

FES BOARD MEETING MINUTES

Date: February 23, 1999

Time: 2:00 p.m.

Place: 365 Norfolk St, Cambria

Present: Susan McDonald, Ray Easton, Kerri Caserio, Kathy Brown, Elizabeth Packard, Kathy Brown, Ann Grossman, and Richard Evans

Tour Groups

A discussion was held regarding setting a procedure for handling tour groups at the viewing site. Ray has given several bus companies specific information regarding the seals. It takes 45-60 minutes per group and he has asked 3-4 docents to assist him. He boards the bus, welcomes the visitors, talks about what they will see and explains the FES Docent Program to them. The passengers are mostly seniors and the response has been absolutely fantastic. Mike Levy is keeping a list of docents willing to help with the school tours. Once the office is open, the office person will contact Mike who will then make sure there are enough extra docents scheduled. Ray has received a donation from the bus companies that are scheduling ahead of time. A newsletter will be given to the tour director and the bus company may duplicate it for their passengers.

School Groups

No schools will be charged at the elephant seal viewing site.

A decision to charge the schools for a presentation at the school will be discussed by Susan and Elizabeth and presented at the next meeting.

Elizabeth will develop a list of docents willing to help with the school groups.

Office/interpretive Center

Susan discussed the goals for the office/interpretive center as follows:

1. Improve communication and organization for the docents
2. Improve services for visitors
3. The Cavalier has been very helpful by providing us with the space at no charge and helping with signage.
4. The interpretive section will eventually house a bookstore to sell postcards, videos and books.

Non-profit status

Kerri said that Bill had resubmitted the paperwork for our non-profit status and it should be forthcoming. Kerri will meet with Bill regarding same.

Employees

The paid staff hours have been reorganized as follows. Susan has agreed to continue in the coordinator's position and will work 40 hours a month. Ann Grossman will manage the office and work 24 hours a month. Elizabeth Packard will work 24 hours a month and schedule docent meetings, education, and fund raising. Some of the new docents have asked to be scheduled as volunteers in the office.

Treasurer's Report

Kerri met with Karen Tipples, Accurate Accounts in Cayucos. She could review the books and handle the taxes. The charge for doing the taxes is \$150.00. To keep our books, which includes setting up books, update them quarterly, write quarterly reports for the County and do an annual audit she charges \$75 a quarter. A discussion was held regarding having her also do payroll. If items go on sale at the office/interpretive center sales taxes will need to be paid. The cost for Ms. Tipples handle that would be \$35.00 quarterly.

A motion was made by Kathy Brown to have K. Tipples set up the books and audit them quarterly. The motion was seconded by Elizabeth Packard and all agreed unanimously.

A subcommittee will be formed to discuss reaching out to the businesses for fund raising.

The financial statement was read by the treasurer and is attached hereto and incorporated herein.

Liability Insurance

Do we have insurance for the site?

Training Session and Graduation

The second part of the training session will be held at the Vets Hall in Cambria on Feb. 26th. A salad and pizza lunch will be provided. Salads will be donated by the Board. Linns has donated a cake. The jackets and nametags are completed. Lighthouse Litho did a wonderful job.

New Business

Susan told us that Rachel (BayNet) had taken a new position. A note will be sent to her wishing her the best in her new job.

Ann Grossman read a letter from Ano Nuevo, S. Hoo, who offered to help with our training if we are interested.

Our Web Site is on hold for the present.

A discussion was held with regard to meeting with Mr. Johnson and the Board. A motion was made by Kerri and seconded by Kathy that we decline to meet with him. All agreed unanimously.

A motion was made by Elizabeth and seconded by Kerri with all agreeing unanimously that we acknowledge the letter sent by Carol Glusovich regarding Mr. Johnson's dedication without further comment.

Susan suggested we consider expanding the board to 7 participants to search out some needed skills. Two of the names mentioned were Mike Hanchett and Bill Morem.

A letter from Sandra Brown, sent to Susan, was read. She is concerned about the publicity the program is getting and the additional public exposure to the seals.

Susan will mention in the next newsletter that docents will not be present at V. P. 4.

Adjournment

There being no further business on motion duly made, seconded and carried, the meeting was adjourned at 3:20 p.m.

Respectfully submitted.

Kathy Brown
Secretary