

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
OF
FRIENDS OF THE ELEPHANT SEAL
A California Non-Profit Corporation

A meeting of the Board of Directors of Friends of the Elephant Seal, a California non-profit Corporation, was held on March 22, 2000 at 4:00 p.m. at the offices of the corporation located at 250 San Simeon Avenue, Suite 3B, San Simeon, California.

The following Directors were present: Mike Levy, Jim Reed, Steve Franz, Phil Adams, and Kerri Caserio. Also present were Ann Grossman, office staff, Susan McDonald, Docent Coordinator, and Brian Caserio. Directors not present were: Kay Franz and Ray Easton.

Phil Adams, the Board President, introduced Mike Levy and Jim Reed, new Directors on the Board. They each gave a short biography of who they are and what their previous experience has been.

It was pointed out that we will need a corresponding secretary and Steve Franz kindly volunteered.

Susan McDonald, Docent Coordinator gave the following report:

- (1) She informed the Board that Roy Torres has nominated *Friends of the Elephant Seal* for an Environmental Hero award given out by NOAA.
- (2) *FES* has qualified for a Coastal Resource Grant of \$40,000, which will be used for a "Beach Watch" program. Carole Adams has already set-up some reporting data and she will work with Susan and Chet Forest in working with the Monterey Bay National Marine Sanctuary in setting up the program so that we may work together and not duplicate our efforts. Kerri asked how the new grant is allocated and their reimbursement procedure.
- (3) Susan would also like to set-up a reception and tour for some local state officials, as well as, the press to meet with the Board and show them our facilities and our vista point, possibly in May or June. Mike Levy volunteered to help with this reception.
- (4) A docent meeting is scheduled for March 28. The Board is invited and encouraged to come. Cal Trans was also invited. Susan will be thanking them and giving out our *FES* pins. There will be a potluck dinner as well.
- (5) Susan mentioned that she signed the office up for 3 months of a free Pitney Bowes postage machine. We pay postage only. After the 3 months, it might not be feasible, as the cost will be \$25/month plus postage. We use an average of \$50 per month. Steve Franz will check out other options.
- (6) Susan will apply for another possible County grant.

The Treasurer's Report was given by Kerri Caserio, and approved as read. A copy of which is attached to these Minutes. She reported that all numbers have gone up significantly since we started. Some corrections were noted as to Carole Adams' report. Kerri went on to explain about the County's reimbursement and accounting procedures.

It was asked if there was some way of tracking how many were renewal memberships, memberships from book sales, video sales, etc. Ann Grossman said that she would begin marking the membership forms for renewals, book sales, etc.

Mike Levy suggested that the docents should get trained in asking for memberships on the bluff. The Board discussed this idea. It was decided that, at this time, giving out the newsletters at the bluff was sufficient.

Kerri also requested that the procedure be changed for check signatures. She would like to have only one signature required on checks under a certain amount. A discussion was held thereon, motion was made, seconded, and unanimously passed.

RESOLVED that for checks of \$400.00 or less, only the Treasurer's signature will be required.

Kerri will talk with Karen Tipple, Accurate Accounting, after tax season about using the software "Quicken" to track *FES* finances. It was suggested that this might help ease her job.

Kerri went on to request a locking file cabinet so that all the financial information can be kept together. Susan mentioned that she has one, which she might not be using. The file cabinet situation will be tabled to the next meeting.

The proposed Amended By-Laws were next discussed. Jim Reed and Steve Franz showed the Board their proposed changes and a discussion was held thereon. There was a question as to exactly what Corporations Code Sec. 501(c) (3) pertains to. Ann Grossman will look into the question of D&O insurance. The application for said insurance has already been sent. Susan will talk with Bill Raver about difference between voting and non-voting Board members. She suggested that her and Ann Grossman become non-voting members of the Board. Approval of the proposed By-Laws, the question of D&O insurance, and the Board membership will be researched and tabled till the next meeting.

The *FES* office space was discussed. Susan pointed out that *FES* has outgrown our current office space. She spoke with Mike Hanchett, and found out that we could rent the office space next door for \$350/month. It was felt that we could then sell more merchandise, having more storage space, and open a resource center for the docents. She also suggested that we hire a part-time person to handle the sales and money. A motion was made, seconded and unanimously passed.

RESOLVED that *Friends of the Elephant Seal* enter into a lease and rent the office space next door to their current office at 250 San Simeon Avenue, San Simeon, California.

It was felt that, at this time, *FES* could not afford any more part-time help. Ann Grossman will continue to supervise sales and money.

A question was asked of Susan if we had heard back from Steve Hearst of the Hearst Corporation regarding Arroyo Laguna. Susan said "yes", we had and that the Hearst Corporation does not want their name on the signs. The Board discussed this, and it was decided that *FES*, also, does not want our name on the signs. It was discussed who will do the signs and who will pay for them; possibly Cal Trans or National Marine Fisheries. The Board will respond at a later time pending receiving information from Cal Trans.

We will hold on the *FES* name banner until we move into our new office. By renting the office, we will definitely get a sign on the big board in front and over the office.

Carole Adams has started work on obtaining materials for the resource center. We will need a bookcase with doors so that the books will not be accessible to the public. Again, we will hold on this until we move into our new office.

Steve Franz reported on the Blue Dolphin Alliance. Phil Adams said he would contact them and gain some information.

Susan reported that she had been contacted by "Mature Traveler" and said that we could advertise in there if we want. The Board discussed this and decided against it at this time.

Phil informed the Board that Wayne Perryman has agreed to give a talk on whales at the Vet's Hall on April 17. We will open the lecture up to the public, as well as our docents.

Brian Caserio mentioned that the windsurfers are trying to come up with a solution to the problem at Arroyo Laguna. Possibly someone from *FES* could speak to the windsurfers about the elephant seals and maybe we could work together to come up with a solution before Hearst Corporation decides to make it a "No Parking" area. Phil again mentioned how important it is, now, that *FES* become pro-active.

The next Board meeting will be on April 19th.

There being no further business to come before the meeting, it was adjourned at 6:30 p.m.

ANN GROSSMAN, Recording Secretary

ATTEST:

PHIL ADAMS, President