



Whalehead Preservation Trust
Board of Directors Meeting
NC Cooperative Extension Center, Barco, NC
November 8th, 2011

Meeting called to order at 1:33pm by President Jeanne Meiggs.

In attendance:

- **Officers** (3): Jeanne Meiggs, President; Kimberlee Hoey, Treasurer; Andy Newbern, Secretary
- **Board Members** (5): Josh Bass, Allen Ives, Gary McGee, Travis Morris, Carl Ross
- **Ex Officio** (0):
- **Commissioner Representative:** Butch Petrey
- **Guests** (1): Eleanor Collins, Proxy for Barbara Marzetti, CCA chair
- **Staff** (4): Jill Landen, Curator; Shannon O'Sullivan, Administrative & Marketing Manager; Gary Shuk, Maintenance Supervisor; Jenn Sweigart, Event Coordinator;

Members not present: Cliff Scott, Buck Thornton, Sharon Twiddy

Item 1: New Board Member Introduction

President Jeanne Meiggs introduced Carl Ross as our new board member, replacing outgoing member Bill Richardson. Jeanne explains that Carl has much knowledge pertaining to Currituck County, as well as boats.

Item 2: Approval of Minutes

President Jeanne Meiggs presented the September 2011 minutes, attached to this meeting's agenda as Attachment A.

MOTION: A motion was made to approve September 2011 minutes, by Allen Ives; 2nd by Travis Morris. The motion was unanimously passed.

ATTACHMENT A

President Jeanne Meiggs presented the March 2011 Special Meeting minutes, attached to this meeting's agenda as Attachment B.

MOTION: A motion was made to approve the March 2011 Special Meeting minutes, by Travis Morris; 2nd by Kimberlee Hoey. The motion was unanimously passed.

ATTACHMENT B

Item 3: Treasurers Report

Treasurer Kimberlee Hoey presented the FY2011 September financial report, attached as Attachment C to this meeting's minutes. Kimberlee states that while she will not review July and August financial reports in this meeting, copies of these reports have been sent to the board members, and Kimberlee will be available for any questions regarding the financial reports.

ATTACHMENT C

Discussion regarding the tour count during 2011 season.

ACTION: WHC staff to obtain 2011 seasonal statistics from Currituck Beach Lighthouse and the Outer Banks Center for Wildlife for comparison to WHC reported numbers.

Treasurer Kimberlee Hoey asks for the following budget amendments:

<u>FROM Acct. Code</u>	<u>TO Acct. Code</u>	<u>Amount</u>
7045g RFB FY2010 (Shoreline)	6161b Boardwalk, Bulkhead	\$72,672.03
6161a Capital Maintenance	6161b Boardwalk, Bulkhead	\$46,329.97

MOTION: A motion was made to approve these budget amendments, by Gary McGee; 2nd by Jeanne Meiggs. The motion was unanimously passed.

Additionally, Kimberlee requested a budget amendment relating to record retention and storage. Discussion ensure regarding the cost and looking into another free cost option.

<u>FROM Acct. Code</u>	<u>TO Acct. Code</u>	<u>Amount</u>
5240 Audit	5241 Records Retention & Storage	\$ 270.00

MOTION: A motion was made to approve this budget amendment, but with the obligation that Jill Landen, Whalehead Club Curator, would look into storage options through the Outer Banks History Center and present her findings to the board members as soon as possible, by Gary McGee; 2nd by Josh Bass. The motion was unanimously passed.

Treasurer Kimberlee Hoey announces that the FY2011 Audit was complete and that copies were available for each board member.

Item 4: Policies Review

President Jeanne Meiggs discusses her request for suggestions of changes to be made to Whalehead Preservation Trust / Whalehead Club policies. Due to the overwhelming amount of information, rather than discussing during this meeting, the following actions were determined:

ACTION: Jeanne Meiggs to meet with Treasurer Kimberlee Hoey and Jenn Sweigart to review and incorporate policy changes.

ACTION: Jeanne Meiggs will send out copies of the policies with included changes to all board members for review, prior to the next regularly scheduled board meeting.

Item 5: Shoreline Stabilization – Gary Shuk

Maintenance Supervisor Gary Shuk presented information regarding shoreline stabilization at “the point” area in the park. Gary reported that he talked with VHB, and subsequently received an invoice showing the outstanding balance owed. Gary explained that according to VHB, Marine & Fisheries was the entity who took issue with the sill height proposed in VHB’s bid. VHB planned for a 3’ sill height, Marine & Fisheries said it should be 1’; a compromise was made to build the sill height at 2’. VHB says that the shortened sill height is the cause of the current erosion, and that they take no responsibility for the issue; if it had been done as planned, VHB maintains that the erosion issue would not be happening now.

Discussion continues regarding whether or not VHB signed off on the sill height change, if any notations were made regarding the impact of the changes to the planned sill height.

Discussion continues regarding possible solutions to stop the erosion suggested by Lynn Small, and potential costs to remedy the issue.

ACTION: It was determined that Gary Shuk would respond to VHB’s invoice with a letter explaining that we are getting recommendations regarding solving the erosion and that WHC would revisit the money owed to VHB once we have determined an appropriate plan and costs involved.

Item 6: Membership

Administrative & Marketing Manager Shannon O’Sullivan reports on efforts made thus far to gather members to serve on the standing Membership Committee.

ACTION: Sharon Twiddy will be chair of the Membership Committee.

Item 7: Heritage Day 2012 DATE TBD

Event Coordinator Jenn Sweigart presented the options for a date to hold Heritage Day in 2012. It was agreed that Heritage Day 2012 would be moved to Sunday October 14th in order to accommodate a wedding the prior week, and to incorporate the 10th anniversary of the completed restoration, and the 20th anniversary of the property purchase made by Currituck County in 1992.

MOTION: A motion was made to move Currituck Heritage Day to Sunday October 14th for the year 2012, by Jeanne Meiggs; 2nd by Gary McGee. The motion was unanimously passed.

In addition, Treasurer Kimberlee Hoey questions why we exceeded the budget for Heritage Day this year.

ACTION: Present board members give approval for Jenn to re-asses the food vendor situation, in conjunction with pricing for non-resident attendees, and marketing the event to other than Currituck County residents.

Item 8: Curator Report

Curator and acting Executive Director Jill Landen reported that the Derby Print was acquired and is now on display in the library.

Jill asks for consideration to approve another semester of the scholarship program for Oxana Severin.

MOTION: A motion was made to sponsor Oxana Severin for her spring 2012 school semester, and in return Oxana will again provide 100 hours of volunteer service to the Whalehead Club, by Kimberlee Hoey; 2nd by Any Newbern. The motion was unanimously passed.

Curator Jill Landen requests a raise in price for Senior Group Tour rates. Prior to the board deciding on this, the following actions were given:

ACTION: WHC staff to obtain 2011 seasonal statistics from Currituck Beach Lighthouse and the Outer Banks Center for Wildlife for comparison to WHC reported numbers.

ACTION: WHC staff to perform budget analysis on whether or not we are covering our costs for operating these tours.

Item 9: Boat Program Update

Travis Morris discusses the history of the Boat Program, and leaves the future of this program in the hands of the WPT board. Josh Bass discusses potentially partnering with the NC Cooperative Extension Center for construction of an appropriate place to house the Boat Program.

ACTION: Currituck Count BOC liaison Butch Petrey states that he will talk with members of the BOC about this program

ACTION: Josh Bass states that he will speak with the NC Cooperative Extension Center about this program.

Item 10: Committee Reports

- **Finance:** Kimberlee reiterates that the policy changes will be sent out for review.
- **Personnel:** Jeanne states they have five candidates chosen to interview for the Endowment Director position.
- **Grants:** Allen Ives reports on grants available through the Outer Banks Community Foundation; Jeanne elaborates that we are in process of applying for a small grant to go toward membership personnel and projects.

President Jeanne Meiggs calls for new committee formations:

ACTION: BOAT Committee, Carl Ross as chair, Travis Morris committee member.

President Jeanne Meiggs calls for re-formation of former committees:

ACTION: MOU, Allen Ives as chair, Kimberlee Hoey as a committee member.

President Jeanne Meiggs calls for replacement members on the following committees:

ACTION: CIP's, new chair is Gary McGee

ACTION: MARKETING, Josh Bass is new Vice Chair, Andy Newbern as a committee member.

Item 11: Old Business

President Jeanne Meiggs discussed that Kim Barbour and Beverly Branch would not be able to continue running the art festival as in the past.

ACTION: Jeanne called for ideas as to what we can do for Kim and Beverly to really show our appreciation.

Item 12: New Business

President Jeanne Meiggs presented a proposal from Magellan Strategy Group, attached to this meeting's minutes as Attachment D. Jeanne informs the board that the idea is for the group to meet with board members and staff, and draw up a strategic plan for the Whalehead Club.

ACTION: It was determined that the board members were in favor of having this group come, and that Jeanne should go ahead and schedule this meeting.

ATTACHMENT D

President Jeanne Meiggs informs board members that board terms of service and 2013 goals will be discussed as topics at the next board meeting..

Item 13: Adjourn

MOTION: A motion was made to adjourn at 3:39pm by Gary McGee; 2nd by Kimberlee Hoey. The motion was unanimously passed.