



Hillsborough River State Park Preservation Society

15402 U.S. 301 N., Thonotosassa, FL 33592

CSO President Wade Prevatt - Phone: (813) 952-4739

<https://www.historyandnature.org/>

General Meeting Minutes

Date: Wednesday, 6/17/2026

Executive Board members present: Wade Prevatt, Sue Moulton, and Tricia Demers.

Board members present: Harry Lindenmuth – via Teams, Gary Fields, Cary Ann Prevatt, and Danny Pass

Park Staff in attendance: N/A

Meeting called to order at 6:37pm by Wade Prevatt.

Executive Committee Updates:

Approval of Minutes: Wade Prevatt presented the May minutes for approval. Danny motioned to approve the minutes, Gary seconded, motion passed.

Treasury Report:

General Account:

Beginning Balance: **\$30,443.67**

June Total QR code deposit with Zeffy: **\$1,570.00**

Ranger Station (QR)

Firewood bags: **\$490.00**

Ice: **\$650.00**

Stickers: **\$335.00**

Campground (QR)

Firewood bags: **\$50.00**

Ice: **\$45.00**

Campground (Cash)

Firewood bags: **\$270.00**

Ice: **\$345.00**

Coffee Mugs (3): \$30.00

Additional Donations (Cash): \$2.00

Total Cash Income: \$647.00

Expenses Reported:

TECO: **\$209.94**

Ice: **\$378.00**

HRSP Workday (Cheryl): Dunkin Donuts **\$31.48**

HRSP Workday (Cheryl): Walmart **\$15.21**

CSO Potluck (5/16): **\$44.46**

Blank Hats (12): **\$20.90**

Simmons Engraving (20 – Fire Shirts): **\$393.00**
Simmons Engraving (50 – Volunteer Shirts): **\$777.00**

Bank Statement Fee: **\$2.00**

Total Expenses: \$1,871.99

Total Income: \$2,217.00

Net Income: (\$345.01)

Ending Balance: \$31,210.68

Fort Foster April Treasury Report:

Beginning Balance: \$12,483.20

Expenses:

Bank Statement Fee: **\$2.00**

Total Income: \$0.00

Net Income: (\$2.00)

Ending Balance: \$12,481.20

Old Business:

The Paper Pusher invoice came later in the month and will be added to next month's financials. One of the freezers quit working in Volunteer Village and we lost 40 bags of ice. Our vendor for ice pulled the broken freezer out and put one of theirs in at no cost for rent and credited us 40 bags of ice. Thank you to Cary for working that out and she did send a Thank You letter with a HRSP sticker included.

Workday was successful. We removed all the stuff from the Carriage House and Cedar Landing and filled up the dumpster. The broken freezer is being stored in the Carriage House for now until we figure out what we want to do with it. Gary suggested Facebook marketplace and may get something around \$100 for its parts instead of scrapping it.

New Business:

The washer in Volunteer Village is no longer draining. We have someone coming this Thursday to fix it as it is still under warranty. Wade finally got in touch with Jorge. Unfortunately, Jorge is not very responsive to the needs of the CSO. He does not want us to sell in the park unless it is an event. He suggested we make HRSP shirts, sell them to him and then he turns around and sells them inside his store. Wade mentioned to him that we may not be able to do something like that per the by-laws. Does Chris know or have any ideas on this offer? Wade suggested that we have a CSO Recruiting event monthly or do an event for every calendar marked holiday.

Chris sent an email to Wade letting him know that the district wants more organization and provided a list of documents that must always be on file. Wade has some of the files already, but we are missing a few. Has anyone seen or heard about a Board Member Agreement for the CSO? All present concluded that they had not seen one. Sue mentioned that there may have been one a long time ago but nothing recent. We need to have a written policy of bank deposits and cash handling procedures. Currently a CSO Executive Board Member deposits cash into the bank and the bookkeeper from

MyPaperPusher reconciles the finances each month for us. On the documents that we have on file – Holly and Diana are the only members able to collect and handle funds, but they are no longer part of the CSO. These files are things we need to document and get approved. Currently, you must be a CSO volunteer to collect cash. A Board Member or Executive Board Member verifies cash collected when they receive it. An Executive Board Member deposits the cash into the bank.

For the Haunted Woods event we need to have 2 people at each admissions desk to collect money and then put it into the safe at the Ranger Station.

Upcoming Events:

Haunted Woods – October 16 & 17, 2026

We need a chairperson, volunteer organizer, food vendor organizer and trunk or treat organizer. Historically the parking is assisted by the Rangers. We do have a need for a DJ to provide announcements and family friendly Halloween themed music – will be in place during the Trunk or Treat and positioned at Pavilion #3 during the Haunted Woods Scare Trail event. DJ is a volunteer position only. Suggestion raised to do the Cupcake Walk at the Trunk or Treat.

Justin, who has put the Haunted Woods in place for us in past (set up and tear down all of his animatronics) has not been reached yet. During the previous event, most of the event's responsibilities were put on him and he didn't get a lot of help with the work that needed to be done. It is a lot of work and takes days to put together, we will need lots of Volunteers help.

Josh Bowman – should we reach out to him and see if he can help us with this? All present, YES. This is a priority and need to see if there is interest on his part to do this.

Last year we had a zombie theme – this year, Scary Pumpkin Heads. Few suggestions of themes: zombies, witches, goblins, and neon/tech scare zone. Pumpkin heads will be less work / simple and may be helpful for us – carved pumpkins and orange lights.

Do we want to do the kids trail? Should we drop it this year – will we even have enough people to help with this?

We are discussing the volunteer ideas – Boys Scouts / Girl Scouts, drama clubs – acting troupe, ROTC. Wade has a marketing person at Celsius that may be able to provide us some goodies.

We need to narrow down the theme – then Danny can create and disperse flyers and ticklers. We want to get the word out as early as possible and drum up some interested participants and volunteers. We will have Barbara and Richard Snyder as character actors. Miranda and Roger were interested in being involved again. Danny heard from the Clown Scare Zone participant from last year, and they are eager and want to participate again. Sir Henry's haunted troupe – Danny will reach again and see if they have any extras that want to join us.

We need to have legal forms/agreements completed and signed by those participating. The form/ agreement will specify their focus area. We will look for last year's forms to modify.

Cary found some old sign-up sheets and there were contact lists in there from past participants. We can use these to reach out and let them know we are looking for more people. We can use the emails from last sign-up genius too – get the word out and let them know we are planning and want to hear from them.

Last year we had food vendors (BBQ guy was a no-show) and we won't need any more than 5-6 vendors this year.

There was a previous discussion on building our own light towers – we will reach out to Chris Beisler and see if we can use any of his.

Cary Ann volunteered to be the Trunk or Treat organizer.

We will plan more on the Scare Trail after we have answers from Justin and or Josh. We are responsible for the main trail.

One Blood will be there and situated in the field with Trunk or Treat giving out T-shirts and gift cards to donors.

Danny volunteered to be the mascot – pumpkin head with ranger uniform on – he will get video and pictures to help with the marketing.

Determination of budget – Wade is continuing with work on the spreadsheet to help see where money is coming and going. The Haunted Woods brings in the majority of funds raised for the CSO. We will have a better idea of the budget (\$7,000) after we have the spreadsheet, may need to be adjusted.

Suggestion to still have other Halloween themed items (bats, tombstones) but the pumpkin heads will be the main focus and will be incorporated into each of the zones.

Ranger Updates:

Chris sent Wade an email – we need to update the volunteer training document. It is to be updated annually, and we have a few to update.

Another hiring packet for PSS has been resubmitted for approval – just waiting on State.

Round Table:

Fort Foster – Harry states that filming on the Land Remembered project has completed at the Fort and they cleaned up very well – left the area in good condition. Chris was very happy.

The other film project is still facing approval delays with the state. Something about gun powder – but they are not using it. If the park hosts a public event, feeding everyone and calling it a CSO event it would help with the filming approval and less paperwork.

Harry's Fry Bread Vendor has sold her business – looking for a new one.

Next CSO Meeting: Thursday, 7/16/2026 at 6:30PM in the Admin Bldg.

Sue M. motioned to adjourn the meeting at 8:00PM, seconded by Danny P, motion passed.

Minutes recorded by Tricia Demers, Secretary