MEETING SUMMARY  
BOARD OF DIRECTORS  
FRIENDS OF FLORIDA STATE FORESTS, INC.  
DECEMBER 19, 2017  
BEAR CREEK EDUCATIONAL FOREST  
QUINCY, FLORIDA

NOTE: This is a summary of the meeting, not an actual transcript of the meeting. This meeting was advertised in the Florida Administrative Register.

**Agenda Items**

1) Mr. Karels welcomed the Board of Directors and called the meeting to order at 11:10 am.

2) Quorum Check

**Members Present:**

President Jim Karels

Jeff Vowell

Martha Monroe

Secretary-Treasurer Tim Clifford

Brenda Foreman

Robin Will

Jennifer Montgomery

**Absent:**

Eric Claessens

Kelly Langston

**FFSF Staff:**

Doug Ott, Program Coordinator

Kelly Boutwell, Fiscal Coordinator

**Guests:**

Johnny Sabo, FM Bureau Chief

Lorna Radcliff, Recreation Coordinator

Marti Miller, Recreation Specialist

Medora Mullins, Equestrian User

3) Board Action Items:

a) On a motion duly made by Mr. Clifford and seconded by Dr. Monroe, it was unanimously voted to approve the July 13, 2016 minutes (summary).

b) On a motion duly made by Ms. Foreman and seconded by Ms. Will, it was unanimously voted to approve FFSF Staff to request Bank of America to waive fee charges, with the amount balances FFSF maintains in the accounts, or FFSF might make other arrangements.

c) On a motion duly made by Mr. Clifford and seconded by Dr. Monroe, it was unanimously voted to approve Johnny Sabo, FFS FM Bureau Chief to have signature authority representing the 3rd signature listed on the account, and remove David Core.

d) On a motion duly made by Ms. Will and seconded by Ms. Foreman, it was unanimously voted to approve Kelly Boutwell, FFSF Fiscal Coordinator, permission to transfer funds from Bank of America to Merrill Lych Accounts.

e) On a motion duly made by Dr. Monroe and seconded by Ms. Foreman, it was unanimously voted to approve $750 funding to Project Learning Tree, and promotion of the FFSF program on classroom materials.

Board Discussion:

Mr. Karels shared importance of FFSF donations reaching larger corporate donors, as outreach should be more project specific to each audience or user group and how their donations will make a difference, as board members discussed ideas on their experience.

Ms. Will updated her Project Learning Tree program and thanked the FFSF Board for their support, as our FFSF program will be promoted during their trainings.

Mr. Karels discussed next board meeting on option of next July or towards end of the calendar year, like this current board meeting was held.

The next meeting time and site TBD.

On a motion made by Tim Clifford and seconded by Ms. Will, to adjourn the meeting and unanimously voted by the board to adjourn, as this was accomplished by Board President Mr. Karels at 2:20 pm.

Summary of meeting provided by:

Douglas C. Ott

Program Coordinator

Friends of Florida State Forests