

MINUTES, BREWSTER PONDS COALITION, OCTOBER 5, 2017

Board members present: Tom Vautin, Konrad Schultz, Sue Searles, Judy Pirani, Dawn Walnut, Gwen Pelletier

Minutes for September 7, 2017 were approved unanimously.

Treasurers's Report was approved unanimously.

Copies of all referenced documents are available upon request.

CURRENT PRIORITIES AND ISSUES

- **Citizen Science Monitoring Update**

In Karen's unanticipated absence, Tom shared the following information.:

- ❖ BPC sampling continued through early October, but is winding down now.
- ❖ APCC is extending monitoring of Upper Mill and Walker through October
- ❖ There was a recent bloom in Upper Mill. Chris Miller reported to the state and the pond was visited. Warnings were posted but pond was not closed
- ❖ Nancy Leland, Leland Enterprises, continues to analyze samples. She also coordinates with Hillary Snook in the EPA Boston office.
- ❖ Karen will schedule a planning meeting with this year's BPC pond samplers and folks who have indicated an interest in next season.

- **Pond Education Program Update**

Sue Searles shared the following information:

- ❖ Both Brewster elementary schools are enthusiastic about the program
- ❖ At Eddy School, the program will be with 5th graders
- ❖ At Stony Brook School, the program will be with 2nd graders
- ❖ One planning meeting was held with BPC volunteers and teachers at both schools. There will be additional meetings.
- ❖ A notice has been sent to parents at both schools.

- **Possible program on "Ecology of Ponds"**

Board discussion included the following points/thoughts/ideas:

- ❖ Tom had a conversation with Don Keeran, Brewster resident and staff member at APCC about a program addressing the comprehensive ecology of ponds.

- ❖ The Town of Brewster “VISIONING PROCESS” developed 7 topics. One of the topics is WATER RESOURCES, specifically mentioning fresh water ponds
- ❖ A possible BPC winter program
- ❖ Topics to cover might include fishing, swimming, restoration and treatment, permitting processes
- ❖ Opportunity for BPC to provide a leadership role by providing information to residents from multiple points of view and issues around what makes a healthy pond
- ❖ Specifically information about treatment of Walker’s and Upper Mill
- ❖ Development of a strategy re Town’s approach to pond treatments
- ❖ Gwen offered to contact Kristin Andres at APCC re the series of programs APCC presented through the Orleans Life-Time Learning program last year.

- **Fall membership and annual appeal update**

Konrad and Judy provided the following information; discussion included comments and questions:

- ❖ Judy provided a time-line, showing steps from creation to follow-up after the mailing. It was very helpful in decision making and assigning responsibilities
- ❖ Documents as part of the mailing will be an 8 page annual report to all Brewster residents and property owners; a separate one page letter will be mailed, along with the report, to previous donors.
- ❖ Question of when to mail, before or after Thanksgiving. Actual mailing date will be determined by when the documents are ready. Documents being printed one place and then mailed by Curley.
- ❖ Question raised of gift for donors of \$150 or higher. Hats for last two years. Consider alternative gift of a box of note-cards with a picture of a Brewster pond. Konrad will follow-up with printers about creating note cards.
- ❖ Board authorized Gwen to purchase “For deposit only stamp” to have for making deposits.
- ❖ Gwen noted that she will be traveling during some of the period when donations will be arriving. Tom offered to check the mail, make deposits, and provide information to both Judy Valverde for financial records and to Dawn for membership and thank you letters.
- ❖ Tom and Konrad have reviewed the membership database and realized the large number of donors who never gave us an email address, thus meaning that they have not gotten any of our electronic communications. Tom asked that we all review the list and provide email addresses if we know them. Konrad also said that he would develop a methodology for calling people to ask for email addresses.

- **Developing grant funding opportunities**

- ❖ Tom shared that we had just learned that our grant application to Cape Cod Community Foundation for \$10,000 did not make the preliminary cut to submit a more complete proposal. However, Foundation staff provide a second possibility by sending information about proposals to donors to the Foundation who might be a good match for the proposal.
- ❖ Tom and Konrad met with Hal Minis, BCT to learn from him about developing funding sources. Hall suggested talking with Mark Robinson, Director of THE COMPACT OF CONSERVATION TRUSTS. THE COMPACT'S office are at the BCT property on Red Top Road.
- ❖ Tom reported that he had met with Mark Robinson and had a wide ranging conversation about funding possibilities as well as what the COMPACT does for conservation trusts across the Cape and will do for other environmental organizations. Relevant points Tom shared:
 - Mark gave Tom a list of possible funding sources, including the Eddy Fund, here in Brewster, plus a contact name for the Cape Cod Foundation.
 - Membership in THE COMPACT is \$1500 per year and includes 20 hours of consulting time from THE COMPACT. Beyond the 20 hours, consultant fee is \$40.00 per hour
 - In addition to his role with the COMPACT, for organizations not members of THE COMPACT, Mark provides consulting services for \$85.00 hour.
- ❖ Board discussion included the following:
 - We are grateful to Lynn Gorey for her continued efforts, research, and developing proposals for BPC.
 - Sue pointed out that Clare O'Connor Rice had provided good advice for how to get local businesses involved with the Pond Education Kits by asking them to sponsor certain items in the kits.
 - BPC has a success record to build on now and projects for which we should be competitive for grant funding when we identify appropriate sources
 - One of the issues with finding grant opportunities is identifying them, which requires research and someone who can devote the time to it.
- ❖ Tom offered to lead an effort at this point to move forward to find ways to identify appropriate funding opportunities.

- **Proposed process for BPC strategic planning**

Tom submitted for Board discussion a proposal for a process and a proposed schedule for the activities/actions. Board discussion included the following:

- ❖ Board agreement with the process as outlined
- ❖ We must focus on long range planning if we are to create a sustainable organization
- ❖ Step one should be gathering and reviewing data
 - A survey instrument should be developed to include with the annual appeal mailing.
 - In addition to including in the mailing, the survey should be made available electronically
 - Sue and Konrad agreed to work with Tom to develop the survey instrument
 - In addition, Board members should conduct interviews with community leaders and leaders of related organizations.
 - For those interviews, Judy offered to develop the topics and instrument for the interviews
 - Gwen and Dawn offered to develop a list of people and related organizations.
 - Board will review results of data gathered. (Not clear who/how the results of the survey will be compiled---the three member coordinating team?)
- ❖ Step two will be a facilitated workshop. Hal Minis has offered to be the facilitator. The result of the workshop will be establishing specific goals, action teams to implement the goals, and a draft Strategic Plan
- ❖ Board will concentrate now on these two steps and follow-up with the additional steps as we continue the process.
- ❖ Tom will lead the three member co-ordinating team, membership still to be determined, to oversee the effort.

- **Other**

- ❖ Konrad suggestion using APCC video on sea level rise
- ❖ Konrad suggestion BPC consider a joint event with BCT re the Blueberry Pond neighborhood project with BCT. Video short already prepared. Longer one being done, BPC project, through the local TV channel.
- ❖ Dawn pointed out that there appears to be some problem with distribution of the electronic newsletter, with some folks not getting it. Konrad will address and resolve the issue. It appears to be something with use of “MailChimp”.
- ❖ Questions were raised about whether we might want to consider increasing the Board size and possibly creating an Advisory Board.

Reports: Communications Action Team report submitted by Judy Pirani

Next Board Meeting: November 2, 2107.

Submitted by,

Gwen Pelletier, Secretary