

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 November 28, 2001 at 3:00 p.m. at the Cavalier Plaza meeting room located at 250 San Simeon Avenue, San Simeon, California.

The following Directors were present: Mike Levy, Susan McDonald, Kathryn Karako, Steve Franz, Barbara Hernandez, Bill Johnson and Jutta Jacobs. Also present was Judy Burley.

Mike Levy called the meeting to order. The previous meeting Minutes were reviewed. Steve motioned to approve the issue of a check to Kathryn Karako for \$ 1440.00. The check would be for time spent and travel expenses during the recent Docent and Census training. Kathryn abstained from the vote. Karen Tipple of Accurate Accounts was contacted to confirm there would be no effect to our non-profit status by issuing the check. The motion was approved unanimously.

Mike also initiated a discussion of the subject of a Docent Liaison. The Board decided to postpone a decision until the Five Yr. Plan Committee reviewed the proposal. The Minutes were then approved; a copy of which is attached hereto and made a part hereof.

The Board received Susan McDonalds letter of resignation effective 1-31-02. A letter to the docents regarding the resignation will be mailed next week. The Board agreed to form an Executive Search Committee. Board members to comprise the committee are Kathryn Karako, Steve Franz, Mike Levy, Bill Johnson, Susan McDonald and Jutta Jacobs. The first meeting of the Executive Search Committee will be held 12-4-01 at 3:00 p.m. at Susan's home.

Susan will continue to do the Grant writing on a contract basis. The importance of completion of a 5 Yr. Plan was noted. It will be needed to allow funding for the future executive position.

Steve Franz presented the Treasurers Report. The check book balance is \$ 7,099.00. The amount to be received by the County is \$ 6,714.00. This first quarter of 2002 will include a billing of \$ 7,000.00 to \$ 10,000.00 for the previous Quarters expenses. Susan reported that the Coastal Commission has received the FES request for the \$ 28,000.00 grant. Steve stated the Quickbooks program is up and running at the FES office.

There is a 2-term limit for the Board members. Ray Easton and Keri Kaserio have not approached the Board to re-new their terms. They have served on the Board for 2 terms and their service has been invaluable. Their terms are ending 12-31-01. They have been an asset and an acknowledgement to express this will be needed. Steve Franz will continue on for a 1-year term as Treasurer until the executive position is filled and the program is running smoothly. The Board voted unanimously to extend Steve's term for 1 year. Steve has no wish to continue on for another full term.

4 new Board members are needed. 7 Board members will comprise the Board until new members are installed. Steve suggested initiating a procedure for approaching possible new Board members. The people discussed as possible candidates included Gail Sewell and Bob Ungers. The Board members had positive comments about both.

A discussion followed including selecting officers annually for the FES Board. The election of President, Treasurer, etc. should be held in 2002 after the new Board is seated. Susan felt a letter regarding Board protocol should be written and distributed to all Directors, new and current. The new Board members should be presented with an information packet. No further discussion continued. Barbara Hernandez presented the Board with the possible need for a mediator. A conflict resolution procedure could be used in the future if needed. The Board decided to table this discussion for the present.

The service agreement for the office lease should be reviewed. Steve felt that the current 7-year lease might include maintenance and supplies.

Michelle Roest is organizing the Arroyo Laguna schedule. The funding includes salaries paid by the Monterey Bay Marine Sanctuary. Each shift would include 1 docent from FES and 1 paid person. Carol Teroka will continue to be available also. Michelle will have the annual report from the MBMS at the FES office.

Susan stated the previously purchased weatherproof binoculars for use at VP3 have been returned. The need for waterproof binoculars was discussed. A motion to purchase new waterproof binoculars was made and approved by the Board.

Kathryn Karako noted that the last training session went very well. The Training Committee will continue to meet to improve recruitment. A presentation will be made at the next Board meeting regarding Census Program. Kathryn will also include a discussion of the Census Program at the next general docent meeting.

Ray Easton was not present. The Guideline Committee Report was tabled.

The collection of monies at the bluff was discussed. The Board concluded it would be the responsibility of the docents to transport the monies to the FES office at the end of each shift. Mike Levy noted the visitors might not donate if they are unaware of the need. Mike and Jutta Jacobs felt FES was missing out on future income from donations made at the bluffs. The Board felt the Fund Raising Committee should include this matter in their agenda.

Ben Bouldin suggested attaching an American Flag to the docent jackets. This could be done with a patch to be sewn on. The docents may also choose to wear a pin. Jutta felt FES is not a political organization. Each docent can decide on this matter. The Board neither discouraged nor encouraged the flags. Mike will speak to Ben to thank him for the suggestion.

Steve discussed the request⁶ for donations to be sent to all area businesses. The mailing list will be provided by each Chamber of Commerce FES is a member of. The Board decided on a request for a donation in the amount of \$ 100.00. A certificate will be sent to each business to display their support of FES. A copy of the letter to be sent is attached hereto and made a part hereof.

The second request for donations will be included in the Christmas cards to be sent to the Membership. Kathryn will help design the cards. The cards will be sent with an enclosure letter. The letter will be a "kindness of the heart" request.

Bill Johnson brought a sample of a vest to be worn over the rain gear used by each docent. The docent jacket is difficult to display while wearing any other outerwear. The Board will continue this discussion at future meeting.

Kathryn will continue to attend Creec Network meetings. The FES School Outreach Program may be asked to include the schools curriculum during the school presentations. The Board decided the 5 Yr. Plan Committee should discuss this issue. A copy of the information is attached hereto and made a part hereof.

The next Board meeting will be on Wednesday, January 16th at 3:00 p.m.

There being no further business to come before the Board the meeting was adjourned at 5:15 p.m.

JUDY BURLEY, Recording Secretary

Attest:

MIKE LEVY, President

