terms expire December 31, 2024 to a one-year term ending December 31, 2025
  - Jim Remis
  - Karen Woodson
  - Kathryn Klar
  - Tina Tyler
  - Frank Cassise
  - Jason Dolle
- 2025 Board Officers discussion and recommendation to appoint the following to the offices indicated for a one-year term ending December 31, 2025.
  - Jim Remis – Chair and president
  - Karen Woodson – Vice president of operations
  - Kathryn Klar – Treasurer
  - Tina Tyler – Vice president of donor development
  - Christy Hennessey – Secretary

Meeting adjourned at 1:30 pm

PARK FOLK Budget Requests

Item/ Budget Request	Amount	Purpose
2025 BUDGET LINE ITEMS REQUESTS		
Interpretive Supplies	$ 25,000.00	Purchase supplies for interpretive/ education programs (Some hurricane replace, some new)
Volunteer & Staff Appreciation	$ 10,000.00	Appreciation Events, Snacks and Drinks, Trainings
Park Equipment Requests	$ 25,000.00	Project supplies (lumber, hardware, equipment repairs, etc)
Washer & Dryer	$ -	Replace damaged washer and dryer - paid in 2024
Shop Furniture & Appliances	$ 10,000.00	Fridge (1100), Recliners(2000), Cabinets (2000), Couch, Misc Supplies
Window Tinting	$ 14,675.00	Mega Graphix Quote
TOTAL	**$ 84,675.00**	
2025 MONTHLY EXPENSES		
Landscaping	$ 7,800.00	Upkeep for landscaping around WDC
Arreya Services	$ 4,500.00	Information Kiosks TVs in Exhibit Hall
Cleaning	$ 7,800.00	
TOTAL	**$ 20,100.00**	
DONOR/ FUNDING PROJECTS		
Truck & Trailer	$ 125,000.00	To haul large equipment
WDC Dishwasher	$ 10,000.00	Need to hire general contractor for installation
WDC Standby Generator	Unknown	Operate WDC immediately if electrical panels damaged or power outage - State Project?
Cargo Trailer	$ 5,500.00	Haul equipment during storms and/or special events equipment
Landsacping Project take 2	$ 35,000.00	Redue with appropriate plantings
Equipment Covered Storage	$ 25,000.00	Build an open air pole barn to park equipment under roof to preserve equipment
Beach Signs	$ 50,000.00	Pretty Signage to interpret park rules and provide safety information for beach visitors
Funded by TDC Grants	(75,000.00)	Current plan for Park not FOLK applicantion for Grants
TOTAL	**$ 175,500.00**	
GRAND TOTAL	**$ 280,275.00**	