

**Friends of the Elephant Seal
Board Meeting
December 21, 2016**

Board Members Present: Dave Bauer (President), Abby Adams (Secretary), Bob Grosse, Christel Chesney, Mary Forbes, Polly Tatton, Tim Bridwell, and Lynette Harrison □ **Board Members Absent:** Bill Goodger (Treasurer) □ **Also Present:** Sue King, Shirley Weir, Jeff Weir, and Dawn Fiegel

Dave Bauer called the meeting to order at 1:00 pm.

INTRODUCTION OF GUESTS

Guests, Shirley Weir, Jeff Weir, and Sue King, were introduced and invited to address the Board. Jeff Weir shared that he and Shirley were engaged in FES outreach to local community organizations and are planning to continue this for at least a year and then will share their results with the Board. Dave Bauer thanked them for their efforts and added that we are now planning community outreach as part of our 20th Anniversary year, including an updated slide show to use for such presentations.

MINUTES

A motion was made, seconded, and passed to approve the November 16 Board Minutes.

REPORTS FROM COOPERATING GROUPS

History Project: Dave Bauer for Michele Roest

Dave showed the Board the outline for the history project. He will send the draft document to Board members for review. The next step will be audio interviews of as many as 17 people.

COMMITTEE REPORTS

National Monument: Dave Bauer for Donovan Marley

Dave shared Donovan's written report with the Board. It stated that "there is a reasonable chance that President Obama will issue the coastal national monument proclamation in the final days of December or in the final days of his term."

Treasurer and Finance: Tim Bridwell

1. Tim reviewed the monthly financial documents. The 2016 deficit of \$9611 on the P & L will most likely be improved with our December 31 final year end closing of the books for tax purposes. He also commented on the draft 2017 budget document generated by Bill Goodger.
2. Overall FES is in sound financial shape at this time barring any unforeseen or unbudgeted major expenses in 2017. If this were to occur, there would be a real need to "buckle down" on the expenses.

Publications: Mary Forbes

1. The next committee meeting is January 9.
2. Dawn inquired if the Publications Committee might not only publish Among Friends, but also be the design team for the ongoing brochures and flyers that FES produces.

School Groups: Tim Bridwell for Peter Frith

During December three school groups visited the bluff. So far this school year there have been 10 groups with 697 participants.

Training: Polly Tatton

1. The Training Committee next meets on January 7 at Dave Bauer's home for a lunch celebration and feedback session with the 2016 docent group.
2. Polly shared the new recruiting card and reminded docents to share them with potential docents.
3. She provided an update on the corrected data sheet on e-seal statistics.

Table Sales: Christel Chesney and Bob Grosse

1. Christel reported that our December sales were slower due to the rainy days.
2. Two new table docents have been trained.

Membership and Marketing: Dawn Fiegel

1. The next committee meeting is in January.
2. Dawn has been busy processing membership payments and donations.
3. We discussed possible products for our 20th Anniversary year. Some requested items have included visors, canvas bags, pins, and sleeves for cold cans/bottles. Having the new logo for shirts may be too expensive.

President's: Dave Bauer

1. In the recent meeting of the Elephant Seal Advisory Group, Dave learned that the parking lot has been graded. State Parks Ranger Dale Kinney reported that since the environmental review for the building of the restrooms is taking so long that he is looking into possible chemical toilets. The planned movement of the large rocks in the kiosk area is awaiting equipment.
2. Senate Bill 1111 will go into effect January, 2017. The legislation authorizes State Parks to prioritize spending for its non-profit support groups. Dave is not sure yet of the implications.

DISCUSSION ITEMS**Sick Leave: Tim Bridwell**

1. We discussed a ten-page document from the State of California on employee paid sick leave requirements.
2. There are other Human Resources related matters that should be researched and addressed such as required policies and postings as well as some that also need to be included in the bylaws revisions.
3. Tim suggested that he and Bill Goodger review the state requirements and bring their recommendations to the Board in January.

Bylaws: Tim Bridwell

1. Since the November Board meeting, two drafts with Bylaw changes have been sent to Board Members via e-mail. As the Board discussed the possible revisions to the bylaws, there were a number of areas that need further revision to reflect current practice. Tim suggested that an ad hoc committee be formed to address the detailed language in the bylaw revisions to which Dave agreed would be the most productive direction.
2. Dave Bauer, Tim Bridwell, and Lynnette Harrison volunteered to be on the Bylaws Review Committee. The committee will bring recommendations to the January meeting.

Other Issues

1. Tim Bridwell noted a potential security issue, having the bucket of change on the counter. Dawn noted that when docents count the tube funds and place the bills in the safe, the change could also go directly into the safe. The Board agreed, so Dawn will alert docents to this change in procedure.
2. Tim Bridwell asked about how many docents are "active." Dawn responded that Lisa considers that an active docent is one that makes a reasonable effort monthly to complete the

required three or four shifts. At this time there are about 80 of 124 docents that are “active.”

3. Board members were reminded to turn in a list to Lisa of 10 docent names that each director is willing to contact quarterly.

4. Mary Forbes asked if the sub list was up-to-date after having some problems finding a substitute recently. This matter needs to be referred to Lisa Harper Henderson.

The meeting was adjourned at 3:05.

The next meeting will be Wednesday, January 18, 2017 at 1:00.

Respectively Submitted,

Abby Adams □ Board Member and Secretary