

MINUTES, BREWSTER PONDS COALITION, Dec 6, 2018

Board Members Present: Marty Burke, Wayne Jenkins, Nancy Ortiz, Gwen Pelletier, Judy Pirani, Sue Searles, Tom Vautin, Dawn Walnut. Konrad Schultz by Skype.

All documents referenced are available on request.

Standing Topics

- Minutes of November meeting were approved by 8 votes, with Dawn Walnut abstaining because she was not present at the previous meeting. In addition, Board approved minutes prepared by Gwen for August 18 Annual Meeting to have them available for membership approval at August 2019 Annual Meeting.
- Board confirmed vote by email to approve \$75 for cost of “How to Retain Donors” webinar participation by Judy Pirani.
- Tom shared copies of incoming mail, notes from some donors
- Treasurer’s report
 - ❖ Board voted unanimously to approve Financial Reports as presented. Tom noted that Friends of Elbow Pond have now exceeded the \$10,000 required by Board prior to Board’s donation from BPC of \$3,340. Payments have been made on behalf of FoEP from their funds to pay Horsley Witten contract to prepare FoEP for submission to Conservation Commission.
 - ❖ Board approved following payments/expenses.
 - Reimburse Nancy Ortiz \$112.34 for purchase of envelopes for Thank you letters to donors.
 - Payment of \$70.00 to renew BPC Post Office box
 - Payment of \$750 January payment to Compact of Conservation Trust for ½ BPC annual membership.
 - Cost of RIPPLES of \$3015

Current Priorities

- 2019 Membership Appeal

Konrad reported that the mailings were all completed by now, most having been mailed prior to Thanksgiving. The goal had been to mail by November 14, which was not met by Curley, the mailing house. He thanked Board members who participated in writing personal notes on all the letters.

However, he pointed out a major problem with the mailing that was created by Curley. Many recipients received more than one copy of RIPPLES and we have negative feedback from donors or potential donors. There is concern that the delay in delivery and the duplicate mailings may have a negative effect on the donations this year.

Discussion of issues relative to the appeal and the mailing included the following observations/comments/questions:

- ❖ Some replies to mailing have been negative and not included a donation
 - ❖ Amount of donations, both number and amounts, is behind similar period of time last year.
 - ❖ Curley, the mailing house, expresses contrition at problem and takes responsibility for the issue
 - ❖ Is Curley making a financial adjustment?
 - ❖ Curley appeared to make a mistake in the billing that he will not now bill for. Question of whether that is adequate adjustment
 - ❖ Will BPC be get an accounting for the number of duplicates
 - ❖ 8500 copies of RIPPLES were printed. Judy Pirani will pick up extras from Curley.
 - ❖ Concern re number left and if we will have adequate number for distributing throughout the year or may need to have more printed.
 - ❖ Follow-up to donors important. Thank you calls and reminder if donation not received yet from previous donors
- Final Update to annual calendar and operating plan for 2019.

Tom commented that we have done a good job to date and now need to fine tune.

Discussion included the following:

- ❖ List calendar of activities and invite members to volunteer to assist with one of them.
- ❖ Need a new leader for Beautify Brewster; Sue indicated she will be here the day of the event; Marty offered to help.
- ❖ Membership meeting; Decided on March 2 or 9; Wayne will check with Brewster Baptist Church for availability. This meeting will be a good opportunity to present volunteer opportunities for members---specific events/activities. Also good opportunity to have folks who have already volunteered to speak about their experience. Previous meetings included breakfasts. Consider that. Dawn will take lead. Nancy Ortiz will help
- ❖ Pond Summit for pond and home owner associations June 29. Wayne taking lead
- ❖ Participate in Brewster Conservation Day. Good plan this year with setting up shifts of Board members and volunteers. Low key last year. Consider again. Note that OPC next door had mostly posters, some of the time with no one present.

- ❖ Participate in one day of Historical Society Local Farmer event weekly at Drummer Boy Park. Judy will follow-up.
 - ❖ Tom to update Plan document.
- Draft BPC 2019 Budget
Tom presented a draft/proposed budget. Based on the following discussion, Tom will make changes and present final draft for January meeting:
 - ❖ No new major expenses
 - ❖ Have included possibility of staff, but must find funding source to support
 - ❖ Projected donation income is based on history of annual appeals
 - ❖ Need to include expenses for printing revised POND INFO BOOK. It is part of the School Pond Education Project and also very popular at the Chamber of Commerce.
 - ❖ Need to include Technology line item. It would include funds to upgrade or change “CLIENT RELATIONS MANAGEMENT” program.
 - ❖ Increase slightly, perhaps \$100, in each line item for Annual Meeting
 - Working groups/Committee progress reports
 - ❖ Membership (Committee members Dawn, Nancy, Marty)
Written report shared by Marty. Discussion included:
 - Committee developing calling strategy
 - Marty will make calls and asked for help from other Board members
 - Excel report for membership will be updated regularly
 - Reviewing CRM software
 - Committee to meet Saturday to continue to develop process
 - ❖ Development and Fundraising
Konrad indicated the committee will meet soon. Work has been concentrating on the Annual Appeal and RIPPLES
 - ❖ Education and Programs
 - Citizen Scientist (Committee members Marty, Gwen, and Karen)
Written report shared by Marty. Discussion included:
 - ➔ Committed to addition of “Aerosol testing” for the coming season
 - ➔ Discussing with Karen and Nancy Leland number of ponds to be tested for on going cyanobacteria sampling and new aerosol testing.
 - ➔ Meeting with Nancy Leland after January 1 to begin to develop new program

- Number of volunteers may increase based on interest in program
- If number exceeds ponds to be tested, can use new volunteers as assistants or “trainees” for existing ponds
- Coastal Resources Conference attended by Marty, Gwen, and Judy. Jim Haney, in presentation of Pond Sampling for Cyanobacteria, emphasized importance of citizen volunteers.
- Gwen shared email from Karen, stating that Nancy Leland would like to meet with BPC, possibly in January, for Nancy to make a presentation on data from last year’s sampling program and begin discussions of coming year.
- Elementary Pond Education Program (Committee members Sue Searles and Jan McGann)
 - Information shared with Board:
 - Met with Brewster teachers of 2nd and 5th grade
 - Pond field trips scheduled for May and June
 - Sue and Jan inventoried supplies; will need some replacement materials for teachers and some materials for the “Take away bags” for the students
 - New volunteers are welcome.
 - Konrad suggested thinking about “Adult Internship” for the program.
- ❖ Communications (Judy Pirani reporting)
 - Committee is working on “kick off” for follow-up to appeal with ongoing report on donations and email reminders
 - Preparations underway for Newsletter end of December. Topics to include: Compact of Conservation Trust membership, article by pond front property owner, Coastal Conference and Jim Haney presentation, Update from Tom.
 - Need for help for committee as communication responsibilities increase with use of technology
 - ◆ Perhaps a local student intern from Tech School or 4 C’s or someone from our membership
 - ◆ Areas needing help: website redesign, Instagram
- ❖ Projects and Partnerships
 - Elbow Pond Restoration (Wayne Jenkins reporting)
 - Report include the following:
 - Friends of Elbow Pond successful in fundraising to meet initial expenses for the environmental study and filing. Have collected \$10,000 in donations from 18 neighbors.

- Plans include monitoring Elbow Pond, similar to PALS program, 1 month before and 1 month after weed harvesting
- Multi year effort. One year will not solve phosphorus issue.
- Millfoil appears not to be an issue because of the amount already present in the pond
- Measuring weed removal will involve draining the material removed and then weighing it in order to estimate/calculate phosphorus removal.
- FoEB had preliminary meeting with Conservation Commission
- Steps toward approval of harvesting weeds summer 2019
 - ◆ Filing with State Heritage Commission
 - ◆ Developing Agreement with Town for use of Harvester. BPC could help move forward with such an agreement for Town.
 - Concern re who operates. Preferably Town staff
 - Legal liability
 - Work out financial agreement, hourly rate
 - Wayne to discuss with John Keith, primary technical contact for FoEP
 - Chris Miller, DNR, is supportive of sharing equipment with Town
 - ◆ Filing Notice of Intent with Brewster Conservation Commission
 - ◆ Conservation approval and referral to State DEP
 - ◆ State acceptance
 - ◆ Summer weed harvesting

➤ DNR

Tom continues to meet with Chris Miller, with other Board members invited to attend when possible. Continued positive relationship. To that point, for this meeting we are in the DNR conference room. One advantage is better reception for “skyping in” Board members out of Town.

➤ Compact of Conservation Trusts

Next Board meeting is January 3. Andrew Gottlieb, Exec. Dir. APCC will be there to talk about the APCC Policy and Priorities for 2019 . Member organizations are invited to attend. Meeting is at the Barnstable Land Trust, 1540 Main Street (Rt 6A), W. Barnstable, at 6:30 PM

- Proposed Working Group on impact of ADU's on water quality
Tom and Sue shared that Sue has been invited by Don Keeran, APCC and Peter Johnson, BCT, to a meeting to discuss this issue, relative to ADUs being allowed in Zone II, a water protection district.
Concern expressed by some Board members led to a recommendation that Sue participate and bring back to the Board what the concerns are about the issue in order for the Board to discuss.
- Other Business
 - ❖ Gwen inform that she has confirmed with Freeman's Cafe, Captain's Golf Course, to schedule BCP Annual Meeting there for August 10, 2019.
 - ❖ January Board Meeting. Question of whether we remain with schedule of January 3 or wait 1 week to January 10. And whether to reserve Library meeting room or ask for DNR conference room. No conclusion was reached about date. Dawn will go ahead and reserve Library for both if available. Tom will be in touch with Chris re DNR space.
 - ❖ Brief discussion if BPC Board members and volunteers would like to make an offer to DNR to assist with their move into the "new" space, i.e. painting, cleaning, etc. Positive response. Agreed to discuss further after Tom checks with Chris.

Next Board Meeting: January 2, 2019

Submitted by.

Gwen Pelletier
Secretary