

# Friends of Hartman Reserve

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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: 12 May 2020**

Time: 5:30 pm

**Location:** remote Zoom meeting due to Covid-10

**Board Members in Attendance:** Tom Blanford, Nate Goetsch, Kathy Green, Nina Hamer, Diane Holmes, Theresa Johnson, Laura Walter, Kendra Wohlert, Jim Young

**Absent:** Dwight Fritts, Henry Frederick, Henry Giddens

**Also in Attendance:** Amy Davison, Hartman Reserve Unit Manager

- I. Meeting was called to order at 5:31
- II. Review and Approval of Agenda
  - A. Nate Goetsch moved to approve the Agenda, Theresa Johnson seconded, motion carried
- III. Review and Approval of March Minutes
  - A. Kathy Green moved to approve the Minutes of the March meeting, Jim Young seconded, motion carried
- IV. Hartman Happenings - Amy Davison, Hartman Unit Manager
  - A. Hartman staff are on Administrative Leave, but staff have been working from home or office, creating videos and nature packs at the Nature center connected to weekly themes
  - B. Two AmeriCorps staff have started, social media intern starting Monday, and may get a fourth intern
  - C. Tomorrow developing Plan B for summer programming
    1. Do multiple smaller camps with 10 or fewer kids
    2. More public programs, "make and take" projects for families (bird houses, bird feeders), public programs that allow social distancing such as forest bathing
    3. "Jams with Tams" video series (Tammy Turner demonstrating how to make jams)

- D. Outdoor work continues
  - 1. Picking garlic mustard near Shirey Lake
  - 2. Could use help with this, contact Amy if interested
- E. Meeting with Mike on Monday to discuss summer programming
  - 1. Many nature centers are cancelling all summer programs, but Hartman hopes to continue with Plan A (normal programming) or Plan B (programming that includes social distancing)
  - 2. Amy will send an email to the FoHR Board about the plans
- V. Committee Reports
  - A. Executive Committee - Kendra Wohlerl
    - 1. Committee worked collaboratively (using Google docs) on covid-19 related decisions
    - 2. Cancelled April meeting
    - 3. Postponed fundraising letter and May event
    - 4. Kathy sent out proposed budget
    - 5. Jim created new format for action plan to make it easier to read
  - B. Finance Committee – Kathy Green
    - 1. Review and file monthly financial statement for audit
    - 2. Bank account balances, donations, endowment
      - a) Moved money from money market to checking to pay bills
      - b) Little activity except for endowment shrinking due to economic crisis
    - 3. Committee update and recommendations
    - 4. Proposed budget
      - a) Plan is to align action plan and budget
      - b) Kendra: Some things on the Action Plan are not yet in the draft budget (professional development funding of \$5,000 and support of website/social media development)
        - (1) \$5,000/year may be high for professional development
        - (2) County may also budget for staff PD
      - c) Kathy: Both of these items would fit within \$30,000 budget, but they are not yet listed in the budget.
      - d) Kathy: We have enough in the money market account to allocate \$500 on advertising and web development and can transfer this money as needed.
      - e) We have committed a \$20,000/year gift to Hartman; amount may change as the endowment grows.

- f) Amy: There is a UNI professor who has students looking for projects related to social media and website development, which could reduce the cost of these items.
- g) Nate: The budget is an advisory budget rather than a binding budget, and can be adjusted as needed. We can vote on it tonight.
- h) Jim moved that we approve the amended budget proposal.  
Diane Holmes seconded, motion carried.**

- 5. Kendra will file financial statements for audit
- 6. Update on Loy's work to reconcile our past financials
  - a) Kendra has contacted Loy three times to check on progress.
  - b) Kathy: This needs to be finished by the end of the fiscal year (approximately 6 weeks away).
  - c) Kathy: We are paying them month to month for work that is completed.
  - d) Kendra: They were waiting for restricted fund balances but have now had those since January (they had given us conflicting guidance on needing that information)
  - e) Kendra: Should we take our records to someone else?
  - f) Tom: It would be too short a turn around for another company to take on this project; we could set a deadline and say that we will reduce our fee for service for every day after the deadline.
  - g) Kendra: We had signed a contract with the completion date set for the first tax deadline, but they filed an extension into May.
  - h) Tom: We have little recourse until they fail to meet the deadline for the extension.
  - i) Kendra: They assure us that they are working on it.

C. Action Plan Committee - Executive Committee took some actions on behalf of the Action Plan Committee during the covid-19 crisis

- 1. March 19 - Jim reformatted the Action Plan document and shared it for Board review
  - a) Diane, Theresa and others have commented
  - b) The committee would appreciate comments on it from board and Amy Davison
- 2. Planning to discuss (August), finalize, and vote on it in September

VI. Youth Board Members Update- Covid-19 put their plans on hold

VII. Old Business

- A. FOHR Celebration, fundraising letter on hold
- B. The Friends will keep the John C. Hartman Award for now and hope to present them to Greg and Paula at a potential fall celebration.

1. If pandemic restrictions continue, the presentation could be virtual through a video.
  2. We should give a press release to the Courier.
- C. Executive committee will discuss this at their next meeting.
- VIII. Under the Harvest Moon fundraising activity
- A. Connie has asked us to think of alternative fundraising ideas.
  - B. Hartman probably will not be able to do a typical UTHM, though they are hopeful, but setting up a Plan B. No one is sure how many people will be allowed at a gathering this fall. Several smaller, more intimate “farm to table” events at Hartman are a possibility.
  - C. Other possible fundraising ideas:
    1. Katie and Katy: Hartman could “sell” sections of sidewalk at an art auction for chalk art (and share drone footage of the results).
    2. Nate: We could stick with the duck pond idea but set it up as a Facebook Live event. Amy: The new pond behind the Buckles building has two fountains that the ducks could float down.
    3. Jim: For a donation, people could flamingo a friend’s yard. The friend could donate an amount to have the flamingos removed.
  - D. Website and social media
    1. Discussed benefits vs upkeep of a website
    2. Will look into the possibility of a UNI class that needs projects like this.
    3. Amy: Media intern (ISU student) is starting Monday, might be willing to look at FOHR ideas as well; Amy will inform her about the Friends.
- IX. New Business
- A. Community Foundation of Northeast Iowa
    1. The 10% decline in the value of our endowment due to the economic crisis has set us back on our 1 million goal; it will remain a goal in our action plan, but we may have to rethink the pace.
    2. CFNEIA wants to do a story on the Friends of Hartman Reserve. They see us as a feel good organization>
    3. They were going to come to Hartman to shoot a video but instead will be writing a story based on an interview with Kendra. She will have a chance to review a copy before they use it in upcoming promotions.
  - B. Year end report due at the end of fiscal year
    1. Kendra will give a draft to the Exec Committee for review, then to the whole board.
  - C. Nominating committee
    1. Looking for committee members and/or a new committee chair
    2. Any Board member is encouraged to offer recommendations for people with certain talents and a passion for Hartman
      - a) High priority talents: websites, IT, finances, legal, nature, trails
      - b) Will get new and improved applications out to potential new members this summer

- D. Officer nominations
  - 1. Kendra would like to step down as president but stay on the board.
  - 2. Jim is willing to be nominated for president.
  - 3. Other officers should decide whether they wish to be nominated to continue in their positions.
- X. Celebrations and Accomplishments - Kendra
  - A. Transition Team - new mission statement and bylaws completed and adopted
  - B. New norm for meetings, welcoming Amy to give Hartman Happenings at each board meeting, helping us maintain our commitment and collaboration with Hartman
  - C. New Google Drive archival system with all records organized into folders.
  - D. New finance and budgeting system with scaffolding for Finance Committee work and new system of procedures to work from
  - E. Successful wine pull at UTHM and raised money for Hartman
  - F. Revamping of Youth Board to include a project, both Henry and Henry enjoyed their active role
  - G. Kathy Green and Jim Young logging donations and sending out thank yous in timely fashion
  - H. **Kendra for active leadership, hours and hours of work, good humor, and being adaptable! (Not to mention providing storage space for the infamous "Boxes.")**
- XI. Adjournment - Laura W moved to adjourn the meeting, Theresa seconded, motion carried.

Meeting adjourned 6:23 pm

*Minutes respectfully submitted by Secretary, Laura Walter*