

Friends of Portage Lakes
Minutes for Officer's Meeting
October 11, 2010

Attendance: Larry Hunter (President)
Tom Fry (Vice President)
Tom Burge (Treasurer)
Michael Boyle (Secretary)

Meeting called to order at 7:45 PM

1. Will send announcement to membership that we never voted to fill the one at-large Director position and will have an election at the next membership meeting on October 21. All members who are current with their dues are eligible to apply.
2. Approved expense of \$250 for liability insurance from Cincinnati Insurance issued by Huntington Insurance. Policy is for \$1,000,000 per occurrence with a \$2,000,000 aggregate (meaning a total of \$2,000,000 annually). Policy is an annual policy to cover all of our events.
 - a. We will have agent update the policy to remove employees (since we have none) which should drop the premium from \$282 to \$250.
 - b. Policy will start the day before the Bark in the Park event.
 - c. We will check whether we need to provide notification of events in advance and whether adding events could affect our premium.
 - d. Jim Henahan (manager of Community partnership Programs for Ohio State Parks) clarified via e-mail that our group needs its own insurance; state parks are covered by state law (Recreation Users Act) and our Friends group is a separate non-profit.
3. Tom Burge provided treasurer's records of membership dues deposits for 2010. There are 20 active memberships for 2010.
4. By-laws indicate that the Annual Meeting is to be held on the third Thursday of November, which will be November 18. This is the date of election of the four Officers and one at-large Director who will compose the five-person Board of Directors.
5. We have received a \$500 credit for Google Adwords. Peg Bergholz as chair of the Dog Park committee should submit to the Board for review and approval the ad copy and the keywords that will be used for the ad to display.
6. Grant Applications:
 - a. We will defer to the judgment of Mark Snyder to determine of the amount that will be applied for on specific grants.

- b. Mark Snyder should submit to the Board for review and approval one of the grant applications. All don't need to be individually approved, but we should retain copies.
 - c. We would like applications for grants to be submitted separately for the Dog Park and Butterfly Trail unless a specific situation makes sense that they should be combined on a single application.
- 7. The structure of membership meetings have improved and we want to continue improve. For existing initiatives we want to continue to limit updates to five minutes. Most of the discussion should be taking place in committee meetings.
- 8. New ideas can "incubate" in discussions at meeting but should eventually have written proposals so we can designate the official involvement and support of it as a Friends initiative.
- 9. Clarification was made that those who belong to other local organizations might provide updates at meetings of other organizations as an FYI, but if there are discussions and decisions to be made, these should take place at a Friends meeting or Friends committee meeting.
- 10. Due to some recent miscommunications, we discussed the important of utilizing the elected officers as the people to go to for clarification and guidance. The leadership structure exists so we can operate efficiently. We are not looking to slow things down or control the committees, but rather using the leadership structure for their stated purpose will help the group achieve its objectives.
- 11. At the next membership meeting we will get the opinion of the group on which logo to use going forward.
- 12. It was noted that at a PLAC meeting Bruce Carpenter said Todd has applied for a park manager job elsewhere in the state and will likely be leaving the region. We will check with Todd and Bruce to discuss the impact to the Friends group in terms of who we should be working with.
- 13. A diagram of the potential dimensions of the Dog Park and Butterfly Trail was shared. The diagram showed the Butterfly trail at 45 feet wide. It was noted that every 5 feet wider the Butterfly Trail is would subtract .20 acres from the Dog Park. Peg Bergholz and Larry Hunter should work together to arrive at an agreeable solution for both initiatives.

Meeting adjourned at 9:10 PM

Minutes respectfully submitted by Michael Boyle