

**Piedras Blancas Light Station Association
Minutes from Board Meeting
Rabobank, Main Street, Cambria, CA
July 24, 2013**

Board Members in attendance: Jack Morehead (Chair), Tim Postiff (Vice Chair), Fred Apitz (Treasurer), Dave Cooper, Carole Adams (Ex-Officio) and Jim Boucher (Ex-Officio)

Board Members absent: Jim Harris (Secretary)

Others present: Holly Gant (PBLSA Program Director), Ivy Ku (Student Conservation Association Intern (ACE), Molly Nilsson (ACE), John Skibinski (BLM), Gabe Garcia (BLM), and Peter DeWitt (BLM)

Jack Morehead called the meeting to order at 6:00 p.m.

Announcements: John Skibinski and Gabe Garcia announced that Peter DeWitt has been selected as the first lighthouse manager at Jupiter Lighthouse in Florida. Also, they explained the new BLM California Coastal Collaborative attached in Appendix E. The purpose is to build on the existing long term collaborative relationship between the CA Natural Resources Agency and BLM to protect and promote California's coastal landscape on and off shore. They suggested that PBLS host a celebration in October (possibly a ribbon cutting ceremony for the CA Coastal Trail and/or water tower). Donors will be invited (CHP, PBLSA, etc). John Skibinski suggested possible youth artwork be on display for purchase; PBLSA offered to help with marketing the event.

Approval of the Agenda: Agenda was approved.

Reports:

1. Secretary Report – Holly Gant (on behalf of Jim Harris) previously emailed a copy of the minutes of June 26, 2013 for review. *M/S/P Minutes of June 26, 2013 approved.*
2. Financial Status and Treasurer's Report – Fred Apitz distributed his report with the emailed agenda for this meeting for review prior to the meeting (see Appendix A). The finance committee met July 15 and proposed reinvestment of funds. See attached treasurer's report for proposal. *M/S/P Finance Committee's proposal to reinvest funds approved. M/S/P Treasurer's Report of July 24, 2013 approved.*
3. Gift Shop Report – Carole Adams distributed an updated monthly summary of gift shop sales and inventory which is presented in Appendix B. Carole asked to purchase popular puppets that are currently being used during tours. *M/S/P Recommendation approved to purchase of 18 puppets to test in the gift shop.*
4. BLM Update – Jim Boucher presented the July 24, 2013 BLM report that was previously presented with the agenda for the meeting, and is contained in Appendix C. The water tower will be installed in August. The same company that is installing it will also be upgrading the FSB foundation. Cracks will be replaced with matching bricks and stitching them in place from the top down. Once cracks are replaced seismic retrofit on roof will take place. There is still no grant funding available for the California Coastal Trail. National Lighthouse Day is Saturday, August 3 and he is expecting about 100 visitors. Potable Water- the solution may be desalination with a salt water well with possibility of rebuilding oil house and using it to house desalination equipment. SLO County will not approve water being trucked to the light station.
5. Website Development - Holly Gant stated that a mug and brick were sold (\$120) from the online gift shop. She talked with Larry Vredenburg from BLM about adding PBLSA's website to the BLM site and he said he would add a link for PBLSA and FES. Gabe Garcia stated that the BLM page will be totally redone and updated to match similar agencies. It will include a link to PBLSA. Holly added the website to PBLS's Wikipedia page with no problem. She will continue to add information.
6. PBLSA Events – Carole Adams stated that Abel Martinez is looking at playing "The Fog" at the Monster Bash in October.
7. Grants – The SLO Community Foundation grant has been submitted for \$3,000 for school tours (thanks to Ivy Ku for her work on this). Tim noted that his address was missing on application. Jack suggested having an editing team read over every grant before submission. Jim Boucher stated that there is \$5,000 for this year's school programs and will be \$3,000 short. NEEF grant was not awarded to PBLS. American Honda Foundation- will wait until next quarter to apply for an education grant. Coastal Fund (environmental fund to restore fish and wildlife habitat on the coast) application is due at the end of September. Mike Walgren of State Parks will assist BLM in the application.

8. Membership – Tim Postiff submitted a year-to-date membership tally which is presented in Appendix D.

Old Business:

None

New Business:

None

Discussion Items:

Jim Boucher stated he has been trying to recruit potential board members with little success. Jack Morehead stated that it is important that any new members be chosen by Jim B. and vetted by the Board before being approved so there continues to be a supportive relationship between the Board and BLM.

Jack Morehead adjourned the meeting at 7:11pm

Respectfully Submitted by Holly Gant

Appendix A: Treasurer's Report Fred Apitz

Treasurer's Report Light Station Association Board meeting 7-24-13

Profit: last month \$ 1,003.72 YTD \$6,527.99

BLM Support: last month \$331.30 YTD \$ 8,831.93 (included in above Profit)

A) Past Financials

1) Below the monthly performance chart ending 6/30/13 (imported from the Fidelity website).

Performance For: All Accounts

Your Balances Over Time - (11/01/2012 - 06/30 /2013)

Month	Beginning Bal	Market Chng	Div & Int	Deposits	Withdrawals	Ending Balance
Jun-13	\$641,911.45	(\$11,676.43)	\$1,016.91	\$0.00	\$0.00	\$631,251.93
May-13	\$650,373.20	(\$9,684.42)	\$1,222.67	\$0.00	\$0.00	\$641,911.45
Apr-13	\$618,552.29	\$4,859.56	\$1,883.56	\$25,877.79	(\$800.00)	\$650,373.20
Mar-13	\$616,952.80	\$518.33	\$1,081.16	\$0.00	\$0.00	\$618,552.29
Feb-13	\$617,057.14	(\$655.93)	\$551.59	\$0.00	\$0.00	\$616,952.80
Jan-13	\$512,780.22	\$1,674.43	\$602.49	\$107,950.17	(\$5,950.17)	\$617,057.14
Dec-12	\$415,092.95	(\$1,139.06)	\$461.96	\$123,364.37	(\$25,000.00)	\$512,780.22
Nov-12	\$280,134.39	(\$374.65)	\$333.21	\$135,000.00	\$0.00	\$415,092.95
Total		(\$16,478.17)	\$7,153.55	\$392,192.33	(\$31,750.17)	

As of 06/30/2013

B) Current Financials

1) Enclosed is "Exhibit A" the P&L Statement for January 1 through June 30, 2013

2) a. The finance counsel met on July 15, in conference call with our advisor from Fidelity we arrived at the following recommendations:

purchase \$25,000 of VILLX	Villere Balanced Fund, Investor Class, NTF (no transaction fee)
\$25,000 of BUFBX	Buffalo Flexible Income, NTF
\$5,000 of ARI	Apollo Commercial Real Estate (REIT)
\$5,000 of SLRC	Solar Capital Ltd (BDC)

sell \$20,000 of FGMNX Fidelity GNMA Fund, NTF

The funds for the above purchases are the results of the "stop loss" sales previously reported plus the above recommended sale of FGMNX, we will retain approx. \$10,000.00 in cash equivalent funds for emergencies.

I ask for your approval.

b. Total value of our Fidelity accounts stands at \$639,218.03 as of 7/20/13, our total investment remains \$640,073.43.

C) Future Financials

1) We tested a variety of locations for our router and repeater, without convincing results. Jim Boucher is working on a solution by hardwiring a data-cable, a combination of phone and network cable, to the gift shop. Once completed it should solve this problem.
Thanks, Jim.

Fred W. Apitz

7/18/2013

Itemized Categories (1)

1/1/2013 through 6/30/2013

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Date	Account	Amount
	INCOME	34,716.95
	Income	31,655.16
	Donations	2,335.30
	Gift Shop Donations	420.50
	Gift Shop Income	13,994.65
	Internet Sales (PayPal)	323.71
	Membership Dues, Inc.	4,215.00
	Special Events	10,366.00
	Brick, Engraved	8,455.00
	Keeper's Cottage Tour	1,046.00
	LH Conference 2013	865.00
	Interest Inc	153.61
	Other Inc	73.42
	DivInc	6,468.64
	RlzdGain	-3,633.88
	EXPENSES	-28,188.96
	Uncategorized	0.00
	Bills & Utilities	-169.75
	Internet	-169.75
	Cost of Goods Sold	-8,942.30
	Cost of Material	-7,502.01
	Credit Card Expense	-434.94
	Mailing Expense	-62.94
	Sales Tax, Expense	-942.41
	Fees, Charges & Depreciation	19.33
	Bank Fee	-7.00
	Credit Card Service Fee	108.33
	Late Fee	-7.00
	Membership Dues, Exp	-75.00
	Financial	-261.33
	CPA	-500.00
	Insurance - Liability D & O	238.67
	Membership	-861.64
	Beacon printing	-725.13
	Postage	-136.51
	Office Expense	-372.54
	Equipment	33.50
	Postage, other	-52.39
	Software	-107.00
	Supplies	-201.65
	Other Office Expense	-45.00
	Payroll Expenses	-4,598.74
	Paychex Monthly Charge	-436.40
	Salary	-3,339.76
	Total Tax Liability Payment	-822.58

Appendix B: BLM Update Jim Boucher

BLM Update 07/26/2013

Communication Tower – Wellsona Iron & Engineering has started to mobilize materials to the light station. Tower tentatively to be in place end of August. Work continues on the interior of the shed. Details of the actual transfer of equipment to the tower and shed are still to be worked out.

Fog Signal Bldg. Foundation – Wellsona Iron & Engineering was awarded the contract to upgrade the foundation. The project will take place in August/September. NPS Historic Preservation Crew Yosemite assessed the fog signal building last weekend and will draft an agreement to repair the brick walls this winter (Jan – mid March).

CA Coastal Trail Segment- Compliance requirements and a SLO Co. land use permit are being pursued. A meeting with SLO Co regarding permitting will take place 7/30.

Potable Water Project – BLM representatives and hydro-geologist Tim Cleath met with SLO Co health officials to discuss water development alternatives. SLO Co was okay with a desalination/reverse osmosis process but discouraged trucking water to Piedras. Next step will be to pursue permitting with SLO Co to drill an exploratory salt water well.

Phone System Upgrade- AT&T engineers and a contractor met to determine what is required to upgrade the phone system. The contractor put together a detailed plan but his proposed price is cost prohibitive. Other options are being explored.

Special Event- National Lighthouse Day tour, Saturday August 3rd.

Fund Transfer- A purchase request to transfer 92K to the PBLSA has been approved. 5K for the Educational Outreach Program and 87 K for restoration and maintenance of PBLS. Funds must stay in the ASAP system until requested for use.

Appendix C: Gift Shop Report Carole Adams

GIFT SHOP SALES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2011	884	1009	1354	2517	1435	2216	3481	2973	1733	1445	1158	1837	\$22,042
2012	862	922	1497	1812	1366	2121	3718	3725	1951	2653	1207	1344	\$23,178
2013	1848	1270	1931	2849	2208	3407							

Total gift shop sales Jan-Jun \$13,513

Total spent inventory Jan-June \$9,045.77

Total spent supplies Jan-June \$ 107.78

Supplies and inventory **\$ 9,153.55**

Cost of withdrawn items - \$153.36

2013

Withdrawn: damaged (D) promotional (P),
donated (T), appreciation (A), other (O)

Item	inv. Jan 1	added to inventory	withdrawn	June inv.	sold
Adult clothing					
Long-sleeved tee-shirts	17			2	15
watercolor					
sepia	94	Jun/48 \$746.62	\$746.62	104	38
gray	69	Mar/48 \$808.36	\$808.72	85	32
blue		Apr/48 \$551 Jun/20 \$298	\$849	53	15
Short-sleeved tee-shirts	124	Jun/48 \$497.62	\$497.62	112	60
Sweatshirts	54	Mar/46 \$952.50	\$952.50	81	19
Fleece jackets	58	Jun/48 \$1318.23	\$1318.23	53	53
Caps					
tan	20	Jun/20 \$277	\$289	36	4
navy blue	22	Jun/27 \$324	\$336	40	9
Youth clothing					
Short-sleeved tee-shirts	36	Apr/48 \$551, Jun/36 \$230	\$781	62	58
Cards					
Postcards	4995		158 (15.80)	5517	
bookmarks	1815		73 (36.50)	1534	208
Judy Lyon note cards	751	Jun/150 \$126	\$126	854	46
Architectural card	201		1 (1.06)	205	
Photo cards	48	Feb/18 \$38	\$38	58	8
Mugs	67	Apr/75 \$491.75	\$491.75	69	73
Shot glasses	82	Apr/75 \$166.40	\$166.40	128	29
Mark Arnold print	513			387	75
Judy Lyon print	48	Mar/12 Apr/18 \$18	\$18	28	45
Stuffed animals	186			143	43
		HS Jan/48 \$189	\$189		
		SO			
		SL			
		ES			
Subtotal this page			\$7407.84	153.36	

2013

Withdrawn: damaged, (D) promotional (P),
donated (T), Appreciation (A), other (O)

Item	added to inventory		withdrawn		sold	
	Jan inv.		Dec inv.			
Puzzles	229		206		23	
Magnets (logo)	110		30			
Magnets (photo)	48	Feb/28 \$ 70, Mar/32 \$69, Apr/48 \$105.44	41		115	
Pins	1222		805			
Patches	290		271		19	
Foghorn whistle	48	Feb/48 \$156	41		74	
Books						
Dinner at the Lighthouse	90		69		21	
Point Piedras Blancas	20	Mar/48 \$503.55	21		47	
America's Seashores	24		5		19	
Elephant Seal book	5	Jan/24 \$128.83	14		15	
Brief History of PB	234		210		24	
Lighthouse map	41	Feb/100 \$411.38	85		56	
Foldout nature guides	79					
Lighthouse passport	42					
Blanket	16					
Tiles	7	Mar/36 \$188.68	20		23	
		Subtotal this page	\$1637.93			
		Total spent	\$9,045.77			
Supplies						
plastic sleeves for Mark's prints -	\$46.13					
brown paper bags	\$61.59					
TOTAL	\$107.78					

Appendix D: Membership Report Tim Postiff

	2013 Renewals							2013 New Memberships						
	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total
January	4	1				1	335						1	200
February	11	1	1			1	580	2						100
March	5	2					450	1						50
April	2	1					200		2					200
May	8	3					700	1						50
June	2	1					300		1					100
July														
August														
September														
October														
November														
December														
TOTALS	32	9	1	0	0	2	2565	4	3	0	0	0	1	700