

Mt. San Jacinto Natural History Association

Board of Directors Meeting

Monday, May 14, 2012

MINUTES

The meeting was called to order by Vice President Kurt Leuschner at 5:40 PM. Quorum confirmed.

Roll Call: Directors present: Kurt Leuschner, Marsha Hansen, Joe Migliore, Gene Rojek, Maureen McCarty, Dennis Schimer, and Elize Van Zandt.

State Park Representatives: Garratt Aitchison by conference call

APPROVAL OF MINUTES of April 9, 2012. MPS MM/GR

STATE PARK REPORT, Garratt Aitchison, Sector Superintendent via a Conference Call

- A. DPR Annual Report needs to be filled out and submitted by 5/31. Kurt will follow up with Bob on this requirement.
 - B. Business License needed for Idyllwild. Garratt will send copy of what's needed.
 - C. A volunteer scheduling software program– RotundaSoftware.com –is being requested by Ranger Sue at a cost of about \$400 per year. This would include Idyllwild, PSAR and MSJSP volunteers to go on-line and schedule their time. It appears to be user friendly. Sue and Garratt will research more and invite Sue to report back.
 - D. PSAR (Preventative Search and Rescue) Banner could feature the NHA on its banner. The NHA Board recommended more participation between the two organizations. This was tabled and an invitation to Ranger Sue will be extended by Garratt to attend our next Board Mtg.
 - E. A request of \$3,000 for a PSAR website to include Volunteer/Safety/ Interpretation information of MSJSP with links to the NHA and information on how to volunteer would be featured. An invitation to the webmaster for more information is needed. This request was tabled for more facts from Ranger Sue and the webmaster.
 - F. Board approved \$450 for redwood lumber for trail signs. MPS GR/MM
 - G. Credit Card Machine for Idyllwild will cost \$349 to set up and \$59 a mo. to maintain. Mountain Station Visitor Center needs to switch to the newer version. Set up and monthly costs will be the same as Idyllwild. Signatures and Social Security numbers are needed for new machines. Contact information will be mailed to our Treasurer, Bob P.
 - H. A charge of \$4,999 was charged to our NHA account for money placed there for the Fuller Ridge Trail Project. Garratt will sort this out.
- I. STANDING REPORTS
- A. Treasurer's Report Bob Pellenbarg
 - 1) We have engaged Phyllis Keys, a bookkeeper, recommended by Kris Stefferud, of Palm Desert to handle our routine bookkeeping tasks. I will forward records to her at the earliest time possible, so that our books can be up to date.
 - 2) Kris Stefferud has worked about three hours pro bono to assist the NHA in paying the state sales taxes (approx. \$1500, paid electronically) before the due date. She has filed for an

extension on some other financials due in the near term. Phyllis Keys will be able to assist in preparing these reports.

- 3) As of noon today, May 14, 2012, the NHA account had \$8,656.40 in checking account, and \$71,802.12 in the Money Market account at the Bank of America. Monies from both the Visitor Center and the Ranger Station have recently been collected and deposited.
- 4) At Kris' recommendation, we must prepare 3 letters of thanks to recent donors: Kris Stefferud (pro bono work) , John and Beverly Stauffer Foundation (\$3,000), and Desert Trails Hiking Club (\$200). I will ask Iona to assist in preparing these letters.
- 5) The motion to hire Phyllis Keys to be our bookkeeper for \$250 per month was passed. MPS MM/KL
Phyllis will do our end of year reports. We will invite her to our next meeting so that she can meet the Board.

- B. Science Collaborator, Dennis Schirmer
Dennis will attend Earth Day in Idyllwild along with Rob Howard. Rob has a new display Banner.

II. Committee Reports

- A. Retail Kurt Leuschner /John Beringer
John Beringer our retail manager did not attend meeting. Kurt had no report.

- B. Membership Maureen McCarty

- 1) Our membership records were set up by Russ on a free website called SOHO. Currently we have 122 members, (42 Founding and/or Life Members). We have a mailing list of 151 members and expired members. She will send out 39 letters to invite elapsed members to re-join. Next month our renewals for membership will be due by June 30.
- 2) Maureen wants to invite members to renew by e-mail. She needs help in setting up an NHA Domain email address. Also, she needs help with accessing the Webmaster@msjnha.org and to know how the Pay Pal account is set up. Russ may be able to assist with this. Joe will speak with Russ.
- 3) State Park Volunteers need to have the option to become NHA members. Maureen would like access to the VIP email addresses in order to send invitations to join the NHA. Garratt needs to address this request.

- C. Webmaster
Board is still considering the hiring of a new web designer and finding a volunteer to maintain website.

- D. Education Dennis Schirmer
Rob and Dennis will attend Earth Day in Idyllwild.

III. Old Business

- A. Peaks will be published three times a year (Jan 1, May 1, Oct1). The new features are; 1) President's Notes, Iona. 2) Natural History Articles, Kurt or Rob. 3) State Park Report, Garratt or Bart 4) Treasury Report, Bob. 5) Visitor Center/Retail Report, Rob or John. 6) Special features, i.e. Photo contest, Rob. 7) Calendar of Events, 8) Tram News. Articles are to be submitted to Joe by the 20th of the month and he will send the completed set up to Elize for final edit.

- B. Discussion of short and long term goals voted on earlier this year will be tabled until next meeting.
- C. Joe is working on a draft NHA Membership Brochure and will send an edited addition to all Board Members to edit and return with comments.
- D. The new contact for our website and NHA brochure for prospective SP Volunteers is sanjacvolunteer@parks.ca.gov and a phone number in Idyllwild is 951-659-4880.
- E. Bookmarks for new members are tabled until next month.

V. New Business

- A. Search for new Web Designer still on going. Will discuss next meeting
- B. Rob Howard has designed a new Portable Display Board. Invitation to bring to next meeting will be extended.
- E. Design of new Business cards for NHA was tabled.

VI. Next meeting 5:30pm, Monday, June 11, 2012 at Joe's Home. Maureen will bring refreshments.

VII. Adjournment 7:33pm