MINUTES, BREWSTER PONDS COALITION, MARCH 1, 2018

Board Members present: Karen Malkus-Benjamin, John Keith, Judy Pirani, Tom Vautin, Dawn Walnut. By telephone: Gwen Pelletier, Sue Searles. By Skype: Konrad Schultz.

<u>Strategic Planning Discussion with Hal Minis.</u>
Tom welcomed Hal Minis and thanked him for assisting with BPC's strategic planning process.

Board members had interviewed various members of the community representing other non profits, Town departments, and community leaders. We had shared with each other the results of those interviews; during this meeting we discussed what we had learned from those interviews that will be helpful to us in moving forward with the strategic planning process and our next step on the April 7 session.

<u>HAL MINIS: Overview and preparation for April 7 workshop</u>
- Purpose is to identify weaknesses and strengths and relate them to the mission and focus
- Tom pointed out that we also have the results of the survey to which 83 members responded, with a strong theme of education
- Hal outlined the process for the workshop
  - ❖ First a "brain dump" of what we have learned
  - ❖ Then to a SWOT
    - ➢ Looking at Strengths, Weaknesses, Opportunities, Threats
    - ➢ Set up in tables of 4 to analyze SWOT
    - ➢ What are main themes
    - ➢ Pick out 4 to 5 cross cutting issues
  - ❖ Compare each table's analysis
  - ❖ Develop skeleton for strategic plan
  - ❖ Focus on Mission Statement
  - ❖ Begin to develop Action Plans for each issue
    - ➢ Goal Statement, Objective, Activities
- Next Step, May 12 workshop
  - ❖ Bring in advisors to assist us in reviewing direction; BPC members and other community leaders
  - ❖ Create an "advisory group" to meet in the next couple of months and then on May 12 plus serve as "BPC member advisors" moving forward.
  - ❖ Tom asked us each to think of folks whom we would recommend and send to him.

REGULAR MEETING AGENDA ITEMS
Copies of documents referenced are available upon request.

Minutes of February 1, 2018, meeting were approved unanimously.

Treasurer's Report

- Tom updated Board on agreement with Glivinski Associates. Transition of information from Gwen and Judy Valverde to Glivinski Associates has happened. Glivinski Associates has connected BPC to electronic portal and Tom has connected Glivinski Associates to a Financial Section in BPC Google Docs. Glivinski Associates is using Quickbooks. Information/documents are being scanned and kept and transferred electronically.

- Glivinski Associates provided Financial statements for January and February, which were posted in the Google Docs folder for this meeting, bringing us up to date. The board accepted unanimously the two reports as presented.

- Tom noted that Gwen will still write checks for payments as expenses have been approved in the budget or as voted by the board at monthly meetings.

- Gwen asked that requests for reimbursement be accompanied by the "Requisition Form", which can be found in the Google Docs files

- In Karen's report education activities, she asked for discussion and permission to purchase a Fluorometer for the Citizen Scientist Cyanobacteria Project. Karen explained that last year during the pilot phase of the project, she had used the fluorometer belonging to the Town of Barnstable, where she is employed. As the program grows, we coordinate at a higher level with APCC, and some BPC participants will be able to use the instrument, BPC should have its own equipment.

- **Expense approval:** Board voted unanimously to approve purchase of fluoromenter, up to $2,500. Karen to make purchase and arrange for Gwen to pay bill or either to pay for it and be reimbursed, whichever is most convenient for her.

CURRENT PRIORITIES AND ISSUES

- Review of Anti-harassment policy; postponed

- BPC position on alum treatment of ponds. John has drafted a position statement which he and Tom are fine tuning before presentation to full Board

- Proposal by Moira Noonan-Kerry for "Research Grant Funding Opportunities: BPC". Following her presentation at the February Board meeting, Tom and Gwen had asked her to prepare a proposal for doing grant research for BPC's activities outlined in this year's budget. The proposal had been posted in the Google Docs board package for this meeting. During discussion, the board
  - Expressed concern that perhaps we should wait until after completion of the strategic planning process
  - And then concluded the investment at this time could also help us move forward
  - Board voted unanimously to approve contracting with Moira Noonan-Kerry, not to exceed 15 hours as proposed, and authorized Tom and Gwen to meet with her and proceed.

- Annual Meeting: Gwen informed Board that she has now met with the new vendors for Captain's Course restaurant, now named Freemans Grill, and confirmed BPC date of August 18. They discussed menu and timing. Zach Duff and Sean Sullivan, the new owners are still fine tuning their contracts and agreements. Gwen will stay in touch with them to secure written agreement.

- Beautify Brewster:
  - Board agreed this is an important activity for BPC participation.
  - For past three years we have had good participation
  - Would be good if we could get a member to take over leadership of this activity
  - Dawn will review membership list and see if she can identify anyone who might be a good leader
  - Sue agreed to be involved as an advisor and will try to think of a possible leader
  - Konrad said he would be in touch with Sue to discuss ideas

- Upper Mill Pond Complex

  Tom shared that he had conversation with Chris Miller re proposals for Upper Mill Pond

  - ❖ Annual Town meeting will have a warrant article for funds for alum treatment of Upper Mill Pond
  - ❖ He would like regular meetings with Chris to discuss what BPC can do
  - ❖ Concerns
    - ➢ Re phosphorous from Walker's Pond into Upper Mill
    - ➢ Lack of apparent success with weed harvesting at Walker's Pond last season
    - ➢ Need for data collection

Reports submitted by

Communications Action Team

Education Committee

Next Board Meeting: April 5, 2018

Submitted by, Gwen Pelletier, Secretary