

**MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS OF FRIENDS OF THE ELEPHANT SEAL
June 15, 2011**

Directors present: Jim Brownell, Donovan Marley, George Larson, Michele Roust, Ken Dunn, Brandt Kehoe, Megg McNamee and Tim Postiff

Also present: Mary Lee Becwar

Topic: Miscellaneous

Brandt presented a flyer from Christine Hendrichs inviting FES docents to a private Monterey Bay Aquarium tour on September 15th. Docents wishing to attend need to contact Christine (Christine.heinrichs@gmail.com) prior to August 10th. Joan Crowder will include the information in the next docent letter.

Brandt also notified the board of his new email address: brandtk@mail.fresnostate.edu

We also discussed that in light of the fact that Pinedorado is only one week away from our 2011 Fundraiser, we will not participate in the Pinedorado Parade this year.

Topic: Cooperating Association Status:

Discussion: The Board expected this meeting to be attended by docents to voice their opinions about the issue of becoming a Cooperating Association with State Parks. Mary Lee Becwar was the only responding/attending docent. Apparently the email notice from Brandt did not reach all docents. In lieu of this fact, The Board decided to have its 1st vote today and the final vote in July at the next Board meeting. The Board unanimously voted in favor of becoming a cooperating association with state parks. Brandt will email another notice to docents inviting them to submit written questions and/or concerns regarding this issue and Joan Crowder will also include it in the next docent newsletter. Those concerns/questions will be discussed at the next board meeting in July. The Board will make its 2nd and final vote at that July Board meeting. Brandt will invite Brooke Gutierrez and Juventino "Juvie" Ortiz, both from State Parks to attend.

The Board also discussed the 2 documents that docents will have to sign if we become member of the State Parks Cooperative Association. Those documents are a Volunteer Service Agreement and an Oath to Uphold the Constitutions of The United States and of California. We also discussed a potential Standards of Conduct document but decided that would better be handled through the training committee or when our insurance renews.

Topic: Bylaw Amendment

Discussion: We discussed adding to Section 5.05 - Annual, Regular and Special Meetings, Section C - Special Meetings, Subsection 2 (a) - Manner of giving notice a new sub-subsection (i): by email or other electronic transmissions;

Action: The Board unanimously approved that addition/correction to the Bylaws.

Topic: Office Move

Discussions:

Idea: Michele suggested we keep the current location and rent an additional one on Main Street in Cambria. This would be a temporary situation until it could be determined whether or not the Cambria location was proving better than current one. We concluded that maintaining two locations would be impossible to staff and perhaps create a sense of separation for docents. Continuing to rent for a few months, but not use the current office might be prudent, however no one wants to move twice.

Idea: Donovan suggested we consider utilizing CA Parks offices at the Castle location, especially if we become a cooperating association. We concluded that even if office space was available for free, FES would become isolated and no longer easily available to the public.

Action: Decision postponed.

Megg and Marcella will draft a letter to the owners of the office that is still being considered. The letter will address the issue of decreased rent and an “escape clause” if things really don’t work out for FES. They will report to the Board.

Topic: Training Committee Report

Discussion: Tim Postiff reported that Judy Thompson and her committee are revamping the packets given out to school groups with updated and more “age appropriate” materials that correspond with State standards. There will also be additional hands-on materials available to further engage the children. Tim requested authorization to spend money for new materials. Michele offered several ideas on where such materials (pelts, baleen, sea birds, etc.) could be obtained. Tim also reported that the committee hopes to initiate training for docents who want to do the school groups. Tim also reported that Betty Bardeen will take over the chairmanship of the Training Committee as of November 2011.

Action: The Board unanimously approved spending for additional materials needed to upgrade school group information.

Topic: Membership Report

Discussion: Donovan Marley reports that the membership campaign is bringing in close to \$4,000 per month. He asked board approval to increase his expenses to 25% of the income (as originally budgeted) in order to start the printing for the next phase of the campaign.

Action: Board unanimously approved his request.

Topic: Treasurer’s Report

Discussion: Megg presented an YTD Income Statement and Balance Sheet and reported the current Savings Account balance is \$45,165 and a Checking Account balance is \$22,741. She also suggested that according to Financial Accounting Standard 117, Financial Statements for Not-for-Profit Organizations requires nonprofits to produce four statements: A Statement of Financial Position (Balance Sheet) shows the resources available to accomplish the organization’s mission, a Statement of Activities

(Income Statement) reports changes in revenue, expenses and net assets for a period of time, usually monthly, a Statement of Cash Flows which shows sources and uses of cash (usually prepared by an auditor) and a Statement of Functional Expenses reports expenses in at least 3 categories: programs and services, management and general (overhead), and fundraising (usually prepared annually).

Action: Megg will talk to the accountant to determine how these reports are made within QuickBooks and report back to the Board.

Closed Session