

**DRAFT MINUTES-FRIENDS OF DONALD PARK, INC. MONTHLY MEETING OF THE BOARD OF DIRECTORS:
11/20/07**

IN ATTENDANCE: BOARD: R. Parr, K. Hegstrom, D. Thomas, T. Bailey, P. Hitchcock, M. Marty, and D. Schreiber. RECORDING SECRETARY V. Anderson

CALL TO ORDER/D. Schreiber: 6:40 P.M.

APPROVAL OF THE AGENDA: MOTION by Parr/Martyr to approve. Motion carried 5-0.

MINUTES: MOTION by Parr/Thomas to approve. Motion carried 5-0

APPEARANCES, COMMUNICATIONS, AND ACKNOWLEDGEMENTS:

**Matt Marty reported on the Interpretation/Education committee 2008 work plan/budget and the great news that the Historical/Cultural committee grant application was accepted and \$9500 awarded by the Mount Horeb Area Community Foundation.

ACTION ITEM: The committee was asked to detail the use of the \$1000.00 requested from the Board in their 2008 Work Plan and Budget

**D. Schreiber reported on his conversations with Sara Kwitek, DCP, re: Scheidegger Grant monies. To-date, she reported that DCP, the administrator of the grant, hasn't received any proposals. There are few guidelines from the family re: the distribution of the monies. An interpretive plan for Donald Park, which is a feature of the Master Plan, may be an appropriate proposal. D. Schreiber will serve as the liaison between DCP and the Board.

ACTION ITEM: The committee is encouraged to prepare other grant proposals and bring them to the Board for discussion.

ACTION ITEM: The Board will discuss if a Donald Park interpretive plan is a project for 2008 before proceeding with a Scheidegger Grant application.

ACTION ITEM: V. Anderson to send thank-you notes to Chuck Gerhards for the donation of a picnic table; to Marcel Gambaro for the framed photo of a lupine; and to Marsha Ralston for trail mowing.

REPORTS

TREASURER:T. Bailey: No change from last month's report.

PRESIDENT:

**Administrative position hiring report:

ACTION ITEM: R. Stangel-Maier, R. Rassner, P. Hitchcock, and V. Anderson will prepare a short-list of the applicants for the job and coordinate the interviewing process with DCP. T. Bailey, P. Hitchcock, and V. Anderson will participate in the interviews with DCP staff.

ACTION ITEM: The Board to secure a computer, another phone line, and high-speed internet service for the office at Pat's for the LTE. DSL through the phone company is not yet available, but light-wire satellite service may be available.

ACTION ITEM: R. Parr to ask at work if anyone in the IT department would be willing to volunteer computer skills/computer equipment to the FoDP, Inc. administrative assistant office.

**2008 Garden Expo: Don Hartman and K. Hegstrom will coordinate the FoDP, Inc. participation in the expo and details such as volunteer needs, display, raffles, etc.

COMMITTEE REPORTS

ADMINISTRATION, BUDGET, FINANCE, AND PLANNING: 2008 work plan and budget

ACTION ITEM: D. Schreiber to email to D. Thomas the list of committees and tasks.

MEMBERSHIP COMMUNICATIONS:

**D. Thomas mailed out the end-of-year donation/membership renewal letter to those current members who are due to renew memberships between August-Dec. \$745.00 has been received in less than a month, an average of \$50/respondee.

**The next Newsletter is scheduled for the end of February. Ideas for content include: 2007 volunteers, list of in-kind contributions, annual meeting, MHCF award,

meet the LTE, pictures of fall outings, new horse trail, wish list: volunteer computer geek, computer for new administrative assistant, etc.

ACTION ITEM: Please submit newsletter ideas to D. Thomas ASAP.

ACTION ITEM: P. Hitchcock to submit a list of 2007 volunteers and any information re: the individuals, i.e. Faces of our Volunteers.

WEB SITE: R. Parr: Another volunteer has offered to work on the web site.

VOLUNTEER COORDINATION AND NATURAL AREAS, TRAILS AND FACILITIES: In addition to the report by P. Hitchcock emailed to the Board, it was reported that:

**The area disturbed when the contemporary cabin was moved has been filled-in. Seeding will be completed in the spring.

**Before work can commence in the pine woods, DCP will have to give the okay.

EQUESTRIAN TRAILS: R. Parr: The trail ride and campout was a success.

ACTION ITEM: Request for Chris James, DCP, to look at the new trail and bridge as soon as possible.

ACTION ITEM: T. Bailey to research the status of the 2007 renewal of membership in WI Horse Council.

ACTION ITEM: D. Thomas to send a thank you letter to Bud Larson for his contribution to the general horse trail fund.

ACTION ITEM: Submit bridge construction ideas to R. Parr. For example, P. Hitchcock suggests it be built of barn stone to give it a rustic feeling.

FUTURE ACTION ITEM: Signage needed to prevent any driving on trails on steep side hills.

FUTURE ACTION ITEM: Maintenance is needed on the burdock on the outside the Park trail near Devil's Chimney.

UNFINISHED BUSINESS

ANNUAL MEETING DATE: The Board will continue to discuss the agenda for the annual meeting and volunteer appreciation dinner/program on 3/29/08. At this time the tentative schedule is:

Annual meeting commencing somewhere between 2-3 p.m.

Social hour 4-5 p.m.

Dinner 5-6 p.m.

Presentation by Bob Birmingham and/or Dave Gjetson-Mike Coffey 6 p.m.

A power point projector could be available to run pictures of the park and volunteers.

ACTION ITEM: R. Parr will speak to the caterer about the date.

ACTION ITEM: Who is going to contact Bob Birmingham to save the date???

BOARD MEMBER RECRUITMENT PROGRESS

ACTION ITEM: D. Schreiber and D. Thomas to brainstorm about a mailing to perspective candidates re: serving on the Board.

NEW BUSINESS

2008 WORK PLAN: MOTION by Bailey/Marty to approve the 08 Work Plan and Budget as discussed. Discussion:

**A few notes were added to the Committee Report, dated 10/11/07:

*Park Development Philosophy: Interpretation of the park means experiencing the park at the site, not in a building.

*Board Goals: Growing the park endowment will involve a fundraising, letter campaign. Cultivate major park donors means working with the current supporters vs. new, big donors.

*Park Goals: Design and construct the Vernon Rocks Trail-a hiking trail.

Complete the hiking trail network in the park-Sutter Dr. in to the creek and across the bridge up the hill. Explore a permit group campsite at CTH G trailhead.

Talk to the County re: the time frame for moving West of Sutter Drive with volunteer projects.

**A few changes were made to the Profit and Loss Budget Overview, January through December 2008, as noted by Treasurer T. Bailey.

Motion carried 7-0.

ACTION ITEM: D. Schreiber to arrange his regular annual meeting with DCP staff to discuss coordination of the FoDP, Inc. 2008 work plan and budget with the DCP.

ACTION ITEM: To be determined whether the county insurance will cover work by the volunteers on the Woodburn land that is not officially parkland. Is a signed agreement with the Woodburns' sufficient?

BILLS: MOTION by Marty/Hegstrom to approve the bill of: \$255.00-D. Thomas, membership mailings postage, labels and brochures and inserts. Motion carried 7-0.

NEXT MEETING: Tuesday, 12/18/07, 6 -7 pm. Followed by a holiday gathering at Conrad and Vicki's house: 8757 Bakken Rd. Please join the Board and retired Board members and their dates for good cheer and a pot luck. The Andersons will provide beverages. Possible agenda items: membership by March 1, by-laws for voting, annual meeting, administrative assistant, garden show, etc.

ADJOURN: MOTION by Schreiber/Hegstrom carried unanimously.

Respectfully submitted, Vicki Anderson, Recording Secretary