

January 11, 2010

**MEMORANDUM**

From: Brian Taylor, Site Superintendent

To: Board of Commissioners

Re: Homer Lake Forest Preserve Activity Report

- A local company has been insulating and taping the joints on the duct work in the attic of the Environmental Education Center. The metal duct work had created a condensation problem that led to water dripping down into the main level of the building.
- I attended the public meeting for the Master Plan that was held at the Salt Fork Center.
- Staff constructed five new picnic tables and two pedestal grills. We have been replacing the old wooden frame picnic tables with metal frame tables for several years. The new tables are easier for visitors and staff to move, and moving them doesn't damage the turf.

January 11, 2010

**MEMORANDUM**

From: Thomas M. Pike, Site Superintendent

To: Board of Commissioners

Re: Lake of the Woods / River Bend / Sangamon River Forest Preserves Activity Report

Over the past month, staff:

- continued to do winter maintenance on the mowing equipment;
- started repainting the remaining large wooden signs with enamel sign paint;
- came in January 7-8 to plow the first snowfall of approximately seven inches in Lake of the Woods, River Bend and Sangamon River Forest Preserves;
- completed ongoing janitorial work at rental buildings and public restrooms; and
- continued with routine scheduled maintenance and repairs on various District vehicles and other equipment.

January 11, 2010

**MEMORANDUM**

From: Matthew Kuntz, Site Superintendent

To: Board of Commissioners

Re: Middle Fork River Forest Preserve Activity Report

- With the winter weather, staff has spent a lot of time plowing snow throughout the forest preserve and clearing sidewalks at our user areas.
- We have finished renovating the maintenance building restroom. New fixtures, walls and cabinets were installed because of age and the need for constant repair.
- We are planning some in-house work repairing partitions located at the Activity Center restrooms. The partitions are starting to rust and do not look very good. They will be sanded and repainted.
- Research continues with capital equipment and projects for the upcoming year.
- Thanks to the construction crew for building the counter top for the campground cabin. The counter works better in keeping the office separate.
- The natural resources staff has been up doing restoration work at the Odle property removing invasives and planting nuts. They also did a restoration area inside the preserve with nut plantings.
- We are getting ready to pull some directional signs out of the campground area for refurbishing. This will include sanding and new paint.
- The remainder of the month has been spent servicing vehicles and equipment.

January 8, 2010

**MEMORANDUM**

From: Daniel J. Olson, Natural Resources Director

To: Board of Commissioners

Re: Natural Resources Activity Report

- At the end of December we said goodbye to our EIU Intern, Stefanie Irvin. Although the majority of Stefanie's time was spent with the Botanical Garden, she did help out on some Natural Resource projects. She is starting her Master's work this semester.
- Adam Rex successfully tested for and renewed his Pesticide Applicator's license.
- With some late drying out, we were able to complete quite a few more prescribed burns.
- Staff has spent a lot of time removing woody exotics and invasives. This included thinning of hazel at Tomlinson Cemetery, autumn olive, bush honeysuckle, and osage orange at many different sites.
- We have been working on equipment maintenance, the budget needs, and project planning for 2010 as well as closing out 2009.
- This is the time of year that we do a lot of equipment maintenance.
- We got much of the Odle property and Middle Fork road direct-seeded before the ground froze. We will have to start this up again when the ground thaws.
- Jerry Pagac and I met with a Mahomet resident about some fishing concerns he has seen over the last couple of decades. It was a positive meeting and sparked the need to make some last-minute additions to the Master Plan as well as considerations for the resource management plans.
- This month, staff wrote information for the website, and continued on resource management plans, as well as a couple of partner newsletter articles.
- We have gotten quite a few inquiries about the Treecycle program including C-U businesses with tree overstocks, pond owners wanting to take some for their own ponds, and interviews about the program's benefits.

January 7, 2010

## MEMORANDUM

From: Daniel J. Olson

To: Board of Commissioners

Re: East Central Illinois Master Naturalist Executive Summary for 2009

It was another successful year for the East Central Illinois Master Naturalist Chapter and for natural areas in the region. Highlights included:

### General

- Another 23 students went through the program, and one individual completed all volunteer time within a month after the class ended. This brings the total students trained to about 125 in four years of the program. We require 70 hours of classroom training while the state minimum is 40 hours. Some of this time is spent in labs, outdoor classrooms, and field trips. Students are required to do 40 hours of volunteer work their first year to complete their certification.
- CCFPD's sponsorship came in many forms this year. A \$1,000 blanket scholarship was given again by CCFPD in order to bring down the cost to participants. (An additional \$900 blanket scholarship was given by another sponsoring agency.) We also provided pavilions for five class days as well as a pavilion for the annual November meeting, and we occasionally supplied materials for the class.
- Since the program went statewide in 2008, efforts have been underway to redo the Master Naturalist Manual chapters to look like the Illinois Steward. Four chapters were completed and distributed this year. They hope to have all chapters revamped by the end of 2010.
- Our annual membership meeting was held at the Salt Fork Center. Jennie Barnes from IDNR spoke on how to get involved with documenting threatened and endangered species.
- One administrative boost was that we had written into the bylaws that in November, 2009, the ECIMN Advisory Board would grow to include the original nine seats on the board, but now also makes a seat on the board for one individual from each sponsoring agency. Currently this brings the total number of seats to twelve.
- We thank many of the site staff and natural resources staff for helping us set up when classes took place at CCFPD.
- We adopted a policy on the use of our logo in part because we have been asked to use the logo on signs at natural areas we steward. Additionally, we have been selling some items with our logo on them. (If you are interested in purchasing these items, please visit [www.cafepress.com](http://www.cafepress.com) and look for Master Naturalist.)
- We can now be found on Facebook.
- The majority of evaluations rated the course as very good and good.
- Both McLean and Macon counties are slated to have Master Naturalist Programs this upcoming year. Both counties were in the original East Central Illinois Chapter designation. This will be a boost to the East Central Illinois Chapter because the region is very large.
- CCFPD staff involved in the program included Mike Daab as a student and Pam Leiter as a presenter on educational and volunteer opportunities with CCFPD. I continued the presidency of the local chapter and taught the Herpetology class and the Natural Areas of East Central Illinois class, as well as one of the field trips.
- An additional class topic, Agricultural Systems, was added and will be taught next year.
- The first statewide Master Naturalist Conference was hosted in Champaign. It included a keynote speech by John Marlin (Illinois Sustainable Technology Center), Bee Spotter training, and tours of the new pollenetarium. There were about 70 individuals in attendance.

- Illinois will be hosting the 2010 nationwide Master Naturalist Conference in the Quad Cities area known as ANROSP (Alliance of Natural Resources Outreach and Service Programs).

### **Committee Work**

- Committees were very hard at work this year. The Publicity Committee helped put out four Field Notes newsletters. They also developed a display to help promote the ECIMN Chapter.
- The Programming Committee made several presentations. They developed student surveys to determine interest for programs. The group determined it needed to change the format of the committee offerings. They will be partnering closely with several entities to offer educational programs.
- The Volunteer Committee was a huge help in recruiting individuals to serve on the Advisory Board and to serve as committee chairs. One surprising thing the committee did this year was pilot some workdays during the week. I was astounded to lead a group of 30 individuals (most Master Naturalists) to seed collect at 1:30 p.m. on a Thursday. The success of this time slot made me have a new outlook on when some workdays should be scheduled.
- A new committee was assembled this year that will be incredibly beneficial to CCFPD land and all natural areas in the region. Marilyn Leger and Mike Daab are spearheading the Invasive Species Task Force as a committee of the ECIMN. They recognized there were plenty of opportunities for stewards to get trained on removal of exotics, and that workdays for the removals were plentiful. However, they also realized that there has been very little effort put forth to cast a broader net to stop invasives from becoming a problem in the first place. The initial task force goals include educating the public about plantings, letter writing campaigns to help regulate what can be sold, and working with local nurseries and garden centers to make wiser choices, just to name a few. Both Marilyn and Mike are well versed in exotic and invasive species.

### **2008-2009 ECIMN Advisory Board**

Dan Olson – President  
 Sandy Mason – Vice President  
 Clyde Sweet – Secretary  
 Jackie Roy – Treasurer  
 Richard Schict  
 Alison Meanor  
 Mike Miller  
 Eileen Borgia  
 Derek Liebert

### **2009-2010 ECIMN Advisory Board**

Sandy Mason  
 Derek Liebert/Mike Davis  
 Clyde Sweet  
 Jackie Roy  
 Alison Meanor  
 Mike Miller  
 Eileen Borgia  
 Ray Bowers  
 Carl Altstetter  
 Nancy Snellen  
 Mike Daab  
 Marilyn Lege

One big personal change for me will be that I will be stepping down as the ECIMN president. It has long been known that my intentions were to have the program run by students of the program, while my role would be organizing and teaching trainings from which Master Naturalists will earn continuing education credits. With this change, I have asked Mike Daab to take over as the liaison between CCFPD and ECIMN. He has been attending the board meetings for about a year and was a student in the class of 2009. I have really enjoyed my time with the program and continue to be amazed by the support of this endeavor. Since we first developed the program, hundreds of individuals got on board and dedicated thousands of hours to writing the manual (now used statewide), teaching the courses, administering the program, and, of course, being students and stewards of natural areas.

January 11, 2010

**MEMORANDUM**

From: Larry Beckett, Botanical Garden Supervisor

To: Board of Commissioners

Re: Botanical Garden Activity Report

- We have started placing plant orders for annuals, perennials, tropical plants, etc., to be used in the Botanical Garden, Mindy's Memorial Garden, and the Discovery Garden.
- Planning and design of existing and new landscape areas and gardens within the Botanical Garden has been completed.
- With the help of Lake of the Woods Operations, three new square, accessible picnic tables have been assembled to be placed in the Enabling Garden.
- Greenhouse work continues with plant propagation, planting of ornamental seed, potting and cleaning.
- I winterized the greenhouse shop area by insulating windows and openings, and replacing cracked greenhouse glass. The shop thermostat has been scheduled for replacement with a program thermostat, and the water heater was turned off and drained until it's needed later this winter for watering seedlings.
- Staff has been organizing horticultural supplies and materials, taking inventory for placing orders.

January 11, 2010

**MEMORANDUM**

From: Bryan Stevens, Construction Manager

To: Board of Commissioners

Re: Construction Department Activity Report

Over the past month, the Construction Department:

- started work on the new sandblasted signs for Lake of the Woods;
- started the Elks Lake Pavilion windows and insulation project;
- completed the construction of the new wood planters for the Botanical Garden; and
- completed the installation of the new ceiling in the Homer Lake shop.

January 5, 2010

## MEMORANDUM

From: Cheryl Kennedy, Museum Director

To: Board of Commissioners

Re: Early American Museum Activity Report

### YEAR-END COMPARISONS                      2008                      2009

Visitation    7,246                      7,099

87% of our visitors this year came from Illinois.

- 70.81% came from Champaign County and listed the following cities/towns in the following order: Champaign-Urbana/Savoy, Mahomet, Rantoul, Fisher, Tolono, and St. Joseph.
- 17.69% came from nearby counties in the following order: McLean, Macon, Piatt, Vermilion and Ford. 11.5% listed counties in Illinois in the following order: Cook, Livingston, Will, DuPage, Kankakee, Kane, Tazewell, and Sangamon.
- 12.66% came from other states in the following order: Indiana, Missouri, Ohio, Florida, Wisconsin, Iowa, and California. Other countries include: Austria, Brazil, Canada, England, Germany, Guatemala, Japan, Korea, The Netherlands, Taiwan, and Turkey.

### School Programs

Onsite	3,660	4,630
Homeschool	195	180
Outreach	535	845

These numbers are in addition to general visitation listed above. Schools and homeschool families came from the following counties: Champaign, Vermilion, Ford, Iroquois, McLean, and Piatt. We had one recurring visit from an alternative school out of Cook County.

Volunteer Hours    2,645                      2,757

Beginning mid-April, Alan Weith worked exclusively on the Lincoln exhibit with a total of 566 hours reported for the exhibit alone. We were able to use a portion of his hours as an in-kind match with the Bureau of Tourism Grant.

Gift Shop Sales    \$12,111.71                      \$14,892.89

Credit card sales exceeded \$3,000. Thus, we feel we can attribute a significant portion of our sales increase to the fact that we now accept credit cards. Total sales through consignment amounted to \$1,062.80, earning \$212.56 for the store. We retain 20% of consignment sales.

Donations at the Door    \$3,402.50                      \$3,544.33

Friends    \$3,660                      \$2,505

### Grants Completed

Institute of Museum and Library Services Courthouse Lincoln exhibit – report filed

Illinois Bureau of Tourism Museum Lincoln exhibit – report due in January

Illinois Abraham Lincoln Bicentennial Commission Museum Lincoln exhibit – report due in January

Illinois Humanities Council Goose Pond Lecture Series – report filed

Illinois Humanities Council Road Scholar Program – report filed

## **Collaboratives**

Champaign County Board – Lincoln Exhibits Committee

American History Teacher's Collaborative – teaching fellows and workshop participation

Area Libraries – summer reading program

Graduate School for Library Science and Information Services – Hoskins Archive

## **Library Science Graduate Students and the Doris K. Wylie Hoskins Archive**

In addition to the workdays with approximately 20 volunteers organized by Noah Lenstra in 2009, he supervised three interns who worked on specific projects from September to the end of the year. Noah submitted a successful grant proposal for \$20,000 to develop a digital archive and portal of African American experiences in Champaign-Urbana. Grant partners include the Early American Museum, the Champaign County Historical Archive, the American History Teacher's Collaborative, and Urbana High School.

Two interns worked to organize the music resource of the archive into local and nonlocal sections to create a cohesive research collection for local scholarship and to familiarize themselves with the archive resources for jazz and blues in Central Illinois. They interviewed Erma Bridgewater and Jeff Machota. The Bridgewaters were local titans of the jazz scene in Central Illinois, and Machota is the jazz disc jockey of WEFT. He was president of the C-U Jazz and Blues Association 1992-1998. Although the internships have ended, both intend to return to finish the transcriptions and develop newsletter/website articles for us.

Our third intern continued the inventory of the archive and did some rearranging as necessary. She reported that the contents of the archive focus on both Champaign County and national history, from the arts to civil rights to human interest stories. The majority of the items are from the 1990s and newer, but there are some old items such as an 1899 edition of *Uncle Tom's Cabin*. There are music sheets from the turn of the century and newspaper clippings from the 1960s and earlier. She noted preservation concerns and the need to determine how best to make the archive accessible, at least online, while organization continues.

## **December Education Programs**

**165 students**

Schools: Mahomet - Lincoln Trail; Champaign - Barkstall and Kenwood

In addition, Bethel AME scheduled a special visit for 25 children (9 teens) during the holidays. Staff worked with the group leader, organizing group activities focused on community and family history and providing an orientation on how best to visit the museum. Sharon Buchanan reported it was a good group, and they were very pleased to see the African American history offerings within the museum.

## **2010 Exhibit**

*Champaign County's Lincoln* will officially open in March of this year. In addition, Barb Oehlschlaeger-Garvey and Pam Leiter have been working on the 2010 temporary exhibit, *The Gift of Trees: Exploring a Natural and Cultural Icon*. This exhibit will explore trees as shelter, how humans use trees, early settlement in the groves, how trees benefit the environment, and what a forest preserve preserves and why.

Dr. Norman Moline, Professor of Geography at Augustana College, will be the featured speaker for *The Gift of Trees* exhibit on April 25th. Dr. Moline's presentation will address varied perceptions of the prairie, settlers who were accustomed to wooded environments and how these perceptions influenced the timing and patterns of settlement, and the uses of the prairie.

January 11, 2010

## MEMORANDUM

From: Pam Leiter, Coordinator of Environmental Education and Interpretation

To: Board of Commissioners

Re: Environmental Education Activity Report

### **2009 School Programs Summary**

Total school program attendance for the past few years:

	2009	2008	2007
<b><i>Environmental Education</i></b>			
Spring	1,218	955	1,476
Summer*	232	254	18
Fall	1,423	2,262	1,274
Homeschool	53	19	15
<b><i>Subtotal</i></b>	<b>2,926</b>	<b>3,490</b>	<b>2,783</b>
<b><i>Plant Science</i></b>			
Spring	172	293	194
Fall	963	818	559
Homeschool	29	25	17
<b><i>Subtotal</i></b>	<b>1,164</b>	<b>1,136</b>	<b>770</b>
<b>TOTALS</b>	<b>4,090</b>	<b>4,626</b>	<b>3,553</b>

\*Does not include summer camps

### **2009 Public Programs & Summer Day Camps Summary**

Total public & day camp program attendance for the past few years:

	2009	2008	2007
<b><i>Environmental Education</i></b>			
Children's Programs <sup>†</sup>	347	294	229
Scout Programs	158	60	25
Family and Adult Programs	<sup>+++</sup> 1,016	<sup>++</sup> 495	172
Campground Programs	424	398	342
<b><i>Subtotal</i></b>	<b>1,945</b>	<b>1,247</b>	<b>768</b>
<b><i>Plant Science</i></b>			
Garden Adventures Camps	47	46	29
Scout Programs	0	14	0
Family and Adult Programs	110	221	297
<b><i>Subtotal</i></b>	<b>157</b>	<b>281</b>	<b>326</b>
<b>TOTALS</b>	<b>2,102</b>	<b>1,528</b>	<b>1,094</b>

<sup>†</sup>2009 includes Eco-Adventures (200), Full-day summer camps (37), and Growing Up Wild (110)

<sup>++</sup>First year for the Take Me Fishing

<sup>+++</sup>First year for Migration Fest

December Public Programs had a total of 88 participants (Decorate for the Holidays: 10 people; Survival Day: 28 people; Remarkable Reptiles: 50). December Scout Programs had 15 scouts.

## **2009 Environmental Education Center Visitation**

Total general visitation for the past few years:

2009	2008	2007
1,284	1,250	1,134

This year, 81% of our visitors were from Champaign County. The top five cities represented, from highest to lowest, were Homer, Champaign, Urbana, St Joseph, and Ogden. 14% of visitors were from other Illinois counties, and 5% were from other states.

## **2009 Volunteer Hours**

Total volunteer hours for the past few years:

2009	2008	2007
704	852	249

(Total 2009 Environmental Education: 453 hours; total 2009 Plant Science: 251 hours)

December Volunteer Hours - Environmental Education: 29.5; Plant Science: 4. This month, volunteers helped with public programs and continued to digitize our slide collection. I collaborated with Charlsie Tice this month to develop and send out a letter to all program volunteers, thanking them for last year, and letting them know about the Education Department's 2010 volunteer opportunities. We are hoping this will encourage more participation.

## **Grants and Donations Received in 2009:**

The department received support from a variety of sources this year:

- \$1000 from WalMart toward campground programs and Take Me Fishing
- \$500 grant from the National Gardening Association
- \$491.50 LEAP Grant from Illinois EPA toward our Project WET workshop
- \$250 gift card from Meijer for Take Me Fishing
- \$210 in donations toward Adopt an Animal
- \$150 mini-grant from the Herb Society for the Discovery Garden
- \$100 mini-grant from Champaign County Audubon Society for Migration Fest
- \$128 from the Environmental Education Center's donation box
- \$50 each from Fisher National Bank and First Mid Illinois Bank
- Other businesses and individuals also gave in-kind donations.

## **2009 Collaboratives**

- Champaign County Audubon Society – brought Brian “Fox” Ellis to Migration Fest
- UI NRES class – developed loan materials for teachers
- UI Landscape Architecture class – design ideas for the EE Center area
- CU Astronomy Society – three starwatches at Middle Fork
- Eagle Scout – designed and installed the outdoor classroom
- Area Libraries – summer reading program activities

## **Additional Department Accomplishments:**

- We installed native plants around the Environmental Education Center and have made good progress toward developing interpretive signage for them.
- We collaborated with other staff to give a presentation about the Interpretive Plan at the Midwest Environmental Education Conference.

January 11, 2010

**MEMORANDUM**

From: Dave Torrens, Director of Golf

To: Board of Commissioners

Re: Lake of the Woods Golf Course Maintenance Activity Report

Over the past month, Golf Course Maintenance staff:

- attended the State of Illinois Pesticide Training in Champaign January 5-6 and passed all required tests;
- planted eight trees donated by Triple R Development (Eric Robeson); and
- continued with winter service of the golf course equipment.

January 11, 2010

**MEMORANDUM**

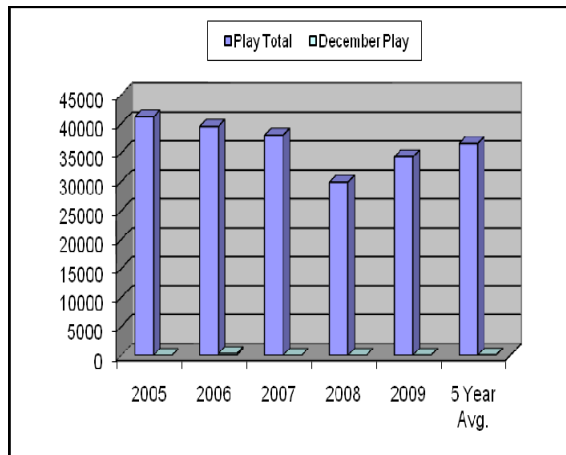
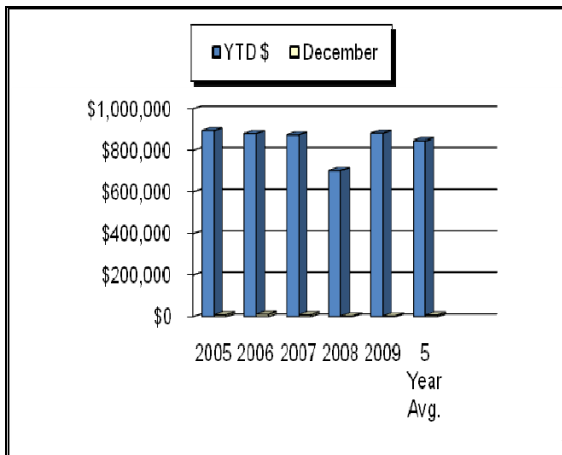
From: Dave Huber, Golf Professional

To: Board of Commissioners

Re: Lake of the Woods Golf Course Pro Shop Activity Report

**Operations**

Total revenue for 2009 was much better than 2008.



**No tournaments or outing activity this month**

**Other Activities**

- We are currently working on marketing and computer updating for 2010.

January 11, 2010

**MEMORANDUM**

From: John Baker, Administration

To: Board of Commissioners

Re: Administration Activity Report

- HQ staff is still busy with year-end activities and getting started on the new year. Among these tasks are closing out the 2009 payroll, accounts payable and general ledger; preparing W2s and 1099s, staff pay increases, and changes in new deductions; setting up 2010 financial files and processes; handling registrations for the IPRA and Great Lakes conferences; and transitioning to the new vacation policy. We did also manage to squeeze in some vacation over the holidays!
- The District recently purchased rental management software from EventPro. The reservation process will remain the same for the renters, but they will now be able to view the availability of rental buildings and place reservation requests online. Also, internal procedures such as customer contact records, report generation, data organization, public as well as internal communication, and credit card processing will all be handled electronically through the same system. These changes are sure to increase the efficiency of the District's current rental management procedures. EventPro is extremely user-friendly and customizable. It is staff's hope that its diverse functions will one day be utilized by other departments to help employees stay organized and connected to the District's visitors. Headquarters staff will soon receive online training courses on using and customizing the system, implementing it as soon as set up is complete and existing rentals are entered.
- Four certificates of deposit matured the last week of 2009; two (\$480,000) were reinvested and two cashed (\$385,000) to carry the District over the winter months.
- Mary Beck handled the arrangements for the Employee Recognition Banquet, including rescheduling it from January 8 to January 15. Since it will be held at Lake of the Woods Pavilion she also arranged for Headquarters staff to handle the set up and take down as a thank you to the Lake of the Woods staff for all they do during the year.
- Mary is also coordinating the schedule for a Blue Ridge High School student who will be working with several departments over the next semester at Lake of the Woods.
- Now that the corn and beans are harvested, we have purchased the seed for planting our crop in 2010.
- The District purchased a used 2008 Chevy Cobalt to replace the District HQ van which is being transferred to museum staff. We will put the museum van on eBay at the next opportunity.

- The First National Bank of Ogden will have issued the \$195,000 in bonds for the District on January 13.
- I visited the residences at Sangamon River, Middle Fork and Homer Lake to review any facility issues for District planning of its capital projects. The Middle Fork residence has a serious issue with the floor slumping which is causing gaps around doors and other problems. The manufacturer routinely checks its homes within the first year of installation and did investigate this problem in December, but has not shared the recommended repair yet. Kitchen and sidewalk work are planned at Sangamon River. Each residence is unique: the historic home at Sangamon River, manufactured home at Middle Fork, and staff-built home at Homer Lake. The residents are doing a good job caring for the homes.
- The Foundation Financial Committee met to review Requests for Proposals for a portfolio manager. BankChampaign was the only respondent, and the committee has recommended consolidating its three portfolios to one managed by BankChampaign. We also reviewed a draft budget and identified questions for the Fundraising and Marketing committees to address so that a recommendation can move forward at the March Foundation Board Meeting.
- The 2010 working budget will be presented to the Board at the February Regular Meeting.
- Evaluations for all staff are now completed.
- Rentals for 2009 are completed. 2009 rental paperwork was sent out to 567 renters, which includes both in-house and paid rentals. Rental facilities continue to be reserved for 2010. Paperwork has been sent out to more than 112 renters, including both in-house and paid rentals.
- The Special Olympics Polar Bear Plunge Special Use Permit has been approved for February 27 at Lake of the Woods.

January 11, 2010

## MEMORANDUM

From: Mary Ellen Wuellner, Grants Coordinator

To: Board of Commissioners

Re: Grant Activity Report

### **Grants Approved/Denied**

- The application to the State of Illinois' Department of Commerce and Economic Opportunity (DCEO) for energy-efficiency project funding was approved. The funds will be allocated to the cost of new windows and insulation for Elks Lake Pavilion. Unfortunately, since the rebates are based on the estimated annual energy savings from the project, the DCEO assistance is expected to be only \$850.

### **Grant Applications In Progress**

- Work is underway on an application to the DCEO Solar and Wind Energy Rebate Program to purchase and install a small wind turbine in the Botanical Garden. It would serve as an educational tool while providing a source of renewable energy to the Early American Museum. The program offers rebates of 50% of the project cost to eligible applicants. The application will be completed pending additional information from the potential vendor and approval from the Board of Commissioners.

### **Grant Applications Previously Submitted – Decision Pending**

- A proposal is pending with the American Hiking Society's National Trails Fund (\$2,693) to fund expenses related to the District's Trail Steward Program. The award decision is not expected until the spring.
- Proposals to the Junior League of Champaign-Urbana (\$500) and the Office Depot Foundation (\$2,885) are pending. These grants would provide funding for an environmental education program for the visually impaired.
- An application to the Illinois Department of Public Health for a new AED is currently pending. If approved, the AED device would be installed in a location near the Botanical Garden.
- A decision is expected shortly from the Illinois Department of Natural Resources on the OSLAD grant application. If approved, up to \$126,000 would be available to fund 50% of the cost of improvements to the Sangamon River Forest Preserve.

### **Program Donations/Sponsorship**

I have been working with the education, public information, and administrative staff to develop a brochure and mailing to solicit donations for 2010 summer camps, environmental programs, and cultural/artisan events. The brochure, which will be sent to the membership of the Champaign County Chamber of Commerce along with other potential sponsors, will outline the 2010 programs and events, and allow businesses to choose the District activities they would like to sponsor. Depending on the donation amount, business recognition may be provided on event flyers, the District newsletter and website, and/or program t-shirts. This is a new and somewhat experimental approach to securing program funding from local businesses.

January 12, 2010

**MEMORANDUM**

From: Sally Prunty, Planning Director

To: Board of Commissioners

Re: Planning Activity Report

**Facilities Inventory**

Mark Nepermann, Planning Intern during the summer of 2009, developed the database for the Facilities Inventory, and met with the site superintendents to identify and describe key building systems for each facility, and to review their files for past maintenance projects. I have reviewed the database, and am adding to and refining the data – mostly identifying past maintenance projects not included and entering the data for those projects.

**Miscellaneous Planning Tasks**

Over the past month, I have also been:

- researching potential solutions for the Botanical Garden pond and waterfall problems;
- developing the work schedule for 2010; and
- coordinating with the Champaign County Regional Planning Commission regarding aerial photos and District topography maps.

January 11, 2010

**MEMORANDUM**

From: Andee Chestnut, Public Information Director

To: Board of Commissioners

Re: Public Information Activity Report

**Newsletter**

The print newsletter was distributed to the 4800-person mailing list and was posted on the website. An e-mail then was sent to the District's 390-person electronic list with that information along with links to the 2010 program schedule, current part-time job openings, the Foundation's Nature's Appeal, the next Trail Stewardship Workshop, and Christmas tree recycling.

**Promotions**

Work continues on developing the promotions schedule for 2010 programs and events. The final plan that will include paid advertisements, public service announcements, flyer distribution, website postings and newsletter schedules will be completed by the end of the month.

January 11, 2010

**MEMORANDUM**

From: Kim Horbas, Volunteer Coordinator

To: Board of Commissioners

Re: Volunteer Activity Report

- The fourth Trail Steward Workshop and Orientation will be 10 A.M.-12 P.M. January 23rd. Current stewards are filing their intentions to return. To date, approximately 85% have committed to another year of stewardship. We have been working with Natural Resources staff to develop the program and work on additional trail assignments to take on new volunteers.
- CCFPD is registered with Disney to participate in its "Give a Day, Get a Disney Day" promotion which began January 1, and we are listed on their website. We've already had several requests for volunteer opportunities and have matched two volunteers with programs. Staff was asked to forward one-time volunteer projects for this program.
- The UI Business College has once again chosen CCFPD to be the focus of its I.M.P.A.C.T. Day on April 24th. Approximately 60 students are scheduled to volunteer on that day in the preserves. Details will be worked out as the date draws closer.
- A District-wide clean up is scheduled for the weekend after Earth Day, which is April 22<sup>nd</sup>. Business Partnerships through the Champaign County Chamber of Commerce are being forwarded.
- Dan Olson, Larry Beckett, John Baker and I met with Master Naturalist and CCFPD Volunteer Mike Guthrie to discuss the feasibility of a Garden Steward program to begin at CCFPD. Ideas were shared, and an agenda was put in place to begin a pilot program this spring.
- **December Volunteer Hours:**

Education	33.5
Trails	37.0