Friends of the Little Miami State Park

Board Meeting

April 20, 2015
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Secretary’s Report
Minutes from February 25, 2015
VOTE: Approve Minutes

Treasurer’s Report

April 12, 2015 Balance Sheet

Friends of the Little Miami State Park Inc
Balance Sheet
As of April 12, 2015

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Apr 12, 15</th>
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</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
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<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>Operating Account</td>
<td>18,078.64</td>
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<tr>
<td>Savings</td>
<td>40,038.55</td>
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<tr>
<td>Total Checking/Savings</td>
<td>58,117.22</td>
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<tr>
<td>Accounts Receivable</td>
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<tr>
<td>Accounts Receivable</td>
<td>50.00</td>
</tr>
<tr>
<td>Total Accounts Receivable</td>
<td>50.00</td>
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<tr>
<td>Total Current Assets</td>
<td>56,167.22</td>
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<tr>
<td>Fixed Assets</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>4,069.24</td>
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<tr>
<td>Trail equipment</td>
<td>6,756.31</td>
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<tr>
<td>Accumulated depreciation</td>
<td>-321.00</td>
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<tr>
<td>Total Fixed Assets</td>
<td>10,503.55</td>
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<tr>
<td>TOTAL ASSETS</td>
<td>66,670.77</td>
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</tbody>
</table>

LYABILITIES & EQUITY

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>74,683.18</td>
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<tr>
<td>Net Income</td>
<td>-8,012.41</td>
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<tr>
<td>Total Equity</td>
<td>66,670.77</td>
</tr>
<tr>
<td>TOTAL LIABILITIES &amp; EQUITY</td>
<td>66,670.77</td>
</tr>
</tbody>
</table>

The $56,117.22 includes the following restricted funds:

- $13,750 from Interact for Health for crack-filling.
- $5,000 from a private donation for a Nesbitt Park Rest and Information Center (RIC).
December 31, 2014 P&L

Friends of the Little Miami State Park Inc
Profit & Loss
January through December 2014

Ordinary Income/Expense
Income

- Returned Check Charges $-10.00
- Reimbursement of Shared Expense $377.94
- Contributions and Support
  - Interact Health $13,750.00
  - Bequest $2,418.00
  - Earthshare $1,364.81
  - General Donations $17,437.13
  - Grant Pledges $29,715.00
  - Kroger Card $597.48
  - Membership Dues $9,453.00
  - Pipe Safe Donations $1,645.45
  - Restricted Donations - Trail
    - Greater Cincinnati Foundation $5,000.00
    - Loveland Kiosk $5,000.00

Total Restricted Donations - Trail $10,000.00

Total Contributions and Support $86,780.85

Total Income $87,148.79

Informational Items

1. **Use of the credit card**: After discussion with the employees at LCNB I opted for a debit card rather than a credit card. The funds are taken from our checking account upon submittal. Anyone using the card to make a purchase must submit to the treasurer immediately upon its use an invoice showing the vendor, the amount and item purchased. This can be done through email or US mail. When possible the card information to the vendor should be given directly by the treasurer.

2. **Request for reimbursement of expenses**: Receipts must be submitted showing the item purchased, the amount, date of sale and the budget class - Adopt-a-Trail, General or Special Opts. Purchases are limited to expendable items such as fuel, oil, etc. without prior approval. (See Appendix A: Expense Transmittal Form)

3. **Budget**: The budget is a guideline for our financial year, it can be adjusted based on income and expenses. Expenses must still be approved by the Board.
Board Agenda April 20, 2015

4. **Grants and Special Donations.** Must be recorded in the Minutes of the Board with any conditions of their use noted. The expenditure of these funds must be approved by a vote of the Board.

**Action Items**

1. **Approval of Bills:** All bills must be approved by the Board and recorded in the Minutes of the Board.
   - Standard ongoing invoices for normal expenses can be paid by the Treasurer and submitted with the next Treasurer’s Report as presented in the Transactions Report.
   - All non-routine expenses must be approved by the Board prior to purchase. This approval can be done with a voice vote at a regular scheduled Board meeting or by email vote.

   **Email vote:** The email must clearly state the item to be purchased and the amount. If the amount is uncertain it can be stated: “up to an amount not to exceed $xx.xx”. The request for an email vote should be directed to the President who will initiate the vote. The email vote response should be to the Secretary who will tabulate the vote and publish the results within 7 days. The results will be included in the minutes of the next regular scheduled Board meeting.

**Funding**

**Grants**

- $310,000 National Park Service Grant. This grant may require a match. ODNR Ken Elliott will explain.
- $88.5 million State of Ohio investment. ODNR Ken Elliott
- MVRPC Grant. This grant would be for the 6.1 miles in Greene County. It will not be available until 2020. Don Mills
- Root cutter.

**Memberships and Donations**

- In 2014, FLMSP received $9,453 in Memberships. This does NOT include the $17,437 in additional donations.
- Maxine Fischer has taken on Memberships. Maxine has formed a Membership Committee. Maxine plans to do the Membership solicitation in May.
- **VOTE:** Annual appeal in September (prior to United Way) or November.

**Expenses**

**VOTE:** Between meetings the following monthly expenses do not require Board approval:
Board Agenda April 20, 2015

- President $500
- Adopt-a-trail Coordinator $200
- Special Ops Coordinator $200

- VOTE: Approve the EADS fence grant.
- VOTE: Approve the Interact for Health $13,375 crack-filling grant.
- VOTE: Approve the $5,000 restricted donation for the Loveland Rest and Information Center (RIC).
- At this meeting the Board will approve funding for Strategic Plan initiatives.

Insurance
We have upgraded our insurance coverage:
- Liability $2M
- D&O $2M (effective May 2015)

Rest and Information Centers (RICs)
- Loveland We have a donation of $5,000 for this RIC and Mike Egan has expressed an interest in doing the construction.
- Milford Chris Robinson is in the process of raising $5,000 for this RIC.  
  VOTE: Chris has asked that we provide a link on our website to assist in his fundraising efforts.
- State Rte. 350 DISCUSSION: The issue here is location, i.e. on the trail or at the river access.
- Spring Valley DISCUSSION: The issue here is funding.

President’s Report

Forward Action Report
VOTE: I’m recommending that we formally adopt Aaron Rourke’s Forward Action Report as one of our foundational reports alongside the Segment Adopters List and the Master List.

Meeting Schedule and Format
- Sunday JUN 14 Annual Meeting and picnic at Hisey Park (Jun 28th “rain date”)
- Sunday SEP 20 Board meeting in Morrow
- Sunday NOV 22 Board meeting in Spring Valley

The president can invite people who have special interests, projects, suggestions or complaints to speak at the front end of the meeting. ODNR shall have a standing invitation to attend. Invited guests do not have voting privileges.

Meeting format:
- Open address by non-board members
- Minutes approval
Board Agenda April 20, 2015

- Finance report
- Committee reports, e.g. Adopt-a-Trail, Special Ops, Beautification, Membership, Outreach, etc.

**VOTE:** Sunday afternoon or week-night? Third or fourth week of the month. Dinner and drinks or not?
**VOTE:** Should the Board meetings going forward be only for Board members and those invited by the Board?

**Web Site**
- **VOTE:** Recurring Memberships and Donations.
  - Pro: Potential for less labor.
  - Con: Potential for reduced overall giving levels.

**FLMSP-owned Vehicle**
Kathleen Lewis:

“I have heard rumors that the group may be entertaining the notion of owning a vehicle to be operated on the trail.

I will again stress that this action will probably generate an insurance nightmare. I do not believe there is a company out there that will want to take the risk (if, of course, there is full disclosure and the policy is written correctly).

Additionally, the trend with insurance companies is that they are also limiting the coverage on personal auto policies to make themselves secondary when a privately owned vehicle is loaned to a friend, neighborhood, or non-resident relative. So, if a member purchases and insures a trail vehicle privately there could be coverage issues when other adoptees use the vehicle.

As stated before, the best scenario is that ODNR is the registered owner and FLMSP is covered under their blanket for usage on trail maintenance.”

**VOTE:** Should we put the question of FLMSP owning and operating a vehicle to rest once and for all?

**Trail Counters**
- **REPORT:** Paul Morgan

**Root Cutting**
- **REPORT:** Paul Morgan

**Trail Edge Scraping**
- **REPORT:** Don Mills
Trail Sign Vote

- **REPORT:** Judy Mills

Transition and Succession

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Term</th>
<th>Elected</th>
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<tbody>
<tr>
<td>Steve Murphy, President</td>
<td>2016</td>
<td>2014</td>
</tr>
<tr>
<td>Simeon Copple, Vice President</td>
<td>2015</td>
<td>2013</td>
</tr>
<tr>
<td>Mike Dresch, Treasurer</td>
<td>2016</td>
<td>2014</td>
</tr>
<tr>
<td>Maxine Fischer, Secretary</td>
<td>2015</td>
<td>2013</td>
</tr>
<tr>
<td>Aaron Rourke</td>
<td>2015</td>
<td>2013</td>
</tr>
<tr>
<td>Don Mills</td>
<td>2016</td>
<td>2013</td>
</tr>
<tr>
<td>Bruce Cortright</td>
<td>2016</td>
<td>2014</td>
</tr>
<tr>
<td>Paul Morgan</td>
<td>2016</td>
<td>2013</td>
</tr>
<tr>
<td>Roger West</td>
<td>2016</td>
<td>2014.</td>
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<tr>
<td>Open</td>
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<tr>
<td>Open</td>
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</table>

1. The Bylaws require that the terms for President and Treasurer begin on an even-numbered year.
2. Maxine’s term is up this year. Maxine has volunteered to take on Memberships. We need to recruit someone to take on the Secretary position.
3. Simeon Copple has submitted his resignation as Vice President. In honor of Simeon’s status as founder of this organization, I recommend we create something like “Friends Emeritus” to recognize those individuals who have made significant contributions to FLMSP.

Guests

**ODNR**

- **DISCUSSION:** Communications with the press.
- Fulltime employee.

**Hamilton County Great Parks**

Margaret Minzner will talk about CAGIS and its value to FLMSP.

**Green Umbrella**

Wade Johnston will talk about Green Umbrella.

**Strategic Plan Report**

Each of the Board members will report on their respective area of responsibility from the Strategic Plan.
Board Agenda April 20, 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Responsible Party</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Trail Safety</td>
<td>Don Mills</td>
<td>High</td>
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<tr>
<td>Trail Condition</td>
<td>Aaron Rourke</td>
<td>High</td>
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<tr>
<td>Trail Convenience</td>
<td>Simeon Copple</td>
<td>Medium</td>
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<tr>
<td>Trail Beauty/Aesthetics</td>
<td>Maxine Fischer</td>
<td>Low</td>
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<tr>
<td>Organization</td>
<td>Steve Murphy</td>
<td>High</td>
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<tr>
<td>Funding</td>
<td>Michael Dresch</td>
<td>Medium</td>
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<tr>
<td>Outreach</td>
<td>Paul Morgan</td>
<td>Low</td>
</tr>
</tbody>
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Volunteer Recruitment and Placement

Recognition

Governance

Executive Session
## Appendix A: Expense Transmittal Form

Name: 
(Include a copy of the receipts)

Address: 
City/State: 
Zip: 

Approved By: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Amount</th>
<th>Item</th>
<th>Class: Adopt-a-Trail, Special Ops, General</th>
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**Total ->** 

Submit To: Michael Dresch  
1216 Meadowbright Ln  
Cincinnati, OH 45230 

Email: treasurer@flmsp.org