

## **MINUTES BREWSTER PONDS COALITION, March 10, 2016**

Board Members present: Tom Vautin, Karen Malkus-Benjamin, Rick Kuzman, Patricia Monahan, Gwen Pelletier, Konrad Schultz by Skype and John Keith by Skype.

Tom opened the meeting by thanking all for rescheduling the meeting and for the work for the Appreciation Breakfast on February 27.

The minutes for the February 4, 2016, meeting were approved unanimously.

The Board confirmed unanimously the e mail election of Patricia Monahan as a board member to fill the term created by the resignation of Tony Ortiz and her election as Treasurer. Board members thanked Patricia for joining us and for immediately accepting responsibilities as Treasurer.

Copies of minutes and all reports are available upon request.

### **AUDIT COMMITTEE AND TREASURER'S REPORT**

- Audit Committee: At the time that Patricia was elected as Treasurer by email, Tom had asked Karen, Rick, and Gwen to meet with Tony and Patricia as an audit committee when Tony handed over the records and documents to Patricia. The three reported that they had done so and confirmed that Tony and Patricia had gone through the documents in their presence and all appeared to be in order. Patricia said that as she reviewed the documents with Tony and later separately, she found only one discrepancy of \$9.94 which she is currently researching. All other issues where she had a question, she was able to clarify by researching the records. She reported that she is comfortable with what she has received and that she can move forward with her responsibilities.
- Treasurer's Report: Patricia provided copies of the following reports
  - February Financial Review
  - 2016 Balance Sheet
  - 2016 Profit & Loss
  - 2016 Expenses
  - 2016 Revenues
  - Bank Position as of 2/29/2016
  - Cape Cod Five Operating Account Summary for February 29, 2016
  - Copy of CC Five bank statement for February 29, 2016
  - Paypal Transactions for 2016
  - Paypal Statement for February 2016

Patricia informed the Board that she had included all of these reports for our initial review with her. In the future she will provide fewer details and a brief summary. By consensus the board approved the purchase by Patricia of the business version of QUICKEN for financial record keeping.

Patricia and Gwen agreed to meet and review all reporting requirements.

Relative to activities being performed by other board members during the interim when Tony was continuing to serve as Treasurer but did not have time to perform all the responsibilities, some tasks were handled by others. By unanimous vote of the board, it was agreed that Patricia would take over the management of Pay Pal, Credit card payments through PayPal, and the Amazon Smiles contributions.

### **WORKING GROUP UPDATES**

- **Communications:** Konrad submitted a written report. He emphasized the need for articles for the spring newsletter, asking for volunteers for some items. He thanked and complimented Judy Pirani for her social media blasts for the WHAT IS A HEALTHY POND? ARTS FEST. He pointed out that his attempt to get PR through “THE POINT” on WCAI for the event had actually led to a program on ponds with Sue Leven, Brewster Town Planner, Chris Miller, Brewster Director of Natural Resources, Mark Nelson consultant from Horsley Witten, and Tom Cambareri, Cape Cod Commission. Both Konrad and Gwen had listened and planned to call in to participate; however, WCAI’s telephone system failed to accept calls that morning. All four of the participants in the program mentioned Brewster Ponds Coalition with positive comments several times.
- **Membership:** Rick submitted a written report. He asked about co-ordinating PALS volunteers through BCP with our email list for newsletters and the PALS “MailChimp” list. Rick and Tom clarified that it is being done; Tom is coordinating those lists at this time.
- **Education:** Karen and Dawn submitted a written report, summarizing plans for WHAT IS A HEALTHY POND ART FESTIVAL. We worked out set-up and coverage schedule. Set up Friday afternoon between 3:00 and 7:00 PM and Event coverage Saturday between 9 AM and 2:00 PM. Karen had shared with us by email that Dr. Laurel Schraider, from the SILENT SPRING INSTITUTE, has agreed to be speaker for our annual meeting in August. Board members thanked and congratulated her for making that contact.

Tom had sent an email to Board members re an invitation from Cape Cod Museum of Science to participate in SCIENCE ON THE STREET, a stem program at CCMNH on Saturday, March 19. We agreed to have a table with PALS testing equipment and Karen’s Cynobacteria display with microscope. Tom, Rick, Karen, Dawn, Gwen will help.

- **Current Projects:**

- **Elbow Pond:** Gwen submitted a report on the proposed Elbow Pond project, indicating that recently AmeriCorps staff realized that the project is not on land owned by a non profit or the Town; therefore, it does not qualify for work by an AmeriCorps member. However, the project can proceed with development of a generic process and documents; these documents will still be useful to the Elbow Pond project. Meanwhile, because of lack of clarity on the ownership of the land, there will be a delay in implementing the project at Elbow Pond. John indicated that he is working with the neighbors to resolve that issue and the Elbow Pond Association intends to proceed with the project. He suggested that at the next Board meeting we discuss BPC financial contribution to the project; cost is estimated to be about \$5,000 at this point. Tom asked John to prepare for the discussion with a project budget and an indication of other income from the Association. Tom also indicated the discussion should be a broad one about contributions to projects because other associations will also be developing projects.
- **Blueberry Pond:** Konrad reported that although the grant application by Brewster Conservation Trust for development of a rain garden on North Pond Drive had not been funded, BCT and the Sol's and Blueberry Pond Association are pursuing ways to proceed with private funds.  
Tom reported that the SAVE BLUEBERRY AND SOLS' POND ASSOCIATION submitted a request, in keeping with our "Policy on Receiving Funds for Other Organizations", to establish a restricted fund for the Association. On a motion by Gwen, seconded by Dawn, the Board voted unanimously to authorize President, Tom Vautin, to sign the agreement. Konrad has funds already collected by the Association and will submit those to Patricia to set up the system for tracking the restricted funds.
- **AmeriCorps Member for 2016-2017:** Gwen had submitted a memo outlining a proposal that BPC join BCT and the Town's DNR to submit a proposal for the April 1 deadline for an AmeriCorps member to serve the three organizations, next year with a three day a week assignment to be shared between the three. On a motion by Dawn, seconded by Rick, the board voted to approve submitting an application with BCT and DNR and authorized Gwen, Karen, and Dawn to proceed with the proposal.

- **Advocacy and Outreach**

- Stormwater ByLaw, Planning Board Hearing, March 9. Tom reported that he and Gwen had attended the hearing. He noted that the Planning Board had incorporated most of the suggestions BPC had made at the December Hearing. Tom thanked the Planning Board for that and complimented the improved document.
- Request from Elizabeth Taylor for letter of support from BPC for CPA funds for purchase and Conservation Restriction on land near Sheep Pond. After a discussion, we determined that we needed additional information. Discussion concerned our expressed policy of publicly supporting by BPC for proposals or projects that are directly part of our mission, having to do with preserving ponds. Although we expressed support individually, there was not consensus that it meets our policy. Two points of view expressed during the discussion were whether the land actually abuts the pond, if not abutting is the land in the watershed feeding the Sheep Pond. Answers to those questions were not clear in the request. We tabled the discussion; Tom will ask Elizabeth for additional information to clarify.
- Chamber of Commerce Tom recommended that BPC join the Brewster Chamber of Commerce. Doing so will allow the Chamber to distribute our materials and will also give us a link with businesses in Brewster. On a motion by Konrad, seconded by Patricia, the Board voted unanimously to authorize joining and paying the \$150.00 fee.
- PALS program. Tom announced that DNR is hosting an Appreciation and Training Day for the PALS program on March 24 at Captain's Course. BPC is now coordinating with DNR to recruit and train new volunteers for the PALS program and did so successfully at our Feb 27 Breakfast meeting. Tom asked if the Board would be willing to contribute \$50 toward the cost of refreshments at the March 24 meeting. By consensus the Board approved the expenditure.
- BPC Organization. Tom and Konrad confirmed that BPC does now have a telephone number and that Konrad had answered one telephone call, inquiring about the WHAT IS A HEALTHY PONT ARTS FEST on Saturday at CCMNH!

## **NEW INITIATIVES AND PROJECTS**

- **Follow-up to February 27 Members Meeting** We agreed it was a highly successful event and that we now must act on what we learned. Dawn shared that the three most frequent suggestions were education, especially geared to children, potlucks with workshops, events such as cycling and kayaking. Membership, PALS, and the Education committees all had folks sign up for participation. In addition, folks also provided names of neighborhood and/or neighborhood Associations. Committee chairs all indicated they will soon call a meeting of those who signed up. Meanwhile, they have all gotten emails

thanking them for volunteering and indicating they will be contacted. Gwen pointed out that she has already reached out to the member who indicated an interest in Fundraising but that the person is away for another month to six weeks. Dawn reported that one participant commented that the Power Point Tom used that day was useful information and should be on the website. Tom and Konrad will be sure that is done.

- **Plans for Annual Meeting** We agreed on a date of Saturday, August 13. A discussion of where led to a discussion of the kind of venue. Outdoors by a pond or at an inside venue. We could think of no appropriate pond location. Gwen agreed to call Captain's Course, Ocean Edge, and the Elementary School to check availability and costs.
- **Financial Plan/budget for 2016** Tom asked that at the next meeting we begin to develop a budget for the remainder of this year. Using Quicken, Patricia will develop a budget format and plug in some estimates based on our expenses to date. In particular, Committee Chairs should give serious thought to budgeting for education, events, printing, general committee expenses, fees, etc.
- **Address** Gwen pointed out that some organizational documents require BPC to have a physical address (as in an office), not just a PO Box. Such physical address must also be an address which receives mail. Tony had agreed, as we were establishing BPC, that we could use his address. Since he is no longer on the Board. That needs to be changed. Tom agreed that we can use his home address. Gwen will take responsibility for making those changes.

**WRAP-UP** Agreed on following:

- ❖ Annual Meeting Venue: Gwen will make calls
- ❖ Sheep Pond land purchase questions: Tom will ask Elizabeth Taylor for more details
- ❖ Patricia will purchase Quicken for financial record keeping and will provide draft budget format.
- ❖ Committee chairs will draft budgets for remainder of year: Konrad, Rick, Karen & Dawn
- ❖ Agreement with SAVE BLUEBERRY AND SOLS PONDS ASSOCIATION. Tom will complete
- ❖ Chamber of Commerce Membership. Tom
- ❖ Elbow Pond project budget: John
- ❖ AmeriCorps proposal for 2016-2017: Dawn, Karen, and Gwen
- ❖ Review of Filing Requirements: Gwen and Patricia

Next Meeting: April 7, 2016

Submitted by

Gwen Pelletier