



Wetlands Park Friends

3rd Annual Meeting
November 5, 2022

Welcome Friends!

(Chris Leavitt, President)



In the Mirror...

*"Nature does not hurry,
yet all is accomplished."*

Lao Tzu





Agenda

- President's Opening Remarks - Chris Leavitt
- Vice President's Report - Linda Wiltberger
- Secretary's Report – Tegan Stover
- Director of Communications' Report - Constance Carlson
- Director of Membership's Report - Suzann Pruitt
- Director of Special Projects' Report – Cats Sheely
- Internal Financial Review – Don Gibe
- Treasurer's Report – Don Gibe
- Discussion & Vote on 2022 Budget – Don Gibe
- Presentation of Vacancies and Candidates (including Nominations from the Floor) – Don Gibe
- Vote on Candidates – Don Gibe
- Closing Remarks – Chris Leavitt

Special Thanks to Special People

- **County and Parks & Rec Administration, Clark County Wetlands Park Management (Liz Bickmore, Ben Jurand, Crystalaura Jackson, Sheila Glennie) and Staff** (we couldn't do this without you)
- **Founding Board Member Suzann Pruitt** (for her services as Director of Membership)
- **Interim Board Member Tegan Stover** (for her services as Secretary)



Special Thanks to Special People, continued

- **Our Friends Partners:**

- **David Walker, Phil Martini, Gail Raffel, Don Gibe, and John Drake** for their inspiring Park photographs
- **Marsha Gladding**, for her generous (ongoing) donations resulting from the sale of her artwork in the Park Nature Store
- **Dalyce Francz, CPA**, for serving as Friends' bookkeeper
- **Terri Clark**, for assisting in Friends strategic planning



Special Thanks to Special People, continued

- **Our Professional Partners:**
 - REI representatives Megan Curtiss, Kristen Evans, Lori Stafford, and Sarah Bostick



Board Reports



...from the Vice President: 2022

(Linda Wiltberger)

- **Secured a third grant from REI for \$15,000** to focus on capacity-building initiatives in addition to the “Wetlands Park Navigator” mobile app
- **Served as Friend’s representative at mobile app meetings** with Park staff and REI representatives
- **Participated in three community outreach events and attended two NAI webinars** focusing on increasing Board and member diversity
- **In addition to VP duties, served as interim Secretary for six months.** Assisted with welcoming and training new Board members



...from the Vice President: 2023

- **Expand use of new Wetlands Park Navigator mobile app** through in-person on-site training and community outreach.
- **Make presentations to potential corporate sponsors and partners.**
- **Continue seeking grants that match WPF's mission** and ability to implement them.



...from the Secretary: 2022

(Tegan Stover and Linda Wiltberger)

- **Notified Board members of upcoming meetings and agendas**
- **Prepared Board of Director's meeting minutes and maintained corporate records**
- **Lead required annual review/approval of Bylaws, Standing Rules, Conflict of Interest (CIO) Policy, Organizational Structure, and Board Dues**
- **Obtained/reviewed Annual Board Affiliation Disclosures, and CIO Statements**
- **Lead review/approval of Board Officer/Director Duties and Credit Card Policy**
- **Prepared and filed annual State of Nevada documents**



...from the Secretary: 2022, continued

- **Updated first Operational Handbook**
- **Set up BOX account and began process of digitizing WPF files**
- **Supported other Board members, as needed**



...from the Secretary: 2023

- **Ensure that policies, procedures, and other documents** are in compliance with Bylaws and Standing Rules
- **Prepare and submit annual Secretary of State of Nevada filings**
- **Continue to ID qualified individuals to serve in Board vacancies**
- **Develop additional policies and procedures** as needed



...from Director of Communications 2022

(Constance Carlson)

- **Produced and distributed bi-monthly eBlasts** to members and periodic eBlasts to prospects and donors
- **Managed and upgraded website (www.wetlandsparkfriends.org)** to WordPress, which includes online payment features for donations and membership and “News” section
- **Maintained presence on social media**, reach remains stable (160+ individuals)
- **Produced press materials, events, presentations**; maintained continuing relationships with local news media; updated brochures



...from Director of Communications: 2023

- **Create and manage PR opportunities**
- **Maintain/support communications initiatives** (branding, website, eBlasts, Facebook, PR, search engine optimization, listings, etc.)
- **Expand and adapt our communications initiatives** in keeping with the goals of Clark County Wetlands Park and County mandates
- **Establish speaking opportunities and tabling events with area influencers and target audiences**



...from Director of Membership: 2022

(Suzann Pruitt)

- **Membership Goal for 2022: Grow membership by 15%** over previous year of 72 members
- **Current Membership for 2022: 46 members**, a decrease of 35% over 2021 membership level
- **Unfortunately, Covid-19 restrictions limited our ability to do outreach at public events** until July
- **However, we continued social media and website outreach**, including online membership registration



...from Director of Membership: 2023

- **Membership Goal 2023:** 20% increase in membership (approximately 55-70 members)
- **Friends 2023 Membership Plan includes:**
 - **Quarterly membership outreach at Park events** and other community events
 - **Continued implementation of online membership** for new and returning members through www.wetlandsparkfriends.org
- **Ongoing renewal membership campaign**



...from Director of Special Projects, 2022

(Cats Sheely)

- **Created Wetlands Park animal-based word search and crossword puzzles** to hand out to children at tabling events
- **Created buttons with our brand and QR code** to hand out to adults at tabling events
- **Created Wetlands Park animal-based buttons** to hand out to children at tabling events



...from the Director of Special Projects: 2022, continued

- **Friends Donated \$500** for Park's Halloween Spooky Maze and Story Walk



...from the Director of Special Projects: 2022, continued

- **Donated nearly \$1,300 and provided support** for Park NFL Green Event (school bus, landscape supplies, outreach)



...from Director of Special Projects, 2023

- **Create a process to generate volunteers and interns** for our organization apart from the Park
- **Develop student internships programs** within the Friends organization
- **And whatever else comes our way!**



...from the Treasurer, 2022

(Don Gibe)

- **Insured all 2022 financial transactions were properly reflected in the 2022 Financial Statements**
- **Prepared and submitted all regulatory reports to the IRS**
- **Prepared 2023 Annual Budget for Board and Membership approval**
- **Provided Board with Quarterly and Year-end Financial Statements**
- **Perform annual insurance review and update policy**
- **Support relevant projects as they come up**



...from the Treasurer, 2023

- **Ensure all 2023 financial transactions are properly accounted for**
- **Prepare and submit all IRS filings reports**
- **Ensure fiscal responsibilities for the operations of Wetlands Park Friends**
- **Research and make cost-saving recommendations**
- **Provide Board with routine Financial Statements and Special Reports as needed**



Wetlands Park Friends

2023 Operating Budget

				2022	2023	
				<u>Forecast</u>	<u>Budget</u>	
Revenues						
Grants				15,000	5,000	
Donations				2,200	2,500	
Membership / Dues				2,200	2,500	
Total Revenues				19,400	10,000	
Expenditures						
Grants				13,300	16,500	
Program Support				1,700	2,700	
Insurance				1,500	1,500	
Banking / Legal Costs				100	100	
Telecommunications				700	300	
Printing / Copy / Postage				400	400	
Miscellaneous				0	0	
Total Expenditures				17,700	21,500	
Net Change in Assets				1,700	-11,500	
2022 / 2023 Grant Restricted Impacts				1,700	11,500	
Unrestricted Net Change in Assets				0	0	



Time to Vote on the 2023 Budget



Presentation of Board Vacancies



Board Members Standing for Re-election

- **Linda Wiltberger (Vice President)**
- **Cats Sheely (Director of Special Projects)**



Candidates & Other Nominations from the Floor*

- **Secretary**
- **Director of Membership**

* Under Friends By-Laws nominations may be accepted from the floor



Time to Vote for Friends Board Members



Supporting Nature Close to Home 2022

*Nature does not hurry!
And we won't, either!
With your help, our
Friends goals for 2023
will be accomplished!*





*Thank You
Friends!*