

# 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: 13 October 2020**

**Time: 5:30 pm**

**Location: Online via Zoom**

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

**Absent:** Henry Frederick, Henry Giddens, Kendra Wohlerl

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

- I. Call to Order – Jim Young 5:31 pm
- II. Review and Approval of Agenda - Kathy moved to approve the agenda, Nate seconded, motion carried
- III. Review and Approval of Minutes of September 8 Annual Meeting and Board Meeting (provided via email in advance of meeting) - Tom moved to approve both sets of minutes, Nate seconded motion carried
- IV. Review and File Financial Statement for Audit – Kathy Green
  - A. Bank Account balances, donations, endowment (provided by email in advance of meeting)
    1. Checking is at about \$13K, savings at about \$25K, no activity in checking for the month except for \$.10 interest
    2. Endowment reached \$1M this month and we received 3 donations totalling \$250
  - B. CFNEIA distribution from endowment
    1. Projected that FoHR can receive up to \$25,000 in earnings distribution in January 2021
    2. Will pay \$20,000 to BHCCB for support of Hartman in January 2020 as per previous vote by the FoHR Board
  - C. Financial statements filed for audit
- V. Hartman Unit Manager, Amy Davison – report is appended to the Minutes
  - A. October report – see below
  - B. Year end report on the 2019-20 Friends donation (shared via email in advance of the meeting)

- C. Gallagher Family Foundation Gift
  - 1. They are planning to provide a \$20,000 gift for special project at Hartman
  - 2. They can only donate to 501C3 organizations, so will write a check to the Friends and include a statement of gift intent
  - 3. We will turn this money over to BHCCB, who will create a line item in the budget designating this donation for the intended project
- D. Inclusion Connection report (HRNC Accessibility Assessment report was shared via email prior to the meeting)

## VI. Committees

- A. Executive Committee - standing - Jim
  - 1. Miranda Rokes, intern, is working on website development
    - a) The board agreed to pay her for 30 hours at \$13.50/hour. If more time is needed, she can propose an estimate for the board to decide on.
    - b) We have paid for the domain name for 5 years and the web platform for 1 year.
    - c) Each board member is asked to send a headshot to the Friends email to be included on the website
  - 2. Bylaws Review is required annually. The Executive Committee has no changes/updates to recommend to the Board at this time.
  - 3. The bylaws specify that members of the Board are expected to give to the Friends annually; individual board members can decide how much and when they will give.
  - 4. The Executive Committee recommends that the Friends contribute \$23,000 to the Black Hawk County Conservation Board FY-2022 budget for support of Hartman Reserve.
    - a) Discussion
      - (1) These funds would be utilized to cover 25% of Hartman operating expenses with the remainder to be used for a capital expense such as: the sidewalk repairs needed for accessibility, replacing garage doors, and/or fixing flooring and accessibility issues in the Buckles Building (seeing increased rentals)
      - (2) Amy will provide an end of year report detailing how the funds were used
    - b) Nina moved, Dwight seconded, motion carried.
- B. Finance Committee-standing - no further updates
- C. Website/Social Media update - Jim
  - 1. Discussion of Website/Facebook administrator - once we have a website and social media presence, they will need management and regular updating

2. Miranda will develop 2 to 3 homepage designs for the board to choose from
  3. May have website by end of October
  4. Hartman Reserve will add a link to the Friends website, and FoHR will have link to Hartman website
- D. Friends merchandise update - Nina
1. Expressions has not yet provided a link to the FoHR online store
  2. Nina will email it to the board when ready
- E. Approval of Action Plan (Action Plan document was shared via email prior to the meeting) - Jim
1. Language agreed on during Sept. meeting has been added
  2. As tasks are completed, Jim is updating the plan with dates and actions in red. The Friends Board can use the Action Plan to document and record our work.
  3. Kathy moved to approve the action plan as presented, Nina seconded, motion carried.
- F. Youth Board members – Henry and Henry (absent)
1. Amy and Hartman staff have a project in mind for the Youth Board members.
  2. Amy will contact them to see if they are interested; Jim will also reach out to them.
- G. Inclusion/Accessibility initiatives - Diane and Theresa
1. Identified population - very broadly defined: disabled, multicultural, multigenerational
  2. Typically an audit for accessibility starts at the front of the facility (steps and front door), so Hartman presents a unique situation as an outdoor space. Evaluation started at the parking lot.
  3. What is the goal? Universal accessibility, not excluding anyone, including families with strollers
  4. Access local resources and partners - examples: city government ADA compliance commissions, local doctors who could prescribe walks
  5. Hartman staff has lined up some potential projects based on the evaluation.
  6. Ways for Friends Board to be involved and support this work
    - a) Theresa (occupational therapist) will work with Hartman staff to add distances and difficulty ratings to the trail system
    - b) Signage - talking messages could be included
    - c) Adaptive equipment and staff training for its use - fishing poles, kayaks, snowshoes
    - d) Accessible boat ramp at Big Woods Lake for Hartman field trips
    - e) Outdoor bathroom accessibility (push button for door?)
    - f) Programs
    - g) Training for staff

- h) Providing matching funds for grants for accessibility projects
- i) Experience Waterloo - an organization that supports multicultural involvement
- j) Dementia Friendly Cedar Valley - organization that provides staff training (asks for \$50 donation)

7. The committee will establish a monthly meeting time and invites participation from other FoHR Board members

## VII. New Business

- A. Calendar of meetings (document listing the 2020-2021 meeting dates was sent via email prior to the meeting)
- B. Discussion of Friends Sponsorship of Under the Harvest Moon (UHM)
  - 1. FoHR has a history of contributing to Hartman events: contributed \$1000 to Maple Syrup Festival in 2020, did Wine Pull fundraiser in 2019 for UHM
  - 2. Need to balance contribution between sponsorships and other projects such as inclusion/accessibility projects
    - a) Have about \$10K available for miscellaneous projects this year
    - b) Question: Is this a Hartman event or not? If it's a fund-raiser for the county, does this confuse the public? Would it be better for FoHR to donate directly to Hartman rather than sponsoring fundraisers for the county?
    - c) Proceeds go into the operating budget for county conservation, and Hartman is part of that. Hartman receives funding from UHM and other BHCCB events. BHCCB supports staff salaries, regular maintenance, and special projects at Hartman. Being listed as a sponsor is a benefit to FoHR.
  - 3. Nina moved that we sponsor UHM with \$500, Tom seconded, motion carried.
- C. Hickory Hills Holiday Lights fundraiser for BHCCB (in lieu of Panic Park)
  - 1. FoHR could set up a light display (no charge) or provide sponsorship funds for the event
  - 2. No motion from the Board to participate
- D. Review committee assignments
  - 1. Exec Committee - Jim, Kathy, Nina, Laura
  - 2. Finance - Kathy, Nate, Gretchen, Jim
  - 3. Social media/Website - Nina, Kendra, Tom, Jim
  - 4. Inclusion - Diane, Theresa, Joel, Jim
- E. Theresa moves that FoHR provide a \$50 donation to Dementia Friendly Cedar Valley for Hartman staff training, Diane seconded, motion carried.
- F. People interested in joining Friends should email [Friendsofhartmanreserve@gmail.com](mailto:Friendsofhartmanreserve@gmail.com). Information will be on our website soon.

VIII. Adjournment - several members moved to adjourn the meeting, Nina seconded, motion carried and meeting adjourned at 6:36 pm.

*Minutes respectfully submitted by Laura Walter, Secretary*

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Nature Center Report

October 13, 2020

Friends of Hartman Reserve

**What is happening now at Hartman?**

- "Mascot "walk - a virtual version of Halloween Hikes
- Under the Harvest Moon to go dinner Nov. 6<sup>th</sup> reservations will be taken online through blackhawkcountyparks.com Events tab beginning Oct. 8– Oct.29
- Online auction Dates Oct. 22-29
- Fall night hikes: Owls/full Raccoons/ Full
- Forest Bathing Project Search - students doing internships at Allen have done two forest bathing activities with Connie
- UNI VB team building
- Wild Backyards for Hartman neighbors and others who are interested: October 12th, will be a series with themes

**Up-coming programs:**

**10-13:** Glow in the dark haunted house and scavenger hunt (Wastetrac staff)

**10-25** Seed Ball Making

**10-27** fall decorations; book pumpkin centerpieces

**10-29** fall night hike: Bats

11-6- UHM to go

11-8 Forest Bathing

**Project Updates:**

- Second Round of Kryton Panels (including a silhouette of hacking tower to honor the history of the actual hacking tower which is going to be removed) has been ordered for the wall by the library and community room. Should arrive in Nov. Will be winter project to install.

- 2 new memorial benches have been put in place one to replace Jeannie Claus bench and one for Steve Nicholson.
- Grant to the Waterloo Community Foundation to get a design for landscaping at the top parking lot.

**Discussion:**

- Budget and request for 2022 fiscal year
- Gallagher Family Foundation Gift