

# FOCSP

## 2/3/11 Meeting Minutes

**Call meeting to order:** Kirby Neubert called meeting to order at 6:00 PM.

Jean Snyder, *Secretary*, Jim Stout, *Vice President*, Art Cubbon, *Board Director* and Michelle Melherberger, *Board Director* were absent, respectively.

Kirby Neubert, *President*, Libby Culbertson, *Board Member*, Bob McCall *Board Member*, Keith Cubbon, *Board Member*, Carl Meinstereifel, *Board Member*, Jake Weiland, *Park Manager* and John Sims, *Friends Member* were present.

**Welcome guests:** John Sims, to further discuss the Oil Creek Nordic Focus and Action Plan.

**Approve minutes of last month's meeting:** Approved by Peg Sims and seconded by Carl Meinstereifel.

Peg Sims has requested to speak to the agenda, early in the meeting and will be excused early to attend a second obligation.

**Night Ski report:** Peg Sims reported: First night ski, perfect temperature and conditions. Three groups with differentiating skills took to the trails. Well received with 50+ participants. Peg solicited 3 new members with additional interest in membership by participants.

**PPFF 2010 Annual Report Figures:** Kirby Neubert discussed the submitted 2010 Annual Report Figures (Attachment/ Projected)

- 2010 Time Tracker
  - Projects including bike shed installation, landscaping the park office, OC 100 Pre-Pasta Dinner collected – 88 Friends Members with 537 hours, 98 Volunteers with 458 hours.
  - Programs – 243 visitors attended FOCSP sponsored night ski's, Bat Counts, Biathlon, Film events, Birding Programs.
  - FOCSP meetings totaled 248 Hours.

- 2011 Annual Plan and Special Events include:

***Plan***

1. Refine our Focus – Recreational/Interpretive Trails.
2. Assimilating Friends members into activities.
3. Maintain and improve partnerships with local interest groups.
4. Improve efficiency of Board meetings.
5. Continue with Annual fund raising events.
6. Increase member and volunteerism.
7. Marketing and coordinating programs and events.
8. Improved Board leadership.
9. Continue with service projects.
10. Support DCNR Greenways and open space circuit rider – complete missing link.

***Events***

1. Full Moon skis.
2. Summer Biathlon.
3. Bat Count.
4. Oil Creek 100 Trail Run.
5. Trail maintenance Projects.
6. Photo Contest.
7. Bird feeder program.

8. National Trails Day.

**Treasurer's report:** Keith Cubbon reported:

2010 Treasury Report:

|   |                    |
|---|--------------------|
| Membership Dues                               | \$ 430.00          |
| Contributions – Individual                    | \$ 23.00           |
| Contributions – Corporate                     | \$ 100.00          |
| Special Events (Biathlon)                     | \$ 717.74          |
| Money earned through fees for programs        | \$ 50.00           |
| Sales (Water, Books, Scrap Metal and T-Shirt) | \$ 486.20          |
| Grants (Specify)                              | \$ 0               |
| Other (Specify)                               | \$ 0               |
| Total Income                                  | <u>\$ 1,806.94</u> |

January 2011 Treasury Report: Keith Cubbon.

\$58.94 deposit generated from membership and book sales.

Check has been sent to PPF.

Service Charge for \$12.99/month "Business Charges" from Citizens Bank in FOCSP local account. \$9.99 service charge and \$3 for monthly paper statement.

FOCSP moving to Franklin Regional Credit Union.

Check "in limbo" from PPF for reimbursement.

K. Cubbon has notified PPF, awaiting PPF reply.

\$329.92 Local Account

\$4,134.55 Harrisburg Account.

Carl M. Approved and John K. Seconded.

**Park manager's report:** Jake Weiland reported:

- The park has selected Earl Kahnell as the Maintenance Repairman 1 for the vacant salaried position. Mr. Kahnell's start date is Monday, February 14, 2011.
- Working with the Bureau of Forestry, OCSP has developed a Memorial Planting Program to memorialize loved ones.
  - A preferred tree species will be planted in a designated location within the park boundaries to prevent accidental damage and promote healthy growth.
  - A bronze plaque will be placed on the wooden memorial plaque within the park office.
  - It is suggested that the requesting family will make a check payable to the Friends of Oil Creek State Park in the amount of one hundred dollars to cover the cost of a sapling tree at fifty dollars, the bronze plaque at twenty five dollars and labor cost at twenty five dollars.

**Old Business:**

**Trail sign report** –Kirby Neubert Reported: \$72.50 was spent on lumber at Forest County Wood Products purchased by Kirby Neubert or the creation for educational signage along trail maintenance. Brian Reed of OCSD will be routing signs as a teaching tool at the High School.

Signage is to educate the multi-use along ski trail. Polite and respecting all users.

A follow-up sign committee was suggested to finalize sign design and outlay.

**Seminar at Nature Inn report** – Kirby Neubert Reported: Bald Eagle SP, PPF Seminar for Friends Chapters. Items discussed were volunteer recruitment and stability. Partnering with Civic organizations with similar interests. Example of a group for FOCSP would be Keystone Trail Association. Methods of soliciting volunteers is word of mouth, special events, brochures to high school aged youth and BSA participants. Social networking works well through Facebook, Twitter, etc. Paper ads do not work well. Work collaboratively with local media and news outlets. Be patient and it takes time. Media is in a competitive market and their business is not dependent on our activities. One day events and visuals work well. Be tasteful and accurate. Speak to your audience whether it is elected officials or volunteers. Create win/win situations for all participants.

Keep your chapter right with Lisa Salvator and PPF finances.

**Cross Country ski trail maintenance equipment** – Manager Weiland reported that Kirby Neubert trailer the Artic Cat 440 to Campbell/Peterson's Maintenance shop in Greenville for service on the two stroke engine. Manager Weiland experienced mechanical problems when grooming the Cross Country Trail network on Friday, January 28. The park has requested the shop to look at the spark plugs and inspect the engine. Park staff is anticipating the return of the equipment by Monday, February 7.

#### **Board Director Terms -**

**One vacancy to fill** – Kirby Neubert reported that FOCSP is in need of one additional board member. John Sims will inquire with Peg in soliciting new member. Kirby Neubert will inquire with Michelle Mehlburger to solicit a new member.

**Balancing the Board of Directors Elected Terms**– President, Kirby Neubert has suggested that we “shuffle” our board membership to balance the elected terms of the existing 12 board members to 4 members per year. Keith Cubbon, John Kolojejchick and Carl Meinstereifel's terms will expire in 2011. Peg Sims, Jean Snyder, Jim Stoudt Board Directors terms will expire in 2012. Art Cubbon, Libby Culbertson, Bob McCall, Michelle Mehlburger and Kirby Neubert's terms will expire in 2013. A motion has been made to move Art Cubbon board term date from 2013 to 2011, and Michelle Mehlburger's board term date from 2012 to 2011. Further discussion is needed with the two previously mentioned board members. According to our by-laws, each board member has a term limit to six years. John Kolojejchick expressed his interpretation of the limit of terms was pertinent to Board Officers. Stating that board member terms are current for two year terms, though terms are available to be re-elected to infinity. Officers terms are available for two continuous terms. John Kolojejchick has moved to delete limited term section in the by-laws. By-law amendments will be reviewed and discussed in future meetings.

**Emergency call list** – Manager Weiland requested a call tree be established to clearly communicate emergencies and changes in plans. The President would initiate the call tree by ringing the first member on the call tree, in this case would be Keith Cubbon. Keith in turn would be responsible to ring the second member on the calling tree, Art Cubbon. If Keith verbally reaches Art, Keith's duties are complete and Art will in turn call the next member on the list, Libby Culbertson. If Keith is not able to reach Art, Keith will leave a voice message with Art, informing him of the emergency/ change in plans and proceed to call Libby Culbertson. The process is recycled until the initial caller physically communicates with their intended recipient. The call tree is completed when the last member on the call tree, Jim Stoudt confirms with Kirby he has received the message.

**Membership communications** – Needs a leader - K. Neubert reported that as a board member, you can greatly assist the progress of the group dynamic by acting as a liaison to the membership drive. Bob McCall has volunteered his time for this position.

#### **Park and events promotion:**

**Plans to implement the promotion and use of our trail systems as per last meeting's presentation** – John Sims and Manager Weiland discussed the following subjects and documents.

- Oil Creek Nordic Focus (Attachment/Document)

- Daily Cost to maintain the CC skiing network (Attachment/Document)
- Future Planning for proposed trail use.
  - DCNR's Guidelines for Marking Recreational Trails(Attachment/Document)
  - National Trail Difficulty Rating (Attachment/Document)
  - Past requests for non-approved recreational uses of park due to safety and resource concerns. With replies (Attachment/Handout).
  - Grooming equipment will be
  - What does the park/FOCSP want to do?
  - Can the FOCSP act as a concessionaire for the CC skiing?

### **Other Old Business**

John Kolojejchick presented the new FOCSP logo for a template for letter head, mailings, and brochures to present uniformed communications. A colorized logo and black/white logo was passed by the board membership and projected on the screen for viewing. A motion was made by Keith Cubbon to accept the color copy and seconded by Carl Meinsstereifel.

John Kolojejchick – Revisited the MOU and Conflict of Interest for PPF for March meeting.

**Adjournment** – Motioned by Keith Cubbon seconded by Libby Culbertson.

Next meeting has been set for Thursday, March 3, 2011 at the Park's Amphitheater, 6:00 PM

Meeting Minutes respectively submitted by Park Manager Weiland.