

Friends of Kings Gap Board Meeting Tuesday, February 13, 2018

The monthly meeting was called to order at 7:08 PM in the Kings Gap Environmental Education Center by President Jen Brehm.

Members Present: Dick Baublitz, Becky Smith, Courtney Braderman Clark, Jane Conley, Dee Lauderbaugh, June Morgan, and Jen Brehm

Not Present: Justin Lee

Others Present: Scott and Rhonda Hackenburg, Bill and Sue Breen

Minutes: The minutes of the November 18th Board Meeting and Board Retreat had been previously distributed by Jane for review. Dick made one correction to the Treasurer's Report. Becky moved that the minutes be approved as corrected; Dick seconded, and all were in favor.

Jen asked that, going forward, we use the term Task Force rather than Committee as that better describes how the Board Committees are now functioning, that is, project-focused. She also would like to use the term "Parking Lot" for items that come up during a meeting but don't need to be addressed immediately.

Park Manager's Report: Scott announced there will be a prescribed burn of 1926 acres along Hairy Spring Road in Michaux Forest sometime between now and April 20th. The burn will close the area for 4 days and will be announced in advance to the public. The park will be getting new signage at the Entrance, as well as new road signs along Rt. 233 and Rt. 34.

Mansion News: The radiators that malfunctioned are being replaced. The job is out for bids, with one \$10,000 bid received. The Mansion is scheduled to open in April. Room rentals will also be on weekends. A new price schedule for room rentals will be forthcoming, along with official Rules of Operation. The project to remove the carpet and refinish the stairs is on hold. The wall in the stairway is being repaired.

Staffing: Will be filling 3 wage positions ASAP: An EES to replace Tracy, who has accepted a full-time position at DCNR; a clerk typist II; and a semi-skilled staffer. Funds to replace the phone system are on hold for now, but Scott is looking into this and has funds allocated for that purpose. There has been no word on a replacement for the Program Coordinator. This could take a year.

The Park is getting a new John Deere Gator (with power steering) and a new Ford Explorer to replace the current pick-up some time in February.

Kathy and Onalee will be back to work March 3, which is the first Volunteer Day. The next scheduled Volunteer Day is March 24, then every 1st Saturday of the month through the season.

There will be a "Searching for the Green" Hike on March 17, 2018.

An April Kick-Off Day will be held sometime the weekend of 4/20-22. Earth Day is 4/22nd. Specifics are yet to be determined, but Scott would like to get a speaker for a program in the Mansion Sunday afternoon that would run 1-5PM. The Budget for the remainder of the year is good.

Scott received a solicitation from a group called Veteran's View to post Kings Gap events on its website (www.veteransview.com). This costs \$250 annually.

- Treasurer's Report:** Dick reported that 2017 income was \$48,000, down \$2,000 from the year before. Music on the Mountain actually came out \$86 ahead, without inclusion of the Shearer Grant.
Dick asked that expenses and income for all events and projects are specifically tracked by that event or project. This is very important and will give a clear year-end picture of what projects are profitable and those that aren't.
Membership income for 2017 was \$2,100.
PPFF has informed Dick and Jen of a policy regarding the Park Manager fronting payments to outside vendors. Jen will try to get further information and direction in this regard at the 3/24 PPFF Regional Meeting.
With regard to the monies currently in the budget for an internship that was funded by the Leinbachs, Dick will draft a letter for Carl to sign, permitting the use of those funds elsewhere. Becky will take the letter to Carl for signature. There is \$2,691.30 to be spent by the Park from the Cora Brooks Grant.
- Membership Report:** Jane reported 127 active members, 42 individual, 51 family, 23 life, and 11 supporting. We had 36 new members in 2017 (4 life; 17 individual, 12 family, and 3 supporting).
- Ed Center Store:** Scott B. will continue to manage the store. He is currently working on completing an inventory. After inventory, Scott B. will be cleaning out older, outdated clothing, etc. , and revitalizing the inventory for 2018. Scott H. reported that he is looking into purchasing cabinets for the store and will report further at the next meeting. The question was raised of having store items for sale at the Mansion on Sunday afternoons during the season; this will be explored.
- 2018 Yoga Contract:** Scott B. has made changes to the contract as directed by the Board and Park Manager at the November Board Retreat (e.g., alternative site in case of rain – Pavilion instead of in the Mansion). Jane moved that the contract be approved as amended and presented to Kristianna Amberger by Scott B. Dick seconded, and the motion passed unanimously.
- Food Vendors:** Dick reported that he, Becky and June met and are proposing the following terms with regard to outside food vendors for 2018 Music on the Mountain Concerts and Garden Harvest Day:
- NO \$50 upfront payment required
- 20% of Gross Income to be payable to FOKG within 15 days of an event.
Becky moved that 2018 vendor contracts be drawn up with those terms. Dick seconded the motion. A vote was taken the motion passed unanimously.
Dick also announced that Hoerner's is available July, August, and September – NOT June. That means we have no vendor selling French Fries in June. The Biglerville Fire Company was suggested as an alternative for that day.
- 2018 Program of Events:** Jen reported that she has been talking to the Cumberland Valley Tourism Bureau regarding a \$2,500 Snap Grant to underwrite the cost of printing our programs this year.
Jen is proposing that the program content be limited to Ads/Sponsorships, a calendar of events, and Park info that will be provided by Scott and Staff (6 pages). The Board had discussed NOT using the program as a handout at all

Music on the Mountain concerts, but rather handing out a one-page informational flyer at each concert about the band(s) performing that day. The program booklets would be available at the FOKG tent and would be more widely distributed throughout the county. Jen passed out sponsorship forms for solicitation.

Movie on the Mountain: The date for this event is July 20, with a rain date of July 21, 2018.

Other Events: The following events were discussed for possible FOKG presence (2 volunteers with the FOKG tent):

- Salvation Army Springfest - April 7th, 9-3
- Monroe Township – Mid June
- Amani Festival – May 5th
- Heritage Day – June 10th. Scott H. requested a Board Liaison to help coordinate the event and its activities. Volunteers will be needed.
- Garden Days and Plant Sale – May 12-13. Volunteers will be needed.

Chamber of Commerce Mixer: The proposal for hosting a Chamber Mixer was again discussed. The event would take place on Thursday, April 26, 2018, from 5-7PM in the Mansion. Scott H. reported that the Mansion was open and available and that the Mansion Kitchen would be happy to provide lite appetizers for the event. Jen has already received a commitment from Market Cross Pub to supply the beer for the event. Board member should be present to discuss the Park, FOKG Events and Sponsorship Opportunities. Becky made a motion to participate as the host site for the mixer; Jane seconded the motion. After further discussion, a vote was taken and the motion was unanimously approved.

Other Issues: Scott H. has been in discussion with the Penn Township Fire Company regarding use of its pavilion as a rain site for Music on the Mountain Concerts. At this point, he has preliminary approval; he will keep us posted.

Scott said he had been contacted by the Sentinel to advertise in a special annual edition on the Cumberland Valley. Because of time restraints in getting an ad together, it was decided to pass on this publication this year.

Scott requested that FOKG underwrite Park Event and Educational Programming Supplies for the year in an amount up to \$8,000. Jane made a motion to approve that request; June seconded. The motion passed unanimously.

Small Games of Chance Licensees: Solicitation of these organizations was discussed. Jen had already contacted a few organizations. Jane will contact the county and obtain a current listing of Small Games of Chance Licensees and pass that on to Jen.

Dick reminded everyone that we need to come up with some member recognition events to help encourage both membership and volunteering.

A motion to adjourn was made by Becky at 9:24PM. Dick seconded, and the meeting was adjourned.

Respectfully submitted,
Jane Conley, Acting Secretary