

## **MINUTES, BREWSTER PONDS COALITION, JANUARY 11, 2018**

Board members present: Karen Malkus-Benjamin, John Keith (by telephone), Gwen Pelletier, Judy Pirani, Sue Searles, Konrad Schultz (by telephone), Tom Vautin, Dawn Walnut.

**Minutes for December 7, 2017** were approved unanimously.

Copies of all documents referenced are available upon request.

### **Treasurer's Report**

- Gwen pointed out that as of 12/31/2017, we have a balance of \$34,518 in our operating account for planning for the coming year.
- Financial Statement was approved unanimously.
- Gwen asked for assistance in determining volunteer hours contributed by Board members and volunteers in activities for the year 2017. Volunteer hours are reported in the Federal Form 990, which she and Judy Valverde are completing for Fiscal Year 2017. Gwen provided Board members with a preliminary list of "Volunteer Activities" that would count and asked them to think of others. Board members agreed to compile hours and provide to Gwen by Feb 1 Board meeting. Gwen offered to create a form to be used for tracking hours for 2018 so we have that information in 2018 and future years.
- Tom offered to continue collecting checks since he, Dawn, and Konrad had set up the system for updated flow of contributions to Dawn and into database for Konrad for "thermometer".

### **CURRENT PRIORITIES & ISSUES**

- Annual Appeal and 2018 membership
  - ❖ Konrad reported that donations to date are close to \$23,000. From 217 members. He emphasized that we now need to start making telephone calls or sending emails to those on the list who have not yet donated this year.
  - ❖ Judy shared that posting RIPPLES on the website and posting the "donation thermometer" each increase web traffic. Tom, indicated that he generally sees results in incoming donations after each of them are posted. Judy informed that the reminders only go to folks who have not yet donated.
  - ❖ Dawn indicated that the new spreadsheet/database for the membership is now shared on the Google docs site in "Team" drive. . Tom asked that we each go through the spreadsheet and initial in the column provide who we will contact by either telephone or email to remind them to donate. Dawn shared that she has begun research the assessors database and comparing the value of property with size of the donation. She also noted that the Brewster Association of Part Time residents made a donation of \$1,000!

- Plan for January 18 screening of Stormwater Video
  - ❖ Konrad indicated that arrangements are complete for showing the video of the joint project between the “Save Sols and Blueberry Ponds Association” and “Brewster Conservation Trust” for the Stormwater Runoff project. Karen has agreed to emcee the evening. Konrad has arranged for a panel of participants to answer questions after showing the film. Publicity has been sent and folks have been responding to the RSVP. In addition there has been PR in the Cape Codder. Those of us who are will help set up chairs should be at the library by 6:00 PM.
  
- BPC Financial Management Plan
  - ❖ Tom continued the discussion begun last meeting about arranging with Glivinski Associates for our Financial Management in our quest to remove Gwen from Treasurer responsibilities. Tom and Gwen had met with Tammy Glivinski in December and reached agreement for Glivinski Associates to manage our financial management and to provide interim services for Treasurer responsibilities until we are able to recruit someone on the Board for that position. Tammy agree to the rate of \$250 per month for all services. Tom has revised the scope of services. A copy was posted in the folder of documents for this meeting; Tammy Glivinski has agreed to them. Tom proposed that the Board authorize entering into a contract with Glivinski Associates.
  - ❖ On a motion by Judy Pirani, seconded by Dawn Walnut, the Board voted unanimously to approve entering into a contract with Glivinski Associates for BPC’s Financial Management and for fulfilling the responsibilities of BPC treasurer on an interim basis. Tom indicated that the services will be set up with staff at Glivinski Associates over the next couple of months and that Tammy Glivinski will fulfill the Treasurer’s services and will meet with the board. He and Gwen indicated that Gwen and Judy will be connecting with Glivinski staff to turn over appropriate information. It make take a few weeks so there probably will not be a report in February.
  - ❖ Gwen suggested that the Board consider a gift to Judy Valverde for her services. Board suggested Gwen make a recommendation for Board to discuss at next Board meeting.

- Budget updates for 2018
  - ❖ Following up on discussions from last month, Tom provided a revised draft budget for 2018, with a comparison of actual expenses for 2017. During the discussion, Board members acknowledged that amounts in budget items for projects that we have not started, but have discussed, may or may not be realistic as we begin those activities so the amounts are place holders; as we proceed we will adjust the budget. Based on the discussion, the following adjustments were made:
    - #51 “Admin staffing” was changed to read only “ Staffing”, recognizing that this proposed position is more likely to be programmatic than admin.
    - #52 “Education and Outreach” total was increased to \$4,500 with #520 increasing to \$2,000
    - #53 “Fundraising” total to be increased by 10 %
    - #55 “Citizens Science Monitoring” to be increased to \$5,000
    - #58 “Walkers/Upper Mill Pond” to be decreased to \$3,000
    - #59 “Neighborhood Pond Remediation Support” decreased to \$3,000
  - ❖ On a motion by Gwen, seconded by Dawn, the board voted unanimously to ask/authorize Tom to revise the budget as recommended.
  
- Employment Practices Policy
 

Discussion on this was postponed until a future meeting.
  
- APCC Educational Series Update
  - ❖ Judy and Konrad indicated they have the information needed for publicity and will begin after the Jan 18 Stormwater Management video.
  - ❖ Gwen indicated the Library has been secured and that she will coordinate with Kristin at APCC to see what equipment she will need.
  - ❖ Board agreed free to BPC and APCC members and suggested donation from others.
  
- BPC Strategic Planning Update
  - ❖ Board reviewed the schedule and confirmed everyone’s availability for the April 7 and May 12 facilitated workshops
  - ❖ Tom, Dawn, and Judy will be the committee to review the answers to the survey
  - ❖ Judy will convert the survey to be completed electronically through “Survey Monkey” and announce its availability by email, the website, and FB.

- ❖ Board discussed interviews of representatives from other key environmental organizations. Judy had prepared guidelines for interviewing. Board thanked her and complemented excellent guidance. Board acknowledged that we should not feel bound to follow step by step, but to use as a guide and let the interview flow. Judy suggested getting them to talk about relevant experiences. Make it a comfortable conversation. Can be done in person or by telephone
- ❖ Board noted that it is important to take notes in order to be able to share results with other Board members.
- ❖ Judy had taken information provided to her from other Board members and created a list with contact information. Board reviewed and each volunteered to interview folks:
  - Tom: Andrew Gottlieb, Charles Sumner, Kristin Andres, Michael Embury, Jim Foley.
  - Konrad: Peter Johnson, Don Keeran, Tom Cambereri, Tona-Marie Surgeon-Rogers
  - Karen: Bonnie Neuman, Carmen Scherzo, Elizabeth Jenkins
  - Sue: Jeff Thibodeau, Ryan Bennett, Chris Miller, Carol Edmundsen
  - Dawn: Sandy Bayne, David Willard, Ann Van Vleck
  - Gwen: Michael Lach, Henry Lind, Karen Pierson, Nicole Braemer
  - Judy: Kristin O'Malley, Eddy Foundation
- ❖ Agreed will complete interviews by March 1 Board meeting.
- ❖ Gwen shared that she had two relevant conversations recently that we should explore for potential future partnerships and resources:
  - Elder Services RSVP (Retired Senior Volunteer Program) has an Environmental Corps through which folks volunteer to work with Environmental Organizations. Amy Henderson, who used to be with AMERICORPS, is now manager of that program. We should explore their criteria to see if we might be a match.
  - Moira Noonan-Kerry, who was with the Community Development Partnership, as development coordinator, has recently started her own consultant business, to work with non profits for seeking grants and grant writing. She has agreed to come to our Feb board meeting and talk with us if we would like to meet and here what she does and how it could be useful to us. Board agreed to have Gwen invite her.

**REPORT SUBMITTED BY**

- Communications Action Team

Submitted by Gwen Pelletier, Secretary

**Next Board Meeting: February 1, 2018**