

**Brewster Ponds Coalition
Board of Directors Meeting
May 4, 2023 6:00 - 8:00 PM
Video Conference**

Present: Marty Burke, Kevin Kearns, Cameron Ferguson, Jane Savio, Rob Condon, Susan Bridges, Marcia Kielb, Nancy Ortiz, Mary Mauterstock, Ron Essig

Absent: John Keith

Meeting called to order: 6 PM

Standing Topics

1. Review and approve the minutes of the April 6th Board Meeting - Ron/Nancy - accepted unanimously.
2. Confirm and document email votes between Board meetings, if any - none
3. Incoming mail (if any) - Rob/Nancy/others- none
4. Treasurer's report - Rob
 - a. Financial statements - see Board folder - The current bank balance is \$215K. April expenses were \$6,733 and donations were \$3,115. Blueberry and Elbow Ponds balances remain the same. A new cost is the recent administrative hire which all agree is well worth the expense. Discussion ensued regarding the classification of Eco Paddle and Terra Firma Compost Class receipts which are currently combined. Rob explained that these expenses are broken out on an Excel spreadsheet so these expenses are actually tracked separately. There was a disposal charge for removing BPC storage items from Gwen's garage.
 - b. Approval of expenses and reimbursements (if any) - Marty explained the April expense of \$3,043 to Lim-Tex as the continuance of the completion of the 2022 ATX research at LMP. This expense is critical in order to finish the study and to then publish the research paper.
 - c. Pie chart discussion - Concern was expressed over the large amount allocated to administrative expenses. Administrative expenses currently at 32% should be between 9-10%. A suggestion is to break this "top heavy" category into education, research, communications, remediation, events, promotion, administration (accountant, staff, etc.) Rob mentioned the project expense total will soon increase once the pilot septic testing program begins. Adult programs and outreach can be considered education. It is important that the pie chart breaks down the expenses in more detailed categories that are easier for members to understand. A revenue pie chart could include donations from members, business partners, and fundraisers. Rob will continue to work on the pie chart which is not due until the August Annual Meeting.
5. Misc. administrative matters - State Representative Chris Flanagan has earmarked \$25K for BPC's pilot septic study and is trying to find additional funds. This funding has passed the House and Chris believes it will pass the Senate as well.

Susan has been asked to join the Cape Cod Commission Regional Housing Strategic Focus Group whose mission is to work on the Cape wide housing shortage crisis. More affordable housing is needed. A housing survey will be available for Cape Cod residents to complete. BPC will create a link to the survey on the BPC website as well as sending a blast. The 2023 Pond Guides will be released Memorial Day. Marcia suggested the Pond Guides be released every two years to reduce time and expense. Susan reminded the board that the guide is supported by business partners that have ads within the guide and their logos on the back of the guide, therefore the guide must be an annual publication.

New Business

1. Board meet and greet - Susan would like to host a cocktail party for the board and their spouses on June 7th at 5 or 6 PM. In addition to seeing each other in person as opposed to on Zoom, the board is looking forward to meeting new hire Jane Savio in person.

Current Priorities

1. Septic system/pond testing initiative for summer 2023 - plans & funding. John, Susan, and Mary identified three committed homeowners that meet the criteria for the pilot septic program. Two homes are on Elbow Pond and one is on Griffith Pond. There are a few other possible homes should the current homeowners not work out. John, Mark Nelson from Horsley and Witten, and Chris Miller will meet with the homeowners to decide where the wells for the study will be located. All volunteers must be Title 5 compliant. Marty raised a question of using multiple properties at any single pond as a criteria for the study. John believes it is in fact more valuable to have studies at different locations on the same pond. BPC will submit a purchase order detailing terms and conditions to Horsley Whitten. The Board will need to have an Email vote on the purchase order as the due date is prior to the next board meeting. Horsley Whitten will submit a proposal once the purchase order is reviewed.
2. Mail Chimp account - Discussion ensued regarding the number of users on Mail Chimp. Susan asked Marty to give an opinion. Marty briefed the board that the issue was raised this past winter given the fact that multiple users were now using the system and that increased use required passwords to be shared. He mentioned that his password was currently being shared by four users. He was fine with this but Konrad did research with MC and came back with a price to add 5 users at approximately \$60/month. The decision to pay this price has caused a hold on what to do next. Jane, Marty, and Amy Darbyshire are the current users. Susan will find out the cost of adding additional users beyond the three already signed up.
3. Events - recap of April/May events and upcoming events. There were 20-25 attendees at the Kristin Andres Cape Friendly Landscape event on April 25th and 25 attendees at the Board of Health Amy Von Hone event on septic systems. Amy fielded 40 minutes of questions after the event. Very useful pamphlets and flyers were distributed at both events. The adult version of the Pond Education program has been canceled due to lack of signups. This event will hopefully take place next year. Currently the education team is focused on field trips. A record 38 volunteers volunteered for the Beautify Brewster cleanup day. There will be two sessions of Peter Jensen's Terra Firma composting event on May 18th. BPC volunteers were organized for the Brewster in Bloom table in front of the Brewster Bookstore for Saturday, May 6th. BPC will also participate in the Brewster

in Bloom parade on Sunday, May 7th. Susan's team has created a BPC float using her husband's pickup truck. Pond testing will be the theme of the float. Nancy will lead the Higgins Pond walk on Saturday, May 20th.

4. Pond Summit - format, date, speaker, etc. - Susan is requesting board members to read the June 16th Pond Summit agenda and submit comments and thoughts. Details of the summit can be found in the May Board folder.
5. Scholarships - Two scholarships will be awarded from the five applications received from Nauset Regional High School. None were received from the Tech school. Cameron will investigate what needs to be done to encourage Tech students to apply. Currently the scholarships are limited to Brewster residents. Consideration will be given to stating "preference" to applicants from Brewster in the future. The schools absolutely want future applications to be completed online next year.

Committee Reports - Written/verbal reports as needed

Board Recruitment. Kevin suggested using a matrix format to acquire new board members as opposed to randomly suggesting potential candidates. This format will concentrate on finding board members that meet the current needs of BPC. Kevin will submit a sample matrix for board review. Marcia suggested having current board members listed on BPC stationery and printouts as a way of sparking interest in the public via name recognition. Marty has a few possible candidates he will pursue during the course of the spring and summer season. Two or three people have expressed interest to date.

Ron & Marty received a good response to Citizen Scientist recruitment. Over 50 scientists will be sampling 19 ponds this season. APCC is sponsoring a Capewide training via Zoom. Ron & Marty will lead a breakout session of Brewster volunteers afterwards. The season begins around Memorial Day. Marty will work with Kim Peason and Nancy Leland on the ATX study to be conducted this season at LMP and Walkers Ponds. Marty will work with APCC, CCC and NOAA on the satellite study this season for the second year.

Kevin believes BPC should take the opportunity at the Pond Summit and Annual Meeting to promote all the great work BPC is doing in the area of water testing. The public should be informed that Brewster's Citizen Scientist program is the largest in the County.

Wrap-up

- Recap decisions, action items, and follow-up assignments:
 - Rob will continue to work on the pie chart.
 - Susan to find out the cost of adding additional board members to Mail Chimp.
 - The Board should review Pond Summit plans and present any thoughts and recommendations.
 - Kevin will create a matrix for recruiting future board members.
 - A purchase order to Horsley Whitten regarding the septic pilot study will be Emailed to board members for a vote.
- Next Board Meeting - June 1, 2023 - Google Meet

- July meeting - July 6, 2023 - Google Meet
- August meeting - August 3, 2023 - Google Meet

Meeting Adjourned: 8:02 PM

Submitted by: Nancy Ortiz, Secretary