

2015 Friends of Dunns Creek State Park Planning Meeting Minutes July 21, 2015

1. Call To Order @ 3:08 PM
2. Welcome of New Directors – Joy Mitchell, Daniel Rodd, Doug Stewart
3. Roll Call of Board Members & President's Report - Sam Carr: Sam Carr, Don Gooding, Doug Stewart, Joy Mitchell, Gaye Esperson, Carole Martin, Bob Trail, Ken Mahaffey, Kathy Hodge. Also attending: Kristine Kastenbaum, Mark Giblin, John Ellis, Ashley Regelski. All the board members have indicated that there are no conflicts of interests on the agenda for this meeting.
4. President's report – Sam: General overview of our past.
5. Secretary's Report & Approval of Minutes – Gaye Esperson: moved to accept by Kathy, seconded by Ken, passed.
6. Treasurer's Report – Don: not much activity. \$550 given to the park for ADA parking. Checking - \$5111. CD - \$7034. PayPal - ~\$600 not accounted for in total. Total = \$12,145. Moved to accept, seconded and passed.
7. Park Manager's Report – Mark Giblin, Kristine Kastenbaum, Ashley Regelski: Mark: Culverts are installed. Start road on Monday. Finish by Oct 17. Send update notice to members – Gaye & Sam. Michael is changing jobs and Mark is looking for a new assistant manager. Welcome to Ashley who is replacing Dennis. Mark met with folks about Water Taxis Dock – city and state. MOU has been written. City will pay – Mark will work with contractor to build it. Met with Tallahassee about funding for a portion of Phase 1 – parking at Piney Bluff, vault restroom, canoe & kayak launch. Don't know if funding is there. Engineering firm has been hired to create the plan. Kristine: programs – kayaking well received. Ravine Gardens has quite a few programs including Junior Ranger Program. Volunteers – report done. Ashley: Burned south side of Thrill Hill. Got rained out for another area. Has Dennis' old number – 386-804-7457.

Planning Meeting

1. **Friends of Dunns Creek State Park, Inc.** – Who we are, what we are, what we are supposed to do, and what we have done – Sam Carr, Kathy Hodge, Cheryl Heckman, Ken Mahaffey, Mark Giblin. Kathy: Horses were the beginning focus and the park prospered. When Sam came in, other events started happening. Ken: size and diversity of wildlife in the park are astounding – our jewel. Happy about the long leaf and gopher tortoises.

Key CSO Documents:

- 2015 CSO Legislative Report – due every year – contains our mission statement, results for the year, plan for next 3 years.
- 2015 CSO Annual Program Plan
- CSO By-Laws
- CSO Agreement
- CSO Financial Policy
- CSO Code of Ethics
- 2014 Annual FPS Report (6 elements)

Other:

- Palatka to St. Augustine State Trail connection
- Director Assignments

2. **Dunns Creek State Park** – Mark Giblin, Ashley Regelski, Kristine Kastenbaum
 - Status of the park and FPS - Mark
 - Road work, other work planned
 - CSO Access – Ashley: new key code may be done and only given to the directors. Let Ashley know if anyone is going out.
 - FPS is planning regular events at DCSP – What is CSO's part? – Kristine:
3. **CSO Administration** – Kristine Kastenbaum, Gaye Esperson
 - Volunteer applications, forms: Application once and needed from anyone who is volunteering. Agreement signed every year.
 - Required DEP Training session: Kristine – all present signed the form indicating we got the training.
 - Recording service hours – why, how - : Important because it affects how much money and support the park gets from the state.
<https://friendsofdunnsstatepark.wildapricot.org/Volunteer-Portal>

- CSO Handbook - <https://www.floridastateparks.org/content/cso-resources>
- Event Brite - fodcspco@gmail.com (fodcsp2014)
- Web Site - <https://friendsofdunnscreekstatepark.wildapricot.org/>
- Community Calendar – Gaye: www.putnamstewards.org Contains a compendium of the Google Calendars of the contributing organizations.

4. **Membership** - Gaye Esperson, Sam Carr

- 1 Corporate, 25 family, 70 individual members on record (121)
- But only 17 families and 16 individuals have renewed in 2015 (40) – This is the first full year with Wild Apricot.
- Why be a member? – our brochure says:
 - i. Discount FODCSP Apparel
 - ii. Added Access to the Park – Members’ Days
 - iii. Florida State Park Field Trips (?) - remove
 - iv. Quarterly Newsletter – Should we do it?
 - v. Special Meetings – Christmas Party & Annual Members’ Meeting
 - vi. Corporate Members – Free Booths at CSO events
 - vii. Free Florida State Park Guide
 - viii. Service Opportunities to earn FPS passes
- How do we get more renewals? – personal contact – Carole, Doug, Kathy, Gaye (get list)
- How do we get more memberships? – kiosk have applications –
- How do we get more corporate members?
- Update Brochure? - Include Doug
- Membership meeting – include brochures, renewals, new members

5. **Events, Activities, Fund Raising, Groups** – All - Consider: Road work to be complete by Oct 17, 2015

- Members’ Days – revival? – Champion? Themes? - Post October Camping opportunities. Long weekends. Generally a good idea. Need someone to plan them.
- Work Days? - Bob Trial: heat has caused us to put it off until Sept. Can continue on fence even while the road is being built. Also other things for the ranger’s house. Next work day will be Sept. 12.
- Do we need to hold a VIP event @ DCSP – City, County, State officials? Grand Opening! Kristine will coordinate. Members and county only once the road is done. Incorporate with open house. Then have a Grand Opening once the park is officially open to the public.
- Open House – Fall Festival event Nov 7. We gathered a lot of useful info in April which will be passed off to Ken who will chair the event.
- Spring Festival - April 16.

- Apparel – What else do we need? Do we need a new partner? Carole: Sam, Carole, Bob will go July 24 at 11:30 to Lighthouse to get the logo. Staff shirts for the 5 new board members.
- Paddle Florida Bartram SJR Event – Mema’s Catering - (Dec 7/8 – Monday/Tuesday)
Sam: \$5/head for about 50 paddlers to camp. Need at least one more port-o-let. Carole would like to sell T-shirts.
- Kayak 101 Class, Kayak 201 Class, Kayak Tours – KK is working w/ SC to schedule
- How do we include: Scouts, Radio Club, Equestrians, PB&T, Birders, others. Kristine: Met with Boy Scouts and they want to camp, Eagle Scout Projects, fund raising, building stuff like benches, tables, etc. Will meet in Oct. to define it more. Boy Scouts would like to teach kids how to camp. Ken will connect as well. Scout Jamboree. Audubon from Santa Fe will do a Christmas bird count on Jan 2 (tentative date). Members can be involved. Jan 1 – First Day Hike. Radio Club would like to continue at DC. Primitive Rendezvous Group – Pre 1840’s camping, simulates old Crackers camps. Welcome spectators. For Nov. 7 festival. As a demonstration. Doug will contact them.
- Christmas Party (Dec 14/15?) – Dec 15 (Tuesday)

6. **Projects** All – What should we be planning?

- Finish the fence project
- Getting the park open – ‘iron ranger’? – Mark will get it.
- Official sign is at the park.
- “Under Construction” Signs for Sisco Road? Banner - Wait to make sure the date from Mark.
- Water Taxi dockage – city and state working together
- Primitive camping sites – not now
- ADA access improvements, facilities - engineering is designing
- House razing – done by state – need to reroute the water to avoid the goat house.
- Indian chickee – pavilion for water taxi due soon to Palatka – need funding – not in the plan so need to create a proposal - Sam

7. **Financial Situation** – Don Gooding, Joy Mitchell, Sam Carr

- FPS requires us to fill out a 990-EZ annually whether we submit to IRS or not. This replaces the arduous FPS worksheet.
- Do we consider using QuickBooks as recommended by FFSP & Ravine Gardens CSO? After discussion looks like a good idea.
- Do we consider using outside service (Paper Pushers, local CPA)?
- Funding for major projects at DCSP will require grants – are we ready?
- Sam appoints Joy to financial committee with Sam, Don, Kristine and treasurer from Ravine Gardens, Joan Grey.

8. **Major Obstacles/Issues** – All - What do we need to improve?

- #1 - Communication with membership – who, does what, to whom, how often? How do we get them out to the park? How do we get them involved?
 - i. Facebook - <https://www.facebook.com/pages/Friends-of-Dunns-Creek-State-Park/> Put out a blast for the Fall Festival.
 - ii. Email through Wild Apricot - fodcspcso@gmail.com Doug will enter the emails collected at the spring festival.
 - iii. Phone calls?
 - iv. Web site – Gaye
 - v. Kristine does a lot
 - vi. Advertisements/Marketing? – Horse & Pony, Facebook, newspaper?
 - vii. Oct. 24 – Trick or Treat at Ravines
 - viii. March 5-6 – Ravines – Azalea Days.
- Board Burn-out – Sam. All
 1. Financial/FPS reporting
 2. Membership decline/participation
 3. High level involvement vs. day-today involvement
 4. Are we having fun yet?

Things to Ponder:

1. Do we need to register the kayak trailer? We need to set its value for the trailer for our financial statement. Yes – donate to park so that CSO does not have to register annually. Bob moves to donate, Joy seconds, passed.
2. _____
3. _____
4. _____
5. _____

Adjourned - 7:27