

## **MINUTES, BREWSTER PONDS COALITION, JANUARY 7, 2021**

Virtual meeting by Google Meet: Board Members Present: Susan B., Mary Mauterstock, Konrad Schultz, Cameron Ferguson, Nancy Ortiz, Wayne Jenkins, Gwen Pelletier, Bruce Swiren, Marty Burke, Rob Condon. Also attending: Amy Darbyshire.

Meeting started: 6 PM

### **Standing Topics**

1. Minutes for the December 3rd, 2020 board meeting approved.
2. There were no Email votes to confirm and document. Noted that Marty handles numerous Emails from members on a daily basis.
3. Incoming mail - Holiday card from Glivinski and Associates (accounting firm).
4. Treasurer's Report:

Refer to reports in the shared drive Financial folder. Cash balance increased from \$73K to \$87K from November to December due to annual appeal. BPC currently has a balance of \$117K. Annual spending down due to Covid. Robinwood has a balance of \$745. There was no Lower Mill or Blueberry Pond activity in December. BPC has not received a second invoice for Elbow Pond harvesting. The Robinwood project looks beautiful and the Lower Mill Pond project has grass now growing the path area to the right of the split rail fence. Rob discussed the reimbursement policy. The Board decided expenses falling within the board approved budget for each committee do not need additional approval. Rob will rewrite the policy and send via email for a board member vote. Board agrees that Rob will oversee expense reimbursement. Susan thanked Rob for adding account numbers to accounts and listing expenses for easy access. Susan and others agree this is very helpful.

5. Miscellaneous Administrative Matters.

Susan S. is leaving the board effective January 1, 2021, however, she is still committed to BPC and will remain in Pond Education through the Spring/Summer. Susan B. is working on board recruitment and will meet with Marcia Kielb and Cindy Doutrich, and perhaps Cheri Tyree. There is an Excel spreadsheet in BPC Google site with potential board members that needs to be updated. All board members should brainstorm potential board members. Marty suggested resurfacing a doc that he wrote along with the BPC Potential Leadership Contacts Excel sheet as a guide for recruitment. Potential candidates should be sent to the Nominating Committee - Konrad, Susan and Marty.

### **Current Priorities**

1. **2021 Budget Plan**

Budget for future pond remediation projects was discussed. Board decided to add \$5K as a “placeholder”. Susan B and Nancy mentioned two possible UM remediation projects at the two association landings off Leland Road. Per Marty, remediation projects will be considered in the future as BPC works with pond groups and understands their pond issues. Citizen Scientists will also help find projects through research. Advertising to our subscribers to bring BPC their remediation projects is probably not the best approach. Projects will only be considered after proper identification and consideration by experts. Susan reminded the board that BPC’s mission is to clean up ponds. BPC did a matching fund of \$3K for Elbow Pond once \$10K was raised by neighbors. The plants for Lower Mill Pond have been budgeted per Rob. Mary mentioned a second Elbow Pond evaluation is needed and also money needs to be raised for a third year harvesting. (There have been 3 harvests, 1 in 2019 and 2 in 2020). \$1,400 is budgeted for Pond Guides. The receptacles are not filled in the winter and almost all 2020 copies of these popular guides have been distributed. Marty and Susan have a small supply of Pond Guides if anyone needs any. The board voted to approve the budget with the additions of the Pond Guide expense (\$1,400) and \$5,000 as a placeholder for pond remediation.

## **2. 2021 Operating Plan**

Operating Plan will be discussed at a later date.

## **3. Committee Reports - Written/verbal reports as needed.**

**Volunteer Committee:** Cameron created a letter to members and a list of volunteer opportunities for 2021 and 2022. Neon has a list of volunteer projects. When a project is activated, the project leader will automatically have a list of volunteers via NEON. The volunteer categories are broad and also limited (i.e. teaching children as opposed to teaching adults.) BPC scientists can involve pond monitoring, testing, remediation, (i.e. lily pad removal, storm water control). Trail work can involve clearing brush, however, DNR is ultimately responsible for the trails. Many are interested in gardening. Tasks include Installing plants in remediation projects, working with local nurseries (agree to not limit nurseries to Crocker), etc. The communication volunteer jobs include webmaster videography, social media, etc. Wording was changed from “Be a BPC engineer” to “tech advisor” as engineer might be too technical when all is needed is an advisor for a stormwater remediation project. BPC Ambassadors can hand out flyers at various events such as Beautify Brewster, Brewster in Bloom, etc. Grant writing is another volunteer task that could involve a retired grant writer. Updating membership and sending mailing are additional volunteer tasks. Cameron asked if the list was complete. Konrad suggested shortening the letter. Per Cameron, the volunteer list of projects will be posted on the BPC website under the volunteer tab. Members should check the boxes that interest them. All is electronic. All volunteers will receive an automatic response letter. Rob asked what happens if there are too many volunteers. Some may be disappointed if not contacted. There is a note stating that “You may not

get a call right away.” Marty mentioned the BPC database has over 800 accounts. There are about 130 members on the volunteer list. Marty suggested that it might be best to initially target the 130 or so already known interested volunteers as opposed to all 800 members. A second wave could be sent if necessary and based on the initial response. Marty expressed an opinion that each respondent to a BPC survey should be contacted by a committee or project leader. Survey will be set up in January and mailed in February. Cameron left early to represent BPC at the DNR Commission meeting. Konrad suggested that he would work with Cameron and utilize Survey Monkey.

**Communications:** Konrad and Amy. All agree that Ripples was fabulous - the best ever! Another annual appeal Email blast will be sent soon. Other future communications include: launch of pond education videos, outreach for Spring events, grant writing, etc. There was a 45% opening rate on the winter newsletter which is the standard for the industry.

**Events:** Wayne. The board decided the pre-recorded virtual April Pond Summit will be held on the morning of April 10th. (Exact time to be decided.) Nancy Ortiz will speak on the Lower Mill Pond erosion project and Nancy Leland will hopefully speak on the food web study. Marty will contact Nancy Leland to ask if she will participate. Susan B. will give a 5 minute introduction. Marty will also contact Tim Carlin, SSN Recording, in Brewster to see if he can work with us to build a pre recorded virtual meeting. The two speakers (Nancy and Nancy) will have 20 minutes each to speak and 10 minutes for questions and answers for a total of 30 minutes for each topic. The board decided against the original idea of having a volunteer fair as well. Cameron’s appeal should suffice for recruiting volunteers.

**Pond Education:** Susan S and Nancy. Susan B will attend the January 13th Pond Education Zoom meeting. She will also speak individually to Pond Education volunteers Marcia Kielb and Cindy Doutrich about possible board positions.

**Membership:** Marty and Mary. See folder for detailed report. 74% of budgeted income received. Limited time prohibited detailed discussion.

**Fundraising and Development:** Susan and Konrad. Limited time prohibited discussion.

**Citizen Scientist:** Marty and Cameron. See folder for detailed report. ‘There have been numerous meetings with Lim-tex and APCC. Also there has been lots of media attention re: cyanobacteria. \$3,279 was spent from a \$6K budget in 2020. Limited time prohibited detailed discussion.

**Pond Outreach:** Bruce contacted 30 pond associations and received 21 replies. He spoke directly to 9 association reps. Many pond association reps had no working Email or phone number. Bruce may follow up with letters via snail mail.

#### **4. Outreach, Pond Projects & Partnerships**

Susan B. spoke about the BPC at the Brewster Garden Club talk on 1/6/2021. Susan and Mary will contact Candy Lucenti about partnering with BPC in future events/fundraisers.

#### **Wrap up**

#### **Recap decisions, action items, and follow-up assignments.**

Due to the length of the meeting wrapup items were not addressed.

**Next Board Meeting** - February 4, 2021 - Google Meet

**March Board Meeting** - March 4, 2021 - Google Meet

Meeting

Adjourned 8:09 PM

Submitted by Nancy W. Ortiz, Clerk