

## MINUTES, BREWSTER POND COALITION, Nov 8, 2018

Board members present: Marty Burke, Wayne Jenkins, Nancy Ortiz ,Gwen Pelletier, Judy Pirani,, Tom Vautin, Konrad Schultz by Skype

Copies of all documents referenced are available on request.

### STANDING TOPICS

- ❖ Minutes for the Oct 4, 2018, meeting were approved unanimously as amended by Judy Pirani to change “newsletter” to “RIPPLES” in “Annual calendar and operating plan for 2019” final bullet.
- ❖ Treasurer’s Report:
  - Financial statements for October were approved unanimously
  - Tom requested approval of membership in **The Cape Cod Compact of Conservation Trusts**. Annual membership of \$1,500, with \$750 due now and second payment in July. Tom pointed out that he had met with Director Mark Robinson; benefits to BPC include consultancy, access to funding possibilities and assistance with writing proposals for grants. Board voted unanimously to join and approve the membership fee.
  - Budget for coming year. Tom will build.

### CURRENT PRIORITIES AND ISSUES

- ❖ **BPC Officers for 2018-2019**
  - Tom shared with Board members that his treatment for cancer is showing very positive results.
  - Because of that good news, he has offered to continue as president for the remainder of this year ( September 2018 to August 2019), under the following conditions:
    - If his health deteriorates, he would step aside.
    - Board members will take charge of committee leadership so the President does not have that ongoing responsibility.

- The August 2019 Annual Meeting will be Tom's last as acting President. Tom's tenure as President will end with the fall Board vote.

In the discussion that followed, Board members thanked Tom for continuing his leadership to this point and for his willingness to continue for the upcoming year.

Board members also committed to taking stronger leadership in their respective committees.

The goal is to prepare and assure continuity in leadership.

Tom also offered to take over responsibilities as Treasurer, which he has been doing for this calendar year, with Glivinski Associates doing the bookkeeping and preparing reports.

Summing up the discussion to elect officers for the period to Annual Meeting in August, Wayne Jenkins made the motion to nominate and Judy Pirani seconded the motion to elect the following:

President: Tom Vautin  
V P Konrad Schultz  
Secretary: Gwen Pelletier  
Treasurer: Tom Vautin

The Board voted unanimously to elect the above officers.

#### ❖ **Update to annual calendar and operating plan for 2019**

- Agreement to add the following to the calendar
  - Brewster Conservation Day, July
  - Farmer's Market, date to be agreed upon with Historical Society
  - Annual Meeting, Freeman's Grill--Captain's Course August 10, Gwen to contact Freeman's Grill to reserve date. Judy and Gwen suggested that we consider inviting Nancy Leland to speak at our Annual Meeting about the pond sampling program.

- Pond and Neighborhood Summit (tentative date June 29).  
Wayne Jenkins volunteered to take leadership
  - Working Groups to begin including meeting dates
  - An event for “Development/Fundraising”, invitation for members and public to gather around a pond on a members property. Konrad will pursue with Development Committee.
  - Need someone to lead Beautify Brewster Day for BPC team. Per Judy Pirani, Cindy Doutrich may be interested. Sue and Gwen have information to share from previous years.
  - Possibility of Kayak event in early September. Marty and Nancy expressed interest. Marty will also contact Jay Olin.
- **2018-2019 Member Appeal & workflow**  
Konrad led the discussion of this year’s appeal. Relevant points in Discussion.
    - ❖ RIPPLES has been completed and mailing being prepared
      - This year 3 different letters with RIPPLES
        - One to Current donors, one to prior donors, and one to pond front and pond view property owners, who have been neither current nor prior donors
        - RIPPLES to be mailed to every Brewster property owner
        - 7500 copies printed; approximately 5500 mailed
    - ❖ Goal for mailing November 14
    - ❖ Communication flow between the Treasurer and membership in response to donations needs to be coordinated
    - ❖ Issue with current CRM (Customer (or Client) Relationship Management system) in that only one person has access. Perhaps consider a change for next year, either purchase current one we have been given or purchase a different one. Marty has interest in researching vendors.
    - ❖ As donations arrive, thank you letters and calls should be made

- ❖ Konrad will remind us when it is appropriate to begin making reminder calls in January.

Tom and Konrad talked about flow of information of donations. Tom prepares a spreadsheet which is available to Board in Membership folder. He also sends to Dawn for CRM and processing thank you letters as quickly as possible.

- **Working Groups progress reports**

- **Membership**

Nancy and Marty reported that Membership met recently. Items of Discussion included:

- ❖ Marty will contact everyone who has indicated they would like to volunteer in some capacity.
- ❖ Nancy will continue to work with Dawn for processing thank you letters as they are reported to Dawn
- ❖ Mailchimp can be used between us to get information quickly, as well as to communicate with members re specific issues and specific people, and to be sure folks who have made donations already do not get email reminders
- ❖ Tom will plan a “teaching” workshop for any board members who are not yet comfortable with “BPC Google Docs” and with Mailchimp for communication
- ❖ Marty will make outreach calls to donors once money begins flowing in and develop a call strategy.

- **Development and Fundraising**

Konrad reported that the committee members had been working on the annual appeal and would meet soon.

- **Education and Programs**

- **❖ Citizen Scientist**

Marty and Gwen reported that they had followed up with Karen Malkus-Benjamin about the email she had sent indicating that Nancy Leland of Lim-Tech and UNH had asked if BPC would be interested and willing to expand the POND TESTING

program to include a new protocol being developed for “aerosol testing”. The new protocol was tested in New Hampshire ponds by Jim Haney of UNH last season. Details of how it will be conducted and managed by BPC still need to be developed, but LIM-TECH and UNH need to know in the very near future what organization they will be working with. They have expressed a preference to work with BPC because of our ongoing relationship. Other relevant points in the discussion:

- ❑ Airborne toxins are released from a cyanobacteria bloom
- ❑ UNH has developed equipment to capture the airborne cyanobacteria
- ❑ Equipment is in two parts, one on shore and one farther out in the pond
- ❑ The equipment will be placed and then recovered in 4 hours.
- ❑ It is estimated that testing will occur in three ponds. Number of testings is still being developed. It could be one test per pond or up to three tests per pond in summer.
- ❑ It is anticipated that the ponds selected will be the ones that have shown problems with cyanobacteria blooms from the previous sampling done in Brewster.
- ❑ Ponds to be selected by Nancy Leland and Jim Haney
- ❑ Costs of equipment is estimated to be approximately \$3,000 dollars.

Board discussion indicated strong support for continuing the Pond sampling program and adding the aerosol component to assist in this important research project.

On a motion by Wayne Jenkins, seconded by Tom Vautin, the board voted unanimously to approve the aerosol project and to include in the 2019 budget the total amount of \$5,000 to cover expenses, including the aerosol project.

Gwen and Marty have been given this budget with the expectation that they will manage it accordingly.

❖ **Pond Education School Project**

Sue Searles reported that she has been in touch with the volunteer participants from last year as well as in conversations with Karen. A meeting to review materials and determine what new needs to be purchased has been scheduled in November.

**Communications**

Judy Pirani reported that the Communications group has been working with Konrad on RIPPLES and the appeal letter, noting that there are articles by a number of our members

In addition she pointed out that she attended a meeting of the CAPE COD TECH COUNCIL with a focus on media, especially use of Instagram and Videos. Their website, which is free for account members includes tools for email and a design tool.

Judy also thanked Shirley Vautin for setting up the “signing party” for the Appeal letter. Board participants included Wayne, Judy, Nancy, Tom and Dawn. Judy thanked them for their help and indicated they finished the task in 4 hours.

**Special Projects:**

**ELBOW POND**

Wayne Jenkins reported that Friends of Elbow Pond (FoEP) are making progress on their proposed project. Steps so far include:

- ❖ Horsley Witten has developed a report for the group on the proposed project. A copy of the report is available in BPC Google Docs files in FRIENDS of ELBOW POND folder.
- ❖ Weed harvesting is appropriate
- ❖ FoEP has scheduled a “pre-meeting” with the Conservation Commission to begin discussions of the proposed project. This is in advance of a submission of a formal NOTICE OF INTENT.
- ❖ FoEP is making good progress with fund-raising, approaching the required \$10,000 in order for BPC to contribute.

Discussion by Board included:

- ❖ BPC's role is to facilitate.
- ❖ Our goal is to help move this project forward, but not to be directly involved and to help make similar projects available for other pond neighborhood groups.
- ❖ BPC may be able to help with developing bullet points and ideas for ways the Town could share the WEED HARVESTING equipment.
- ❖ An issue at this point for the Town is having a part time interim Town Administrator and the focus on financial issues, making it harder for department heads like DNR to get focus and decisions made.

### **PALS PROJECT**

Tom reported that he and Chris Miller, DNR, continue discussions for obtaining a report from Ed Eichner, compiling the data since 2009. DNR will be able to work with Horsley Witten for the report to prepared through the existing contract between the Town and HW. Conversations continue with HW and Ed Eichner for creating the report and a timeline for obtaining it.

### **RELATIONSHIP WITH DNR**

Tom and other Board members when available continue to meet every two to three weeks with Chris Miller, DNR, to stay in touch relative to issue that we share. DNR continues to settle into the new space for the Conservation Department. Discussions with Chris include possible availability to BPC of office and/or storage space and use of the meeting room for our monthly Board meetings.

### **● CAPACITY BUILDING UPDATE**

Continued discussion of recruiting members for committee participation and possible Board membership. Need to continue to identify current members to become more involved.

Next Meeting: January , 2019

Submitted by  
Gwen Pelletier, Secretary