



friends of
HUNTING ISLAND

**Friends of Hunting Island Board Meeting
12 November 2023**

Attendees:

Linda Miller - President
Krystal Mason - Outgoing Treasurer
Ted Temple - Incoming Treasurer
Beth Glass - Sea Turtle Conservation Project Director
Tim Moore - Environmental Director
Ted Panayotoff - Lighthouse Director
Becky McCollum - Shorebird Stewardship Director
Sherri DeFoor - Membership Director
Andy Stephens - Technology Director
Chris Pain - Incoming Construction Director

Non-Voting:

Zabo McCants - Board Advisor - Park Director
Buddy Lawrence - DNR Permit Holder - FOHI STCP

Absent:

Tamala Conner - Secretary
Chris Crosley - Past President & Vice President

Called to order @ 14:15

Welcome to two Members who attended on behalf of the FOHI Sea Turtle Conservation Project.

Review of Minutes from October, 2023 - approved

Financial Report

- Bank balance is \$115,687.19

- No outstanding bills due
- Krystal Mason retired as Treasurer in October 2023. Thank you, Krystal, for your many years of service. She was in attendance for the formal transition of role to the new treasurer.
- Ted Temple was voted in unanimously by the board as Treasurer, effective immediately, via email vote on 11/7/23, after the October 2023 board meeting. It was crucial to have an acting Treasurer, and to complete the transition activities prior to the end of the fiscal year. Transition of financial responsibilities will occur through the end of the month. Ted, who served previously, is returning to the FOHI board. Welcome back!
- Meeting with Robinson Grant & Co. (CPA's for FOHI) on 11/3/23 to secure the transition of duties and revise the "Letter of Engagement" to include management of bookkeeping for FOHI by Robinson Grant. (Linda Miller, Ted Temple, Krystal Mason)
- Ted Temple and Chris Pain were added to the FOHI Grayco account as authorized purchasers. Krystal Mason was removed.
- Meetings to move our Post Office box to Charles Street (Beaufort), and to complete the new signer paperwork at South State bank (transfer of signers from previous to current for our bank account) will occur before the end of November 2023. (Linda Miller, Ted Temple, Tamala Conner)

Old Business

FOHI 2024 Board Complete

Both board members were nominated and voted in unanimously through email vote after the October board meeting. Welcome!

- Ted Temple, Treasurer
- Chris Pain, Construction Director

Succession planning project: Position Documentation

- Board members are in the process of putting all position/role documentation onto thumb drives, to be maintained/archived. The board is working towards operational efficiency, and documenting the position/roles and the ensuing responsibilities of that role is critical for continued growth and to accurately maintain our history, purpose, and mission.
- Robinson Grant & Co. (FOHI CPA) will be the holder of one drive per Board member (all roles) and housed as "Intellectual Property" for FOHI at their premises. Each Director will hold a copy (to keep updated throughout the year) and the FOHI Treasurer will archive the third drive.

- The drives will need to be updated yearly with the most current or any revised documentation.

FOHI Insurance

- Meeting is scheduled for Friday, 11/17/23, at 2pm at the offices of Kinghorn Insurance. Discussion is to fully understand insurance policies currently held, and to seek guidance/recommendations for any additional insurances FOIH should carry. (Linda Miller, Ted Temple, Tamala Conner, Sherri DeFoor)

Park Manager Updates: Hydraulic Wood Chipper

- Approved for purchase by the FOHI board in October 2023.
- It has been determined that the Park will take ownership of the vendor account, set up delivery and payment processes with the vendor, and submit the total invoice to FOHI. FOHI will pay the invoice upon receipt.

Member Events: Pelican Plunge Updates/Board Discussion

- Flyers - Printed and distributed for Board members and Park Staff to post up around the Beaufort Community
- Hot Chocolate, Coffee and cookies will be handled by Gina and Park staff/ FOHI volunteers.
- T-shirts have been ordered (Gina)
- Marketing campaign completed (Linda)
- Food Trucks confirmed (Linda and Sherri) - 4 Trucks this year
- Volunteer List (of new recruited membership) will be sent to Sherri and Rachel Dunn, by Andy, for recruitment of volunteers
- Website - Live and four attendees have already signed up with -0- advertising! Tickets are available via the website ONLY. QR codes are posted, and purchased tickets can be uploaded to phones. It was clarified that Eventbrite is unnecessary for our ticket sales since ticket sales can be done directly through the FOHI website.
- Day Of Onsite Ticket Sales -Since cash was presented last year on the day of sale for tickets, FOIH board decided to have four (4) cash bags/boxes on hand this year, one at each sign-in station. (Sherri)
- Music - Music is a must! Sherri & Tamala will reach out to their musical contacts to see if anyone is interested. Park will provide PA system and “music on tap” should a live band not be feasible ○
- PR/Press/Media (Linda) - Island News will
- Linda to recruit press and photographers for the event. Island News (local

print/online media) confirmed the Pelican Plunge front page article for Plunge PUSH! Issue to be released on 12/26/23. Linda will write and submit the article by 12/18/23.

New Business

Membership (Sherri DeFoor)

- Successful kickoff 11/1/23
- 186 members signed up the first day, with an additional 131 members by the date of the November board meeting, for a total of 317 members as of 11/12/23.

Technology (Andy)

- WIX migration was seamless and the efficiency of merging all under one platform has had a tremendous impact already on ease of execution, tracking and monitoring.
- Andy has been able to quickly create volunteer sign-up categories, per project, for each Director. They will be distributed on a monthly basis.

Key 2024 Project: Lighthouse Fresnel Lens Restoration (Ted Panayotoff)

- Phase One of the project is set to begin 11/15/23 with Jim Woodward arriving with his team for the disassembly of the Lens. Ted Panayotoff has been instrumental in coordinating this effort and taking care of overseeing the operation on-site. A film crew will be there on 11/16/23 @ 11am to document this important first stage of the Project.
- Disassembly Logistics discussion - FOHI board voted unanimously to support “incidental purchases” from Grayco during the disassembly process as needed, where FOHI has an established account.
- FOHI will also provide picnic lunches to the team of 5 workers who will be on-site working the disassembly with Jim Woodward.
- Presentation for the State Tax Grant to help fund the lens restoration to be presented to Beaufort City Council by Linda and Ted P on 11/14/23 at 3:30pm. Decisions will be made by Beaufort City Council at the end of December 2023, after the mayoral election.

New Motions

Approved

- **“Waterman Boot” Art Installation (Linda Miller) - Quorum Approved**

- Context: Hunting Island had “first dibs” to be one of twelve locations in Beaufort County for the “Lowcountry Boot Trail”, sponsored by Beaufort Area Hospitality Association, because of the FOHI President’s Board position on BAHA. Board members of BAHA received “first dibs” before sending out to the community.
- First motion for \$4200 (to include an artist to paint) was **denied**
- A recommendation was made to engage a local artist who might consider volunteering their time to design the boots. Discussion took place and the alternative offering (\$3500/no artist) was made and brought to vote. Motion made and it was approved by a quorum, with the stipulation that financial output is not to exceed \$3500.
- **Beaufort Oyster Festival Sponsorship - Unanimous Approved**
 - **Motion made for \$500 sponsorship with a table**
 - FOHI and HISP have a table reserved at the Festival Event January 20 and 21. Rachel, Becky and Linda offered to host the booth.

Tabled

- **Mobi Mat** for South Beach (possibly move existing mat from Lighthouse to South Beach)
- **FOHI hats** - tabled for Q1/2024
- **Drone request from Sea Turtle Program** - Tabled until February 2024. Director to revise proposal/request and present again at February board meeting. Board recommended that the proposal show value added for Park, FOHI members, and applicable Programs supported by FOHI (Sea Turtles, Shorebirds, Trails).
- Fishing Pier - Building ADA accessible slots; DNR has specs for how to comply; Add ADA signage - Discussion was favorable to install ADA slots but no motion made, no vote taken. No forward progress from July.
- 911 accessibility - no forward progress from July

Board Reports - Reports distributed via email prior to meeting

- **Shorebird Director’s Report (Becky)** - no new additions
- **Lighthouse Report (TedP)** - no new additions
- **Technology Report (Andy)** - no new additions
- **Environmental Report (Tim)** - no new additions
- **Sea Turtle Directors Report (Beth)** - no new additions

Next Meeting

14 January 2024 - 2pm - Nature Center

Meeting adjourned at 16:45

Minutes recorded during meeting by Linda Miller (President), and prepared for distribution by Tamala Conner (Recording Secretary) - 11/19/23

Rev 11/20/23