

## FRIENDS OF ANASTASIA BOARD MEETING

April 18, 2017

**President: Greg Adams – Present**

**Vice President: Rich Gallik – Present**

**Secretary: Louise Gallik – Present**

**Treasurer: Doug Imshaug – Present**

**Board Members Present – Cecile Nusbaum, Rita Roberts**

**Board Members Absent – Timothy Coons, Katrina Denny & Mary Connell**

**Anastasia State Park – Renee Market**

**Mora Stanley – member/volunteer**

Meeting called to order at 6:00 by Greg Adams.

**Discussion of meeting minutes** from the March 21st meeting. An approval of the minutes was made with a motion by Rich Gallik and seconded by Louise Gallik and approved by all.

### **Introduced members and Guests**

**Presidents Report:** Greg Adam- Thank you to the volunteers who painted the boardwalk.

**Park Manager's Report & Anastasia State Park:** Renee Market reports –

The Park will be scrapping three trucks and we are in desperate need of a 4 wheel drive truck for use in maintaining our beach. Renee stated that Mark Giblin is asking the CSO to use the \$5,000 we have designated for “special park needs” to help secure the truck. Possibly securing the truck for a lower cost and using the additional funds for repairs.

Renee provided us with her “UPCOMING ENVENTS: April, May, June & July 2017 list” (copy attached). She asked for volunteers for the Friday May 12<sup>th</sup> “Kids Ocean Day – meet at Hill Top area before the 9:00 am start time.

Renee mentioned that she will be leaving the Park and moving back to Ohio. Her last day is Thursday May 4<sup>th</sup>. She will be missed by all and in particular our CSO. She was a joy to work with and did so many great things for our CSO. Thank you Renee.

**Financial Report:** Doug Imshaug. A copy of the report was previously sent to all board members. Balance approx. \$34,315. Doug mentioned that State Farm sent a \$500.00 donation – thanks to Rita Roberts. Rich & Greg authorization to sign checks during Doug's absence.

### **Committee Chair Reports:**

**Endless Summer Run** – Doug reports that 280 spaces are registered. (42% for the 10K and 49% for the 5K)

**Membership Report:** Dennis (absent) – He will submit his report at our May meeting

**Cleanup:** Rita Roberts – will be emailing us for help with the “Boardwalk Painting Project” she is planning a day in May.

Waiting for the “to do list” from Park Manager and then will schedule other work/cleanup days.

**Recycling/Go Green:** The Rangers continue to do the recycling.

**Website:** Cecile Nusbaum continues to keep the site updated.

**New Business:** At the last meeting Greg Adam’s appointed Rita Roberts and Rich Gallik to be on the “Audit Committee”. In accordance with our bylaws **Section 8.1.5 Audit Committee** we met on April 7<sup>th</sup> for the review. (A copy of the April 7<sup>th</sup> meeting minutes are attached.)

Rich reported they reviewed the financial records and found everything to be accurate and in order. Thank you Doug for your fine work.

**Next meeting is May 16, 2017 at 6:00 PM.**

Cecile made a motion to adjourn the meeting and seconded by Rita. Meeting adjourned at 6:45 PM.



## Friends of Anastasia State Park

### **AUDIT COMMITTEE MEETING - 7 April 2017 – MINUTES**

In accordance with the bylaws of our CSO – Reference ARTICLE VIII Section 8.1.5 Audit Committee an Audit Committee was appointed by our President Greg Adams. The 2017 Audit Committee members are Greg Adams President, Rich Gallik Vice President and Rita Roberts Director.

On 7 April 2017 the Audit Committee met with Doug Imshaug, Treasurer at the Anastasia State Park's Water Sports Meeting room. Mrs. Renee Market the Anastasia State Park Services Specialist also attended this meeting.

At our 21 March 2017 General Meeting we used a "blind draw" to select the month that would be reviewed at this Audit Committee meeting. We selected **JUNE 2016** and Doug Imshaug was asked to bring finance records for that month which would be reviewed in detail by the AUDIT COMMITTEE.

The documents provided by Doug to the committee for review are attached to this document.

The meeting was started at 11:00 am.

We reviewed the documents provided – starting with the "**Itemized Categories – June 2016**" which is from our Quicken software and shows Income & Expenses for the month of June. Doug explained that he uses this document to prepare the other work sheets that are in an Excel program. These Excel Sheets are sent to the CSO Board prior to the monthly meeting.

Included in the package are statements from Harbor Community Bank which show two checks issued in June. Check #1747 to Greg Adams in the amount of \$210.27 for CSO painting supplies and charges for a new lock on the CSO storage shed. Check # 1748 in the amount of \$500 for seed Money for the CSO July 4<sup>th</sup> Park Event. Doug also provided PayPal statement. It should be noted that the CSO Board also receives the Harbor Community Bank and PayPal statements from Doug prior to our monthly meetings.

We reviewed the other entries for June 2016 and found everything to be accurate and without a need for future discussion.

**AUDIT COMMITTEE MEETING – 7 April 2017 - MINUTES**

REFERENCE CSO Bylaws – Section 8.1.5 Audit Committee:

- a. This year we met on 7 April 2017 – the CSO Bylaws state that we should meet no later than 1 March. With Park issues as a result of Hurricane Matthew the Audit Committee meeting was moved back about a month. It was noted that the CSO does review our financial reports monthly at our board meetings.

Items - b, c, d, e – these items are included in the Park's Annual Report and reviewed by our Park, by the District and State levels to make sure that our CSO is following all procedures. We do comply with all necessary procedures.

- f. Doug reported that copies of all CSO finance records are also available in a book that is maintained by Renee Market our Park Service Specialist at the Park Administrative Office.

He also stated that any member of our CSO can attend our monthly general meeting and have access to our financial records. Also at our Annual Meeting we always disclose our Financial Report to the membership.

At our next CSO General Meeting I will mention that the AUDIT COMMITTEE met and we reviewed these financial records and found everything to be accurate and in order. Thank you Doug for your fine work.

Meeting adjourned at 11:30am.

Minutes submitted by,



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Richard Gallik Vice President – Friends of Anastasia State Park CSO

7 April 2017