

BSHP Board meeting 3/14/23

Start at 6:02pm

Members Present:

Clara Davison, Jennifer Cote, Jan Harris, Bill Bucher, Irene Given, Arwyn Anthony, Tienry Wheaton, Natalie Sullivan, Deb Anderson

Members present on Zoom: Karla Nichwander, Katie Nicheander, Scott David, Jen Belitz, Drue Kerns

- Welcome and reminder that committee reports are limited to 5 minutes.
- Facilities: Scott went to park to assess any needs. Water tuck needs to be worked on and he has created a list for the park work day. The camper also needs work as the tank might have cracked. Workday is 4/29 and RSPV on the website is available.
- **Events:**
 - Natalie has created a google form to be filled out by event organizers to help prep for events.
 - Irene is creating a PNL to give insight into what it costs us to host outside events and give us a better idea of an appropriate fee. The committee has decided that they are not charging enough rental fees, but will make an informed decision at a later date.
 - Information needed from facilities as to workload to host an outside event.
- **Finance Committee:**
 - Irene created a new budget tool to help us keep track of our revenue and expenses. More work will need to be done in order to get our current budget updated into the document. The Finance committee will come back with a finalized budget to vote on at a later date.
 - P-cards- Jennifer created a document listing estimated dates event coordinators will need a p-card. She decided after looking at this that we need one extra event p-card.
 - Movement made to approve p-card update: A) approval of p-card user list, B) that event coordinators have availability to p-card for 2 months prior to the event and 1 week after the event
 - Jennifer motioned, Deb second
- **Public Relations/Outreach**
 - Carla has done work ensuring we have an established mission statement. She has enlisted outside help to assist with PR and promotion. The committee will have a meeting prior to the next board meeting.
 - Tierney suggested contacting KPAX to do a story on the park.
- **Membership**
 - Natalie and Arwyn have been working hard getting the website launched in order to get people signing up for memberships. Natalie updated the membership downloadable form.
 - Lifetime memberships are still a challenge for to get signed up on the website. There is also the need for lifetime members to resign the release form and options to sign up for volunteer opportunities. Natalie will work on creating a system to try to give lifetime members the gate code and communications.

- Member communications: Membership committee needs to decide on a single form system to create communications and forms. Natalie will compile pros and cons of each system and is open to board input.
- As the park website has around 100 contacts, we need to decide how often we want to communicate to them. Input is that at least once a month for a recap, but that frequency might increase during the summer when more events are happening. It was also agreed that event coordinators are responsible to communicating event recaps, primarily on Facebook.
 - Upcoming communications: cross country course is still closed, price increases, and upcoming events.
 - It will be helpful to create a communication plan for the year to keep information flowing smoothly and containing a consistent message. Public relations/outreach committee will create this document.
- **Special Topics**
 - Event Expense Reports/Event Budgets: There is concern that our event budgets need more oversight given the possibility that event revenue will not cover expenses and jeopardize the park.
 - Event coordinators needs to fill out expense sheets that will list every purchase made including description of said purchase.
 - For P-card use, a policy needs to be created that creates accountability of expense reporting with the risk of losing P-card access.
 - Jennifer makes a motion to notify any event coordinator P-card holder are required to send her any invoices for expenses within 7 days. If the invoice is not received, Jennifer holds the right to suspend the P-card until the invoice is received.
 - Tierney would like the finance committee to create a formal policy that lists new changes and they will present that at the April meeting.
 - There is concern that the WE events will be using too much of the boards funds without complying to submitting invoices to event purchases. The concern comes from the fact that the 2022 WE events do not have detailed accounting and there are multiple expenses that are still not accounted for. The board will not push getting the 2022 budget straightened out, but we will require better bookkeeping moving forward. Due to the fact the 2022 budget was not clear, Kathryn, our former director, will not receive a bonus for running a successful event. We want to encourage Shelia to continue to support the park with her events, but there needs to be clearer expectations when it comes to budgeting. The finance committee will create a formal policy for board approval in regards to event expenses and P-card use. Karla will reach out to Sheila to ask her to comply with the expense report process with the risk of losing access to a P-card.
 - Merchandise
 - QR to keep inventory on WIX
 - Merchandise reports that \$4,600 was expensed and \$4,500 was brought in.

- Jennifer motions that we approve \$2500 to reup our inventory. Bill seconded. Approved.
 - Dog stations
 - Bill is concerned that the dog stations will need maintenance.
 - PA System is going out. In order to fix or replace, we will need to pay about \$1,000
 - Bill learned that we may be able to buy a \$10 permit to sell beer and wine at the park. This can be a very good option to help fundraise for the park without being in an outside organization like The Rhino.
- Discussion about moving the rearing horse statue because it can spook horses.
 - Jan made a motion to adjourn the meeting. Bill seconded. Passed