

MINUTES BREWSTER PONDS COALITION, May 5, 2016

Board Members present: Karen Malkus-Benjamin, Rick Kuzman, Patricia Monahan, Gwen Pelletier, Dawn Walnut, Konrad Schultz by Skype. Communications member: Judy Pirani.

At Tom's request and due to his and John's conflicts with this meeting, Gwen presided. As the meeting was beginning, Board member Rick Kuzman announced that he had sold his home here in Brewster and would be moving to Pennsylvania some time in July. He will resign his board position as he moves ahead with his plans.

Minutes for the April 7, 2016, meeting were approved as amended to reflect that under Working Group Updates, Membership,iv. The second sentence would read, 'Konrad will work with Patricia to clarify if individual letters need to be sent to any of these donors'.

Copies of minutes and all reports are available upon request.

Treasurer's Report: Patricia provided copies of the following reports, as of 4/30/2016

- Financial Recap for April 2016
 - Balance Sheet
 - Income Statement
 - Expenses
 - Revenues
 - Bank Position
 - Copy of CC Five Operating Account bank statement for April 30, 2016
 - Copy of CC Five Temporary Restricted Account for April 30, 2016
 - Copy of CC Five Operating Account Activity Statement for April
 - Copy of CC Five Restricted/Holding Account Activity for April
 - Paypal Transactions for 2016
 - Paypal Statement for February 2016
- The report was approved unanimously as submitted. Gwen raised the question of whether the Board actually needed to see all of these documents on a monthly basis. Board members acknowledged that Patricia needs to complete all of these reports for monthly reconciliations and for record keeping purposes; however, we acknowledged that it is not necessary for the Board to see all of these each month. By consensus we agreed that Patricia should submit for Board monthly review the first four pages: Balance Sheet, Income Statement, Expenses, Revenues, along with her cover sheet. All other reports could be placed on a "Shared File" for review, but not submitted as part of the monthly report.

- Tax Filings: Patricia reported that she had completed Form PC with 990 EZ for mailing to the Commonwealth of MA, requested Gwen to sign in Tom's absence, gave it to Rick to mail tomorrow, along with a check for payment of postage.
- Donor information for "Save Blueberry and Sol's Pond" account. Patricia and Konrad informed the Board that because the donations had been made to the SBSP account, not a tax exempt organization, prior to this calendar year, those donations are not considered tax exempt so those donors will not receive letters to that effect. Future donations to that account will be recognized as tax exempt because they will be made to BPC for the restricted account. Patricia inquired what plans there are for use of those funds. Konrad explained that there is a pending project on Blueberry Pond in co-operation with Brewster Conservation Trust for storm water run-off for a rain garden and another project being considered for remediation of phosphorus.
- The following expenses and reimbursements were approved:
 - Reimbursement of \$13 to Gwen for filing with Commonwealth of Mass for changes in Board membership from Tony Ortiz to Patricia Monahan
 - Reimbursement of under \$10.00 to Rick Kuzman for postage expenses, detail to be recorded in next report
 - Payment by check for mailing of Form PC to Commonwealth of MA, due 5/15/2016

WORKING GROUP UPDATES Copies of all reports referenced are available upon request.

- Communications: Konrad and Judy submitted a report
 Konrad invited all Board members to attend a committee meeting scheduled for May 22 at 2 PM at his home on Captain Fitts Way. The focus of the meeting will be developing plans for the annual report and planning our annual fund raising in coordination with plans for our Annual Meeting on August 13 .Judy has begun conversations with Scott Nagle who assisted with creation and printing of the October 2015 Annual Report. Judy shared with the Board that the BPC Facebook page is getting much attention, especially as a result of pictures and videos being posted by Susan Spencer. The Board ask Konrad and Judy to please relay our thanks to Judy for the FB postings. Judy shared that she is putting in place a process for promotion of BPC events; she is also working with Konrad on up-grading our website; Judy's spouse, Lee, is also assisting with that effort.

- **Membership:** Rick submitted a report
Rick reported that he and Patricia had discussed possible changes in how to record, acknowledge, and provide information on membership renewals versus donations. There was a lengthy discussion of the issue that concluded with 1) a recognition that the Communications Committee will consider the issue at their meeting on May 22 when they are beginning to prepare mailings and 2) Patricia's request that the topic be further discussed at the planning meeting. There was acknowledgement that for budgeting and record keeping purposes, the two need to be separated. Payments from members should first be applied to membership for the appropriate amount for individual, family, or business. The balance would be applied to donations. For example: a payment of \$250 would be recorded as \$25 membership renewal for an individual and the remaining \$225.00 would be a donation. The thank you letter should use the general statement that "donations are tax exempt to the extent allowable by law". If the donor receives a "gift" in return for the donation, that should be acknowledged with a value of the item.
- **Education:** Dawn and Karen submitted a report
Discussion of report included, reminder of Weed Watcher's Workshop on Saturday, June 4, and to be sure we have it on our calendars. Following-up on our discussion at last meeting re having a different activity for Brewster Conservation Day on July 9, Karen and Dawn introduced a "WATER GAME" Karen is developing. The game will be appropriate for kids and adults and will involve 4 Stations with activities in our lives that ultimately relate to or have an effect on ponds: Shopping, Home, Yard and Lawn, and Ponds Edge. The activities will be interactive and end at the pond. Participants will get badges or points for each of the activities. Karen will need our participation so that there is a person managing each of the activities. After Karen's introduction on her lap top to the beginning stages of her development of the game, Board members responded enthusiastically and agreed to participate. Karen said she would post to our shared page what she has developed so far and would appreciate feed-back. Gwen offered a "kiddy pool" for the "pond."
Patricia suggested that BPC might want to consider participation next year in some way with an activity during the annual "Brewster in Bloom" weekend in May. There was consensus that is a good idea.
- **Current Projects:** Gwen submitted a report.
Beautify Brewster was a success with enthusiastic participation. Board discussion included the wish to provide feed-back to Ryan that the "thank you lunch" was chaotic and a problem with running out of food. Gwen indicated she had already had a conversation with Ryan about that; second rounds of food did arrive, but folks did not know that so had not stayed. There was also a recognition that some teams appeared to

finish very early because they started earlier than the “official beginning time”. Ryan appreciates all feed-back.

AmeriCorps , RDA/NOI for Generic Rain Garden

Gwen and John Keith had a productive meeting with Ben Howard who is making good progress. He will develop a sample application to parallel the steps in the process Elbow Pond. John continues to make progress with neighborhood. Ben will use Elbow Pond plans as the sample application he is developing. Gwen and Jan McGann will provide Ben with information for Elbow Pond when John is not available.

- **Advocacy, Outreach, Organization** Tom submitted a written report
In addition to the information in his report, Gwen added the following: Tom will meet with the potential donor from our discussions last month when she and her family arrive on Cape in May.
- **Other Topics:**
 - Annual Meeting: Set for August 13 at Ardeo’s at Captains Course.
Gwen confirmed that she has signed agreement with Captain’s Course, for 9:30 AM to 12 noon with a breakfast buffet. Menu still to be determined, estimated 100. Final count week prior to event. Karen will confirm time for speaker with Laurel Schraider and let her determine whether she wants to speak at 10 AM, before we have business meeting, or whether we have business meeting first and then she speaks.
 - June 5 Board Retreat At the Brewster Conservation Trust Hay Center office off Red Top Road. From 9 AM to 1 PM.
 - Community Foundation of Cape Cod: Rick shared a letter that the Board had received from the Community Foundation re establishment of a website capeconnect.org to provide a site for Cape Cod non profits to be able to collaborate,
 - Membership Committee future: Gwen asked Rick if any of the members who had indicated an interest in the membership committee might be potential candidates for the committee leadership. He indicated they were primarily interested in assisting and he had not yet met with them, but had talked with them.

Next Meeting: June 2, 2016

Submitted by

Gwen Pelletier