

Friends of KPPSP meeting

January 25, 2016

MINUTES

Agenda

- 1) Call to order
 - a. Roll call, in attendance (Appendix 1):
 - i. Tim Kozusko, CSO President
 - ii. Evan Hall, KPPSP Manager
 - iii. Christina Evans, CSO Treasurer
 - iv. Kristin Zimmerman, FPS CSO liaison
 - v. Stan Czaplicki, citizen
 - vi. Donna Bollenbach, CSO Treasurer in transition?
 - vii. Paul Gray, CSO Secretary
 - viii. Board member Dave Kantz could not attend, he was snowed in (not in Florida)
 - b. Approve previous minutes: were approved by email previously to allow financials to proceed
 - c. Approve agenda, additions/deletions
 - i. Approved unanimously
- 2) Approve financial policies

Donna move they be approved (Appendix 2), Christina seconded. All had read and liked them, unanimous approval
- 3) Manager's report

KPPSP getting a new buggy for \$78,000,
Triple Diamond Ranch still on state lands list and priority acquisition
- 4) New Business

Christina knows a potential Board member, either Mary or Ernesto Cruz (both cannot serve), Christina asked about interest and will send them some info

We also will pursue a dark sky and a hiking person for the board; Paul will send a greeting to the trekkers list he got from Betty Loomis

- 5) CSO review with FPS—will do after this meeting
- 6) Next Plant Walk

Craig H. could not make the date we planned. Date remains April 16,

Need to check seating capacity on SFWMD buggy (Evan), it is reserved. KPPSP can't commit their buggy so we can only promise one buggy to attendees. Christina will ask Roger if he could do two 7-people tours for \$50/person. We will continue planning by email

We will consider having Board members lead tours in the future.

- 7) Unfinished business and Correspondence

- a. Dark Skies event:

Tim, Paul, Donna, can attend, Christina is unsure

Volunteers Bruce and Darlene will help

Chamber of Commerce, Paul will advertise

Hotdog vendor (Bruce's wife)

KPPSP needs \$ for:

face paint (Missy) ≤\$50

red lens caps (Stan) ≤\$5

buy a coffee urn, coffee, creamer, sugar, stirrers Donna: ≤\$100

cake decorated to an astronomy theme (Tim) ≤\$90

Christina move \$250 expenses, Donna seconded, unanimously approved and can be amended by email

- b. Okeechobee events:

Okeechobee Music fest: we won't do

Okeechobee Battlefield re-enactment: Christina and Donna will do a table for the CSO and KPPSP

- 8) Audience comments: none
- 9) Adjourn Paul moved, Christina seconded, adjourn

Submitted by Paul Gray

Appendix 1. Sign-in sheet

KPPSP Friends 1/25/2016

Tina Koculy
Chris Clausen
Evan Hall
Christina Evans
Kristin Zimmerman
Stan Goslinski
Donna Bollenback
Paul Gray

Friends of Kissimmee Prairie Preserve Financial Policies

Revenue Procedures

Check Handling

1. Checks either get mailed to Treasurer's address or park address. If not received at those locations, then Treasurer must be notified and coordinate a forwarded mailing or delivery to Treasurer.
2. If mailed to park, park employee contacts Treasurer to determine if check should be forwarded via mail to treasurer or picked up.
3. Treasurer makes a scan or copy of check and that is stored on Treasurer's computer and printed for storage in a notebook.
4. Treasurer then immediately deposits checks in the bank.
5. Treasurer records payments into Wild Apricot and issues a donation receipt.
6. Third party bookkeeper records revenue in QuickBooks.

Paypal

1. Donations or memberships are received online via Paypal.
2. Funds accumulate with Paypal.
3. At the beginning of each month, Treasurer transfers total Paypal balance to CSO bank account.
4. In the circumstance of a pending event in which Paypal is collecting registration fees, Treasurer shall leave the balance of registration fees in Paypal until the event is complete. This policy exists to ensure that refunds can be issued if necessary.
5. Paypal records in Wild Apricot, which sends the donation receipt.

Refund Policy

1. If a refund must be issued, it must be done within 15 days upon notification that a refund is needed and it done via the same method that it is paid.

Cash Handling

1. Cash is received at the park in a locked donation box stored at the park office. When park is closed, the office is locked. The cash collected is treated as anonymous donations.
2. Park staff holds the key which is only to be used to open donation box in presence of board member.
3. Cash is collected at least every three months by a board member in the presence of a park staff member.
4. It is counted by board member two times and recounted by the park staff member. The amount is recorded on a cash donation sheet and signed by the individuals who count the funds.
5. For CSO events, two individuals shall be designated to handle cash. If cash is received at CSO events, the individual shall create a contemporaneous receipt to issue to payer. At end of event, the two individuals shall count cash twice and reconcile against receipt book.

6. Treasurer shall prepare the cash deposit and deposit as soon as reasonably possible. Until deposited, cash shall be kept in the money bag in a secure location. Treasurer shall exercise reasonable in diligence in keeping the cash safe.

Expense Procedures – see bylaws

Cash

1. No purchases for the CSO shall be made with cash

Reports

1. Treasurer receives and opens bank statements and forwards to third party bookkeeping company, who records and allocates expenses based on CSO's direction.
2. The Treasurer prepares a monthly report that includes financial statements from QuickBooks (as prepared by third party bookkeeper) and copies of all bank statements for that period to be reviewed by the board members. The board shall review and vote on approving the Treasurer report each board meeting.
3. The board reviews and approves the annual financials and 990.