

**Friends of the San Pedro River  
Special Board of Director's Meeting  
October 17, 2010  
Minutes**

1. Call to Order. Meeting came to order at 12:35 PM.
2. Roll Call. Ron Serviss, Chris Long, John Rose, Tom Clancy, Sally Rosén, Robert Weissler, Gary Noonan.
3. Events Calendar 2010. Reviewed the list of events. This Calendar will be distributed to the Visitor Centers and other public locations. We are still looking for appropriate summer hikes. Suggestions included: Hereford, Escapule (would need BLM permission), or just not having a hike in June. Additional suggestions are requested. Tom Clancy offered to explore the Hereford area to see if it would be possible to walk there in July or August.
4. Awards and Recognition.

- a. Awards Program. Gary Noonan, with the help of Laura Mackin, ordered both the Presidential Awards and the plaques for the 1000 hour volunteers. The Board decided that FSPR would also give out our own cumulative hours awards. We will recognize:

Hours	# of awards	Pin	Cost
500	31	FSPR	\$80
1500	9	Vermilion	\$27
2000	8	Green Kingfisher	\$25
3000	5	Quail	\$16.25
4000	2	Roadrunner	\$7.50
TOTAL			\$155.75

Laura has enough of all of these right now, so it is just a matter of moving the cost from inventory to "awards"

- b. Ron will continue to remind BLM that FSPR would appreciate some appreciation from them.

5. Board Officers. Ron Serviss read Dutch Nagle's e-mail message to the Board. *"The work load on the president has reached the point where no one wants to be president and something has to be done. I propose that each Board Member take on some additional responsibilities. If a Board Member cannot commit to this, then would it be possible for he/she to resign and allow someone else to take the place?"*

Discussion ensued on how to adjust the duties of the President by allocating some of them to other BOD members or volunteers. Suggestions included:

- i. Treasurer will sign checks.
- ii. Vice President will review and approve timesheets from employees
- iii. Approval of invoices, still under discussion, but will be included in the FSPR Fiscal Policies to be developed by the Treasurer.
- iv. Since we do not have a recording Secretary, Chris Long will continue to prepare the Agenda and Minutes in coordination with the President.
- v. The Grant Committee will be the primary focus for preparing all grant application. The President will check with Katherine Ojerio about the grant applications she prepares for the Fort Huachuca Thrift Shop and for United Way. We need to understand what goes into these and when they are due each year. Research with Katherine Ojerio and in the files is required to understand all the different grants and any other funding sources. This research will be recorded and kept in the files.

- vi. The Treasurer will prepare and submit (on-line) before May 1<sup>st</sup> each year the annual Arizona Corporation Commission form for our continuing 501.c.3 status.
  - vii. Basic personnel policies recommended by IRS and insurance are complete. Chris Long will ensure that copies are made and placed in the office, at SPH, and at FSH. These will be available for review by all volunteers and employees.
  - viii. Job descriptions should be prepared for our FSPR employees. Chris Long will work with the President and Dutch Nagle to complete this action.
6. Other Business.
- a. Newsletter. FSPR still sends out approximately 60 paper copies of the newsletter. The BOD decided that we will only send to those we cannot view it on the internet. We will need to include this information in the next newsletter. Also need to make newsletter articles assignments ASAP.
  - b. Treasurer's Report. The BOD requests that the Treasurer prepare the report prior to the monthly meeting and e-mail it to the BOD. That way the members can review it and perhaps there can be less discussion of it during the monthly meetings and thus shorten the meeting time.
7. Adjourn. Meeting adjourned at 4:15 PM.