

FOKG Board Meeting

Wednesday, March 14, 2018

The meeting was called to order at 7:05 pm at the Kings Gap Environmental Center.

Members Present: Dick Baublitz, Jen Bream, Courtney Braderman Clark, Jane Conley, Dee Lauderbaugh, June Morgan, (Justin Lee - late)

Others Present: Scott & Rhonda Hackenburg,

Not Present: Scott Braderman, Becky Smith

Minutes: Dick made a motion to approve the Tue, February, 2/13 minutes (2/7 meeting cancelled due to snow, and re-scheduled) and Dick seconded the motion. All approved.

Jen announced that Dee volunteered to do the meeting minutes for one year. The meetings will be recorded on her cell phone and a digital recorder and will be available for review for 2 months when they will be erased.

PPFF Gathering:

Jen attended a PPFF East Chapter meeting in February and made some great contacts. She also noted that the DCNR website for recording volunteer hours is still not great. Scott H strongly agreed.

Jen talked to Amy Beaver, our rep for Jump Street, PA Council of the Arts. Amy says we can get money for some of our music events. The season runs from August - July. Jen will send an application in June.

Celebrations this year:

PA state parks will celebrate 150 years

The Keystone Fund turns 25 this year (Jen is ambassador).

National Trails is 50.

As an entity, KG can only invite elected officials to these events – no campaigning.

Pine Grove S.P. have a 24-hour passport book stamp program and box. If we want, they will send us their design. Scott H. says we have a stamp to use on the passports at the Ed Center and mansion.

PPFF has a monthly 34-minute conference call, 4:30 pm, 2nd Thursdays, on different topics. We can all attend. Jen will listen to the 4/12 call on “running a short, successful meeting.” She will send us info. She has “Happy Camper” stickers, and info on leaving money to the park in your will.

Discussed ticks and the Spotted Lantern Fly – very scary

1. Treasurer’s Report –Dick Baublitz

Received annual request from Yellow Breeches EMS for \$200. Dick proposed a **motion** we donate \$200 to Yellow Breeches as we did for the last 2 years. June seconded, all in favor.

Dick read a letter from Carl Leinbach to PPFF asking that \$1500 that he previously donated be transferred to the Pat Leinbach fund so it can be used at the park. (letter on file).

\$3,000 received from Shearer Music Foundation.

Jen sent 47 letters to small games of chance organizations requesting they pick us as their non-profit.

Dick will do a donations summary so thank you letters can be sent, regardless of amount. He stated that PPFF sends out thank you notes to all who give more than \$100. By law all “pull tags” profits from

local organizations (Eagles, Elk, etc.) must donate 60% to a non-profit. The Eagles gave \$500 to KG last year. We will be tracking all these – especially consistent donors.

Scott H has had the Cora Brooks \$2691.30 grant for a while. He would like to use it to buy Milkweed and Bee bumper stickers. They would cost \$1 each if you buy a minimum of 100. We might buy 200. However, the company wants payment by credit card, instead of sending a bill. Scott H can no longer use his own personal credit card per PFFF. Maybe we can set up a PayPal account.

Dick asked about the Woodland Trail/Vernal Pools grant money. Scott H. said that he could buy decking wood, etc. for KG at the McCune Lumber Company in Shippensburg.

2. Park Manager – Scott Hackenburg

Scott said that the Scout Days event had few attendees. They say they'll come, then don't, and stated that since the group is now open to both boys and girls, meeting the badge requirements can be problematic. He suggested we just do "generic" activities, so they are not so labor intensive for staff. He feels that because of their controversial history, etc. they should not be a priority for us. Also, each council has different eagle scout requirements. Instead of special scout events they can attend the general events that we run each year – hikes, volunteer work days, GHD, etc. We discussed.

Scott announced he has selected a new EES and is awaiting transcripts and approvals. He hopes to have her by end of month and then give us her name. She is a Master Gardener from Adams County.

The semi-skilled position is held up in Harrisburg. There is a need for a clerk-typist who can work weekends. So far, he has 3 good applicants – may start in April. Rangers John and Jerry return.

The work on the mansion's 10 radiators and frozen pipes crisis should be done by May. So, the mansion will not open until June 1. Room rentals will also begin in June. He discussed restrictions and prices and will have more info later.

KG has a new truck, another gator and tires. Wind damage felled a big tree in the deer enclosure.

Volunteer Day was very successful – had 44 folks.

Putting fencing around butterfly house and locks on garden gates. A lock may be put on water tower fence gate, as when it's left open, deer can get in. June noted fences not in great shape in some areas.

An Eagle scout is going to do a project – installing a garden in front of building.

3. Membership – Jane Conley

We have 127 active members, 42 individuals, 50 family units, 24 life members.

Sent a thank you note to Life members.

4. Fundraising:

5. Ed Center Store - Scott Braverman (Scott H presented)

Scott B. took store inventory. Scott H. suggested lowering some prices on clothing. He will get approval from Scott B. He also mentioned that American Exhibition (cutting boards, etc.) is going out of the wholesale business, so we should buy soon if we want some.

The General Store is closed so no more cheese, but Scott H still has all the info on cheese. He would like to buy their cheese table and maybe the scales and maybe donate to FOKG. Hershey's Auction, Shippensburg is selling the contents. Dick asked about envelopes from the General Store. Any value on them? Probably not.

Jane said that Scott B is getting a quote for 100 magnets for cars. Scott H said he will give Scott B vendor info on American-made fleece jackets. Jen and Scott H. think folks like to buy merchandise with "Kings Gap" on them. Mansion logo not as popular.

Scott H suggested we create an operating fund for X amount of money for the KG store. Dick said we should maybe do a check request through PPF. He only has \$500 to be used for emergencies. Scott said maybe someone can use a credit card for purchases. Rule is - can't use profits to buy merchandise.

No motion on magnets. Need to involve Scott B on this.

Yoga contract has been signed for Sun, May 6 – Nov 11, 10:00 a.m., 1 ½ hours. No inside mansion use if it rains. Dick and PPF need a copy of contract. Students sign roster and liability forms. Money and number of participants must be in a sealed envelope, with amount on outside. Envelope will be placed in drop box. We pay her \$100, and start advertising her classes.

6. Volunteers –

Volunteer/Member Open House – Sun, 4/22. Will do maximum 78 flyers – to advertise opportunities available at park 1-5pm. We might have sneak preview plant sale. Scott thinking about doing a members' dinner that each member pays \$10 for (our cost is \$18) at 5pm. Originally thought breakfast, but dinner will get them to come earlier. Maybe member free if bringing a paying guest. 48 maximum number in dining room. Scott H proposed this as he had a request to do a members event. Discussion followed. Others suggested a members only social, 5-7 pm, instead of dinner. KG buys food? If others want to come, pay \$10, 5-7pm. No reservations. Following volunteer day at park. KG supplies plates, etc. and will serve, but will not do cooking. Serve alcohol? June concerned that volunteers didn't get a dinner last year. Scott H noted that mostly same people came – not too exciting. Also problem gathering correct volunteer work hours.

7. Music – June Morgan

Music on the Mountain - Steve Rudolph Trio (Jazz) - \$600, 7-10 pm. Trio can't do 11/2. Need to change date to 11/3, 11/9, 11/10 or 11/16. We prefer 11/10 as that gives more time than on 11/9, as Scott H has workshop planned for 11/9. Discussion between Scott and June. June will contact Steve to resolve and advise Scott H.

Movie on the Mountain, Jul 20 – Ron, USA Theaters, has The Way, under \$2000. Huge sponsorship opportunity for us. Ron uses PowerPoint, so can do our logo on screen. He will give her contract in a week or two. There is a 9 pm start time, so what do we do before movie start time? Maybe member picnic, etc.? Scott will invite DCNR secretary, or assistant. Family friendly event ends around 11pm. Hiking outdoor theme. We need a sponsor and a lead-in activity. We need to think of something

Mansion will be open June 1

8. Food Vendors - June?

Jen made up a form to use for each event, (including Music), so that all have the same standard contract. It will have all contact info on and there will be a folder for each event. Contracts handed out. June sent Horner's a contract, awaiting response. They will be here August and September fully, plus other times. Sometimes they will have the fryer. June read us a list of foods and will confirm the food list. No response from catfish guy, who also has soul food and french fries. Discussion on what they will charge for, and what size of hot dog. Do we need volunteers to sell hot dogs? Or do we have volunteers that just need to be directed. June will fill out food forms indicating what has not been confirmed. Then we'll know where gaps are. Dick needs to be aware of what checks are coming in.

Printed Programs?

We have 4 confirmed ads: Bangkok Wok, Carlisle Container, F&M, Village Artisans. All \$100 each. Jen suggested we pare down the content. Program book last year had 24 pages. Can we cut it in half? We need to decide what the booklets purpose/content should be – advertising or information? Or we could print 5000 "cards," about the size of a brochure, and use a \$2,500 snap grant. The card would have a complete events schedule on front, and on the back, a short description of the different events. It could be distributed at music events, community, War College packets, etc. and Jen could work on it until May 1, as she is pressed for time and content. It would be ready for the plant sale. May 1 will be deadline. She may appoint a subcommittee. This is a change from last time. We need to be available for music events. Original intent of the program booklet was to raise funds to pay for the bands. Season

was moved from March to May 1 deadline. Jane volunteered to do all the member emails to get help with doing program booklet. Does the money raised come from the patrons listed in the booklet, or from ads? Discussion followed. Jen opened up a discussion about sponsorship. The sponsor gets recognition in the program by donating money to KG. We will still do ads in the program and have one big page for the sponsor list. Jen will work on calendar events. The program should focus on music. We will all work on getting sponsors. All board members encouraged to generously donate. Treasurer will record monies received by project. Jen went through all pages of booklet, noting ads, profiles, patrons, our ads, and events ads. Jen wants emphasis on patrons. If they want recognition, set up a sponsorship. We don't want to commercialize. She wants one big sponsor page. Some events don't lend themselves to sponsor. We sell ads but focus on music/bands. Folks can sponsor carriage rides, Need sponsorship opportunities ideas for program events at next meeting.

Events:

Sun, 4/22 - Volunteer/Member Open House

Big Hill Cider tasting will use local apples for our members. Big Hill looking for exclusivity. This is not a craft beer event. Will do a "save the date" mailing. May tie in with Chamber event. Check your e-mails.

Thu, 4/26 – Our Chamber of Commerce Event. Jen is inviting Chamber people to come to our event. We supply the appetizers, and drinks from Market Cross. Guests will hike, walk around mansion, etc. We will give them sponsorship sheets, asking for money, as they leave after our event. We will also have class to teach us how to do 2-minute elevator talks about KG. **Motion** presented by Jane, June seconded, to ask Dickinson to print 1000 flyers for \$52. All in favor.

Sat, Sun, 5/12-13 - Plant Sale. Plants are coming! Happy Beekeeper will only be here Saturday. Perennial Gardens. Friends food stand - homemade soup – probably chicken noodle soup. Only fill containers $\frac{3}{4}$ full, add more broth, so can walk around, add crackers & not spill. Had leftover broth last year. Need 5 to 6 volunteers each day.

Sun, 5/13? - Mothers on the Mountain breakfast in the mansion - \$20 – don't urge moms to hike

Sat, 6/10 - Heritage Day– maybe a band, horse and carriage hired, 2 hay ride vehicles, blacksmith has not responded. Last year all free – over 400 folks. Long lines. May charge for carriage ride this year and maybe bring another carriage or a hayride wagon. Cost may be \$600 for the day. Need lots of volunteers. Jane mentioned having a Liaison attend staff meetings but they are during the daytime. Scott says we may even get a free DCNR band.

Sun, 5/5 - Amani Festival requested KG presence for 5/5, 9-6 (week before plant sale). Want us to have a booth on Pitt St and provide a children's activity - perhaps owls or pollinators. But we already committed to do Founders Day & Holly Fest. And KG is down one staff person. So, answer is no.

New Items:

Water Tower-. June wants estimate on water tower - \$1 million minimum per Scott H. He says it's difficult to get exact estimate – how much for concrete? Dick said we could do a preliminary engineering design paid for by Friends. Final design will be expensive. Scott said Friends can probably do some electric work on the tower. Does concrete need to be replaced. Last quote Scott got was \$40,00 - \$50,00 just for the wood. Someone else will do concrete. Scott will contact Paul Murphert? for cost of wooden water tower. Add-ons will be extra. Backup tank also needs to be repaired.

Funding Request from Scott for 2 ads to be put in guide for plant sale and Heritage Day, and to pay for a skilled project manager to lead a DCNR youth work group for 2 weeks in December to work on the Pinebrook extension. Cost is \$450 a day for 10 days - \$4500. KG will pay for half (\$2250) to Penn Trails as a deposit. **Motion** requested by Jane to pay for funding for trail work and advertising for plant sale and Heritage Day for \$3,210. Dick seconded motion. All in favor. Motion passed. Jim Caplinger called June and said he will help with Music on the Mountain and also wants to be a patron. Jen will get June the info for Jim in April.

Motion made by Dee to close meeting. June seconded. Meeting closed after 2 hours, 24 minutes.

