

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 the Friends of the Elephant Seal, a California Non-Profit Corporation was held on June 19, 2002 at 1:00 p.m. at the Cavalier Plaza meeting room located at 250 San Simeon, California.

The following Directors were present: Mike Levy, Bill Johnson, Barbara Hernandez, Steve Franz, Jutta Jacobs and Kathryn Karako. Also present was Judy Burley, recording secretary and guest, Michelle Roest.

Prior to the meeting being called to order, Michelle Roest stated she would continue on in an advisory role with F.E.S. This September marks the 10<sup>th</sup> Anniversary of the Monterey Bay National Marine Sanctuary. The MBNMS will be hosting a celebration in San Simeon on Saturday, Sept. 7, 2002. Michelle gave each Director a listing of the events that will take place on that day and other events throughout the month of September. A copy of which is attached hereto and made a part hereof. The Federal Government cannot be involved in any portion of the program that includes food. The BBQ can be done as a fundraiser at the San Simeon celebration. Michelle suggested F.E.S. could benefit from participate in the BBQ, stating that the recent San Simeon Days event was a successful Lions Club event. The BBQ would have a 2-hour time frame. The print ads in the Tribune, Cambrian and airtime costs would be covered by MBNMS. The Board will make a decision in the next few weeks and contact Michelle with their decision.

At 1:17 President Mike Levy called the meeting to order. Mike will stay on until a replacement is found for his position as President. Mike briefly discussed the President's Report in the consent agenda. Mike felt the Hearst Corporation would keep the access open on the west side of Highway 1. The tour taken by Mike and Kathryn Karako of the Hearst Ranch given by the Hearst Corporation and The Nature Conservancy left Mike with the feeling that F. E. S. was held in high regard. Further expansion of involvement would include the guided walks of VP4. Paid tours to the site and F.E.S. contributing to the tours of the Piedras Blancas Lighthouse are all future possibilities.

Mike felt the future president of F.E.S. board should be a strong and proactive individual. He would like to continue on in an advisory position and could be called upon when needed. The Directors all expressed the appreciation for his past efforts. A motion was made, seconded and passed that:

RESOLVED: Mike Levy continues on as president and board member until a replacement can be found. A 2-month time frame was approved.

A motion was made, seconded and passed that:  
RESOLVED: The minutes are approved.

Jutta Jacobs read a letter at this time from the Santa Barbara Museum, which included a \$ 50.00 donation. The letter of appreciation was not included in the last staff report. Kathryn will add this to the past minutes. Items J, M, O were pulled from the consent agenda for discussion by the board.

Item J: Barbara Hernandez began a discussion of the enhancement grant from SLOCCF Community, which was not received. The grant was a request to fund a children's newsletter. Kathryn gave a summary of comments regarding past and present denials. The requests need to be supported by statistics and information showing the "financial health" of the group. An example of collaboration would be something involving F.E.S. and Camp KEEP-Cambria Pines. The largest amount available is \$ 5,000.00. SLOCCF would like to see long range planning.

Item M: Jutta felt F.E.S. might have discouraged Huell Howser from California Gold from visiting VP3 and including a story on Elephant Seals. Susan McDonald had past contact and had suggested the visit be planned during the birthing season. Kathryn informed the Directors she had been in contact with Phil Noyes from the program and a visit would take place this July. She suggested a follow-up visit in July. Huell Howser prefers a progression of activities, i.e. following a docent shift from the office to VP3. Jutta felt his show would be beneficial to F.E.S. in regards to memberships received from individuals viewing the program. Docents Don Meyers and Mike Levy were suggested as possible candidates for the program. Kathryn will keep the Board updated on the visit.

The Board approved a show of appreciation to Carol Teroka for her past assistance and support of F.E.S. with a possible gift of a shirt and Elephant Seal book.

Steve stated a savings account was now open at Heritage Oaks Bank and monies have been deposited in that account. A signature card will need to be signed by Kathryn, Judy Burley, Steve and the President Elect. Judy will handle the future transfer of funds from the checking account to the savings account. Kathryn will be taking a formal contract to San Luis Obispo for July expenses will be billed to this grant. The monies from this grant need to be spent by March 2003. A motion was made, seconded and passed that:

**RESOLVED:** The consent agenda, items held for discussion, treasurer's report be approved. A copy of which is attached hereto.

One item of old business brought up for discussion by Mike was the nametags worn by the docents. The Ano Nuevo docents use the term naturalist. The tags worn should be uniform. The expenses to change all the docent nametags would be approximately \$ 400.00. In the future names tags and information on the jackets will use the term Docent.

The Directors began the general business with a discussion of the Board structure. Kathryn hand each Director a report of Board members responsibilities, rewards and outlines of each committee. A copy of which is attached hereto. The areas to be addressed in the future by the Board are the 5 yr. Plan, financing, executive search and fundraising. The committees already established should meet more frequently. Kathryn felt the general meetings could be shortened. If the committees could report on issues that have been discussed prior to the general meetings this could be accomplished.

Steve stressed the need to get the Board up to 9 members as quickly as possible. Kathryn has spoken to a few of the docents by phone after Mike's resignation was announced. Jutta questioned the names of the docents to be used to fill the Board. Jutta stated that past discussion of the executive search had named individuals that were not connected to F.E.S. Steve felt the Board should concentrate on the existing docents before continuing contact with the past lists.

The F.E.S. organizational chart and the part the Board and Executive Director play began with a note that the Board is the "boss". The duties listed for the Executive Director deal with the day-to-day business. The Executive Director reports to the Board and presents the Board with a staff report at general meetings. The Board decided #7 from the Board members responsibilities and #4 from the Board member rewards should be deleted from the report presented by Kathryn. #1 from the Board members responsibilities will be changed to 6 hours. Jutta questioned the amount of time spent by Kathryn in fulfilling her duties. Kathryn will increase the help from the office volunteers in the future. The Board is aware Kathryn works more hours than her job description allows. At some point the Board would like to compensate Kathryn for these additional hours. Long range planning should include increasing the hours compensated by the Executive Director. The planning should include a job review for the Executive Director. A motion was made, seconded and passed (with one abstaining vote) that:

**RESOLUTION:** The Friends of the Elephant Seal Organization Chart presented by Kathryn Karako be used as a reference for duties and direction of the Board of Directors and the Executive Director.

The Directors discussed filling 4 slots on the Board from the attached docent prospect list. This would include 3 to contact immediately and 1 alternative. With the upcoming fundraising events planned having a larger Board will be necessary. Steve stated F.E.S. needs a 5 yr. Plan in place prior to going outside of F.E.S. to solicit new Board members. The Board voted on the first 3 names. The first 3 to contact will be: 1. Jim Devine, 2. Ken Pyburn, 3. Barbara Rice, with Anita Loveland as an

alternate. The Directors approved using the job description presented by Kathryn. Mike will make the first contact from F.E.S. to Jim Devine and Barbara Rice. Bill Johnson will contact Ken Pyburn. A motion was made, seconded and passed that:

RESOLUTION: The F.E.S. Board will invite Jim Devine, Ken Pyburn, and Barbara Rice to become F.E.S. Board members. Anita Loveland will be the alternate. The job description presented by Kathryn will be used. Mike and Kathryn will report to the Board on the status of acceptance.

The future planning of F.E.S. should include a decision of the amount of collaboration with the Bureau of Land Management and the California State Parks our organization desires. BLM has been vague as to their needs from F.E.S. Kathryn will continue a dialogue with BLM to see what they can do for us. BLM may be able to assist with grants submitted to cover such items as docent training. BLM will be starting their docent training at the Piedras Blancas Lighthouse.

Fundraising discussions continued with the decision to ask docent Don Meyers to help with the BBQ in connection with the MBNMS celebration. The next Fundraising Committee should include a list of contacts to donate food, help, etc. Steve selected June 26<sup>th</sup>, 2002 at 2:00 p.m. at the time for the next Fundraising Committee meeting. A motion was made, seconded and passed that:

RESOLUTION: To join with MBNMS on September 7<sup>th</sup>, 2002 at Hearst Memorial State Beach by providing a BBQ for the event. The BBQ will be a fundraiser for F.E.S.

Jutta and Mike will proceed with staffing a booth at the Cambria Farmers Market. The F.E.S. office will supply items: books, video's, shirts etc. Membership cards will be available to work towards the goal of increasing the membership base. After Jutta and Mike initiate the process the docents may be asked to help in the future. F.E.S. will not be selling the items. Donations will be solicited for the above-mentioned books, etc. At this time it was noted one of the docents was selling photographs taken of the Elephant Seals at VP3 at a recent local craft show. The docent informed Kathryn just prior to the event. The docent mentioned she might possibly donate part of the proceeds to F.E.S. Docent Joan Crowder has taken many great photos and has brought them to the office for display. She would donate any amount made over the cost if they were sold in the office. The Board policy is that there should be no selling of docent artwork in the office. Kathryn will contact Joan and explain the policy. A motion was made, seconded and passed that:

RESOLUTION: There will be no selling of docent artwork in the F.E.S. office.

In the area of new business, Bill Johnson felt the participation of F.E.S. in the Pinedorado Parade would be a very positive event to promote community support. The deadline for signing up is approaching. Jutta will get an application and present it to Kathryn to complete. A note in the next letter will solicit participants. It was decided that a sign up sheet should be placed in the office. A discussion on the "theme" will be continuing at a future meeting. A motion was made, seconded and passed that:

RESOLUTION: F.E.S. will participate in the Pinedorado Parade.

There being no further business to come before the meeting, it was adjourned at 5:00 p.m.

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JUDY BURLEY, Secretary

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MIKE LEVY, President

