

Friends of Hartman Reserve

Our mission is to support Hartman Reserve and its service to our communities through volunteerism, expertise, advocacy, and gifts.

Minutes of the Board of Directors Meeting

Date: May 11, 2021

Time: 5:30 pm

Location: Online via Zoom

Board Members in Attendance: Tom Blanford, Dwight Fritts, Henry Giddens, Nate Goetsch, Joel Haack, Kathy Green, Nina Hamer, Diane Holmes, Theresa Johnson, Gretchen Ogden, Laura Walter, Jim Young

Absent: Henry Frederick, Kendra Wohler,

Also in Attendance: Amy Davison, Hartman Reserve Unit Manager

- I. Call to Order – Jim Young - 5:32 pm
- II. Review and Approval of Agenda - Tom moved, Nate seconded, motion carried
- III. Review and Approval of Minutes of 4-13-2021 meeting - Kathy moved, Nina seconded, motion carried
- IV. Review and File Financial Statement for Audit – Kathy Green
 - A. Bank Account balances, donations, endowment
 1. Checking has \$26,650
 2. Money Market is at \$15,000
 3. Endowment is \$1,156,000
 - B. The Board pledged \$8,000 to support field trips at the last meeting. Hartman could only take \$3,000 prior to the end of this fiscal year. Kathy will write another check for \$5,000 after July 1.
 - C. Financial statements will be filed for audit.
- V. Hartman Unit Manager, Amy Davison – May report is appended below the Minutes (Appendix 1)
- VI. Committees
 - A. Executive Committee-standing – Jim - The committee met and set the agenda for this meeting
 - B. Finance Committee-standing – Kathy
 1. Proposed budget is based on last year’s budget and account balances as of end of April
 2. Operational costs are under \$5,000 and are covered by direct donations

3. Anything above operational costs can go toward projects, along with income from the endowment
 4. This year's budget tracked well with projections
 5. Unrestricted donations are the biggest variable
- C. Website update – Jim <https://www.friendsofhartman.org>
1. Jim is able to edit the website and the problematic Square account has been deleted
 2. Minutes need to be in pdf format to share on the website
- D. Friends merchandise update – Nina
1. All board members' orders have been filled; Nina has picked up the merchandise and will arrange for pick up at Hartman or her home
 2. Shipping charges have been refunded
 3. The mission statement will be added to our merchandise site and we could add pictures to make the site look more "branded"
 4. Orders will bank up quarterly unless there is a sudden run on Hartman merchandise
 5. Kathy asked about window clings (thank you gifts); there may be a minimum order amount
- E. Youth Board members – Henry Giddens
1. Audio tour on website is fully up and running
 2. Henry Frederick sent the Board an email with the sign design and has ordered the signs. They have enough remaining budget to purchase the poles.
 3. They hope to have signs in place by June
 4. Henry and Henry are answering questions from Laura for use in a newsletter article
- F. Accessibility initiatives -Diane, Theresa, and Joel
1. Memory Cafe update
 - a) Volunteers from Occupational Therapy School needing field experiences
 - b) Got phone number through Google Voice for reservations
 - c) Walmart gave a \$50 gift card to support the project, no strings attached
 - d) Always the first Wednesday of the month at 10:00 am: June 2, July 7, August 4
 2. Hawkeye Community College forum/class "Meet Diversity's Friends" - May 20
 - a) Kathy and Hartman staff (Gretchen and Amy) are registered
 - b) FoHR will reimburse the registration cost of \$75
 - c) Looking forward to an update from participants in August
https://hawkeyecollege.ugusoft.net/index.cfm?method=ClassInfo.ClassInformation&int_class_id=44201
 3. Power assist door project update
 - a) Revisited outside bathroom door accessibility
 - b) There is a type of door assist that will work in this spot

- c) Paul (consultant) has provided a list of five companies in the area that install these kinds of doors. Installation and equipment will total around \$4000
- d) Amy has contacted three companies and is waiting for a response
- e) The work could only be done after July 1 (next fiscal year)

G. Inclusion Committee Conversation

- 1. Looking for feedback after Hawkeye CC class on Diversity, Equity, and Inclusion (Kathy and two Hartman staff members are attending)
- 2. Nina has provided executive committee with some additional readings on DEI
- 3. Increasing diversity on our board remains a goal, and we will revisit this in the coming year

H. Newsletter update – Mid May goal

- 1. Add to May newsletter - Blurb and picture of merchandise, dates of Memory Cafe events in July and August
- 2. Next newsletter for Aug. 15: Articles: General Meeting; updates on projects we've paid for; pictures of Memory Café
- 3. Question about photo release for Memory Cafe; not needed for adults, just ask permission and respect wishes
- 4. July 30th will be the deadline for submission of articles, mid-August publication

VII. New Business

- A. Budget 2021-22 approval - Joel moved; Diane seconded; motion carried
- B. Hawkeye Community College session (covered earlier in agenda)
- C. Discussion of additional projects to fund - Recommendations are listed on additional document, appended below Hartman updates
 - 1. We can cover all of the requested projects (totaling \$8,070) out of checking without touching the endowment at this time
 - 2. Joel - We could consider funding the full cost of the power assist door in order to get the project done sooner, avoiding county budget constraints that could result in a two-year delay
 - 3. Nina - If it comes in near or under \$5,000, we should pre-approve funding for the whole project. This would give Hartman flexibility in working with contractors. We would not have to wait until the next fiscal year.
 - 4. Diane moved that we approve up to \$5,000 for the installation for the power assist door. If the amount is more than \$5,000 we would consider the additional funding through an electronic vote of the board. Nina seconded.
 - a) Discussion
 - (1) Nate - Is this motion is simply for the power assist door, not the rest of the projects
 - (2) Jim - Yes, we will ask for a separate motion for the remaining projects on the list
 - b) Motion carried on amendment

5. Nina moved and Tom seconded to approve the recommendations of the executive committee with the one amendment of \$5,000 for the power assist door item.
 - a) The new total amount would be up to \$11,070, depending on the cost of the power assist
 - b) The motion regards approving \$6,070 for the other projects plus up to \$5,000 for the power assist door
 - c) Motion carried
 - D. Nominations committee - Jim, Nina
 1. Need to have committee in place by August; asking for participation
 2. Nina knows a new Youth Board applicant
 3. Dwight will join the committee
 - E. Action plan update
 1. This year's activities are shown in red
 2. No need to approve at this meeting; will finalize in August for presentation at September General Meeting; please review before August
 3. Please notify Jim if any omissions are noticed
- VIII. Adjourn - Kathy moved; Diane seconded; motion carried - meeting adjourned at 6:35

Appendix 1:

What is happening now at Hartman?

- Field Trips, Field trips and more Fieldtrips!!
- Volunteer work day May 16 wood chipping all trails in the South Unit.
- New Windows for the West Wing
- Finishing West Wing exhibit area: 4'5" salamander, new photos for the wall
- Summer Interns (3 of the 4) start May 10
- Butterfly exhibit is back
- Landscape design
- Prairie Restoration is starting. We will be thinning trees, removing dead trees, adding in pollinator plants, and planting a few trees. There will also be a new trail that will be installed that will go between turtle pond and the bike trail.
- We will be removing all of the deer fencing in the middle of the Maple loop
- Nest Cams are up and we had a nest with eggs.... and now we have raccoon proofed the nest boxes.

Up-coming programs:

- **5-5 Forest Bathing** Green Iowa
- **5-6 WarTomurg Volunteers**

- **5-7 WSR Field Trip Middle School (all day)**
- **5-9 Forest Bathing**
- **5-9 2nd Sunday Speaker Mike Krebill (Via Zoom)**
- **5-9 Foraging hike with Katie after SSS.**
- **5-11 South Win Field Trip**
- **5-12 Dysart Field Trip (All Day)**
- **5-14 Orchard Hill Field Trip**
- **5-17 Janesville Field Trip**
- **5-18 LA Porte Field Trip**
- **5-19 Reinbeck Field Trip**
- **5-20 Denver Field Trip**
- **5-20 Hawkeye CC Training**
- **5-21 Dike Field Trip**
- **5-22 WSR Elementary Field Trip**
- **5-23 WSR Elementary Field Trip**
- **5-26 STEM Day at Denver Elementary**
- **5-27 Union Middle School Field Trip**
- **5-28 South Dale Field Trip**
- **6-1 Lincoln 6th grade Field Trip**
- **6-2 Aldrich 6th Grade**
- **6-2 First Memory Café!**
- **6-3 4th intern starts**
- **6-3 North Cedar Field Trip**
- **6-4 Hansen Field trip**
- **6-8 First Wildkrats for summer**
- **6-11 Paddle in the park**
- **6-12 Harry Potter for Adults**

Project Updates:

- Brick sales continue for the walkway. I am hopeful that the walkway will be started in late May.
- Exhibit work continuing. Solar Turtle is in process of being installed. It is in the window and we will be connecting it. On the large wall, we will have a “Burn station” where kids will be able to try on the Nomex clothing, safety gear, and water backpack. We will have a large TV where we will show a drone video of a prairie burn. On the other side we will talk about TSI work and have a small tree that the kids can use a play chainsaw to use in cutting trees, with all the safety gear.
- New signs for the back of the Buckles will be going up and the sign by the retention pond will come down.

- Acoustic Panels are up!

Discussion:

Interpreter for summer camps





Appendix 2:

Recommendations of the Ex. Committee for funding additional projects

May 2021

The Ex. Committee received the following list of projects from Amy Davison. The Ex. Committee is recommending the Board approve the following projects. The recommendation includes the use of money from our checking accounts rather than the Endowment. This allows the Endowment to continue to earn interest. We do have time this calendar year to use Endowment funds.

Total = **\$8,070** ***

- Summer Camps ASL interpreter + staff training workshop - \$2,000
- Pelican taxidermy - \$250
- Plants for landscaping - \$1,500
- MEEC Conference Registration for 4 Interns - \$400
- Nature center planters - \$1,200
- Summer camp scholarships - \$180/each *4 = \$720 ***
 - Amy said two scholarships for 2 camps; I indicated we're willing to provide MORE if they are able to identify participants who could benefit!
- Power assist for outdoor bathroom - \$2,000 (of est. \$4,000) *** This would be paid out after July 1. (Note: this item was amended by board vote to fund the full cost of the door up to \$5,000. Estimates higher than that ceiling would require additional board consideration. -LW)

The amended total amount is \$6,070 plus up to \$5,000 for the power assist door.

Withdrawn at this time per Connie/Amy

- Second Sunday Speaker series - \$1,000

Note: The intent of this money would be to help pay for bringing in guests. They will ask us to revisit it at a later time. The Ex. Committee still approves of this item when the request is made in the future.