

Friends of the Little Miami State Park

Board Meeting

April 20, 2015

Table of Contents

Secretary's Report	1
Treasurer's Report.....	1
April 12, 2015 Balance Sheet.....	1
December 31, 2014 P&L.....	2
Informational Items.....	2
Action Items	3
Funding	3
Grants.....	3
Memberships and Donations	3
Expenses	3
Insurance	4
Rest and Information Centers (RICs)	4
President's Report	4
Forward Action Report	4
Meeting Schedule and Format	4
Web Site	5
FLMSP-owned Vehicle.....	5
Trail Counters	5
Transition and Succession	5
Guests.....	6
ODNR	6
Hamilton County Great Parks	6
Green Umbrella	6
Strategic Plan Report.....	6
Trail Safety Don Mills High.....	7
Trail Condition Aaron Rourke High	7
Trail Convenience Simeon Copple Medium.....	7
Trail Beauty/Aesthetics Maxine Fischer Low	7
Organization Steve Murphy High	7
Funding Michael Dresch Medium.....	7

Outreach Paul Morgan Low	7
Volunteer Recruitment and Placement.....	7
Recognition	7
Governance	7
Executive Session	7
Appendix A: Expense Transmittal Form	1

Board Agenda April 20, 2015

Secretary's Report

Minutes from February 25, 2015

VOTE: Approve Minutes

Treasurer's Report

April 12, 2015 Balance Sheet

Friends of the Little Miami State Park Inc Balance Sheet As of April 12, 2015

	<u>Apr 12, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating Account	16,078.64
Savings	40,038.58
Total Checking/Savings	56,117.22
Accounts Receivable	
Accounts Receivable	50.00
Total Accounts Receivable	50.00
Total Current Assets	56,167.22
Fixed Assets	
Equipment	4,068.24
Trail equipment	6,756.31
Accumulated depreciation	-321.00
Total Fixed Assets	10,503.55
TOTAL ASSETS	<u>66,670.77</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	74,683.18
Net Income	-8,012.41
Total Equity	66,670.77
TOTAL LIABILITIES & EQUITY	<u>66,670.77</u>

The \$56,117.22 includes the following restricted funds:

- \$13,750 from Interact for Health for crack-filling.
- \$5,000 from a private donation for a Nesbitt Park *Rest and Information Center (RIC)*.

Board Agenda April 20, 2015

December 31, 2014 P&L

Friends of the Little Miami State Park Inc Profit & Loss January through December 2014

	Jan - Dec 14
Ordinary Income/Expense	
Income	
Returned Check Charges	-10.00
Reimbursement of Shared Expense	377.94
Contributions and Support	
Interact Health	13,750.00
Bequest	2,418.00
Earthshare	1,364.81
General Donations	17,437.13
Grant Pledges	29,715.00
Kroger Card	997.46
Membership Dues	9,453.00
Pipe Safe Donations	1,645.45
Restricted Donations - Trail	
Greater Cincinnati Foundation	5,000.00
Loveland Kiosk	5,000.00
Total Restricted Donations - Trail	10,000.00
Total Contributions and Support	86,780.85
Total Income	87,148.79

Informational Items

1. Use of the credit card: After discussion with the employees at LCNB I opted for a debit card rather than a credit card. The funds are taken from our checking account upon submittal. Anyone using the card to make a purchase must submit to the treasurer immediately upon its use an invoice showing the vendor, the amount and item purchased. This can be done through email or US mail. When possible the card information to the vendor should be given directly by the treasurer.
2. Request for reimbursement of expenses: Receipts must be submitted showing the item purchased, the amount, date of sale and the budget class - Adopt-a-Trail, General or Special Opts. Purchases are limited to expendable items such as fuel, oil, etc. without prior approval. (See Appendix A: Expense Transmittal Form)
3. Budget: The budget is a guideline for our financial year, it can be adjusted based on income and expenses. Expenses must still be approved by the Board.

Board Agenda April 20, 2015

4. Grants and Special Donations. Must be recorded in the Minutes of the Board with any conditions of their use noted. The expenditure of these funds must be approved by a vote of the Board.

Action Items

1. Approval of Bills: All bills must be approved by the Board and recorded in the Minutes of the Board.
 - Standard ongoing invoices for normal expenses can be paid by the Treasurer and submitted with the next Treasurer's Report as presented in the Transactions Report.
 - All non-routine expenses must be approved by the Board prior to purchase. This approval can be done with a voice vote at a regular scheduled Board meeting or by email vote.

Email vote: The email must clearly state the item to be purchased and the amount. If the amount is uncertain it can be stated: "up to an amount not to exceed \$xx.xx". The request for an email vote should be directed to the President who will initiate the vote. The email vote response should be to the Secretary who will tabulate the vote and publish the results within 7 days. The results will be included in the minutes of the next regular scheduled Board meeting.

Funding

Grants

- \$310,000 National Park Service Grant. This grant may require a match. ODNR Ken Elliott will explain.
- \$88.5 million State of Ohio investment. ODNR Ken Elliott
- MVRPC Grant. This grant would be for the 6.1 miles in Greene County. It will not be available until 2020. Don Mills
- Interact for Health 2015. Need recommendations in the \$10-15K range.
 - Root cutter.

Memberships and Donations

- In 2014, FLMSF received \$9,453 in Memberships. This does NOT include the \$17,437 in additional donations.
- Maxine Fischer has taken on Memberships. Maxine has formed a Membership Committee. Maxine plans to do the Membership solicitation in May.
- **VOTE**: Annual appeal in September (prior to United Way) or November.

Expenses

VOTE: Between meetings the following monthly expenses do not require Board approval:

Board Agenda April 20, 2015

- President \$500
- Adopt-a-trail Coordinator \$200
- Special Ops Coordinator \$200
- **VOTE:** Approve the EADS fence grant.
- **VOTE:** Approve the Interact for Health \$13,375 crack-filling grant.
- **VOTE:** Approve the \$5,000 restricted donation for the Loveland *Rest and Information Center (RIC)*.
- At this meeting the Board will approve funding for Strategic Plan initiatives.

Insurance

We have upgraded our insurance coverage:

- Liability \$2M
- D&O \$2M (effective May 2015)

Rest and Information Centers (RICs)

- Loveland We have a donation of \$5,000 for this RIC and Mike Egan has expressed an interest in doing the construction.
- Milford Chris Robinson is in the process of raising \$5,000 for this RIC.
VOTE: Chris has asked that we provide a link on our web site to assist in his fundraising efforts.
- State Rte. 350 **DISCUSSION:** The issue here is location, i.e. on the trail or at the river access.
- Spring Valley **DISCUSSION:** The issue here is funding.

President's Report

Forward Action Report

VOTE: I'm recommending that we formally adopt Aaron Rourke's *Forward Action Report* as one of our foundational reports alongside the *Segment Adopters List* and the *Master List*.

Meeting Schedule and Format

- Sunday JUN 14 Annual Meeting and picnic at Hisey Park (Jun 28th "rain date")
- Sunday SEP 20 Board meeting in Morrow
- Sunday NOV 22 Board meeting in Spring Valley

The president can invite people who have special interests, projects, suggestions or complaints to speak at the front end of the meeting. ODNr shall have a standing invitation to attend. Invited guests do not have voting privileges.

Meeting format:

- Open address by non-board members
- Minutes approval

Board Agenda April 20, 2015

- Finance report
- Committee reports, e.g. Adopt-a-Trail, Special Ops, Beautification, Membership, Outreach, etc.

VOTE: Sunday afternoon or week-night? Third or fourth week of the month. Dinner and drinks or not?

VOTE: Should the Board meetings going forward be only for Board members and those invited by the Board?

Web Site

- **VOTE:** Recurring Memberships and Donations.
 - Pro: Potential for less labor.
 - Con: Potential for reduced overall giving levels.

FLMSP-owned Vehicle

Kathleen Lewis:

"I have heard rumors that the group may be entertaining the notion of owning a vehicle to be operated on the trail.

I will again stress that this action will probably generate an insurance nightmare. I do not believe there is a company out there that will want to take the risk (if, of course, there is full disclosure and the policy is written correctly).

Additionally, the trend with insurance companies is that they are also limiting the coverage on personal auto policies to make themselves secondary when a privately owned vehicle is loaned to a friend, neighborhood, or non-resident relative. So, if a member purchases and insures a trail vehicle privately there could be coverage issues when other adoptees use the vehicle.

As stated before, the best scenario is that ODNR is the registered owner and FLMSP is covered under their blanket for usage on trail maintenance."

VOTE: Should we put the question of FLMSP owning and operating a vehicle to rest once and for all?

Trail Counters

- **REPORT:** Paul Morgan

Root Cutting

- **REPORT:** Paul Morgan

Trail Edge Scraping

- **REPORT:** Don Mills

Board Agenda April 20, 2015

Trail Sign Vote

- **REPORT:** Judy Mills

Transition and Succession

	Current Term	Elected
• Steve Murphy, President	2016	2014
• Simeon Copple, Vice President	2015	2013
• Mike Dresch, Treasurer	2016	2014
• Maxine Fischer, Secretary	2015	2013
• Aaron Rourke	2015	2013
• Don Mills	2016	2013
• Bruce Cortright	2016	2014
• Paul Morgan	2016	2013
• Roger West	2016	2014.
• Open		
• Open		

1. The Bylaws require that the terms for President and Treasurer begin on an even-numbered year.
2. Maxine's term is up this year. Maxine has volunteered to take on Memberships. We need to recruit someone to take on the Secretary position.
3. Simeon Copple has submitted his resignation as Vice President. In honor of Simeon's status as founder of this organization, I recommend we create something like "Friends Emeritus" to recognize those individuals who have made significant contributions to FLMSF.

Guests

ODNR

- **DISCUSSION:** Communications with the press.
- Fulltime employee.

Hamilton County Great Parks

Margaret Minzner will talk about CAGIS and its value to FLMSF.

Green Umbrella

Wade Johnston will talk about Green Umbrella.

Strategic Plan Report

Each of the Board members will report on their respective area of responsibility from the Strategic Plan.

Board Agenda April 20, 2015

Trail Safety	Don Mills	High
Trail Condition	Aaron Rourke	High
Trail Convenience	Simeon Copple	Medium
Trail Beauty/Aesthetics	Maxine Fischer	Low
Organization	Steve Murphy	High
Funding	Michael Dresch	Medium
Outreach	Paul Morgan	Low
Volunteer Recruitment and Placement		
Recognition		
Governance		
Executive Session		

Appendix A: Expense Transmittal

Appendix A: Expense Transmittal Form

Name: (Include a copy of the receipts)

Address:

City/State:

Zip:

Approved By:

Class: Adopt-
a-Trail,
Special Ops,
General

Date	Vendor	Amount	Item	

Total -> -

Submit To: Michael Dresch
1216 Meadowbright Ln
Cincinnati, OH 45230

Email: treasurer@flmsp.org