

MINUTES, BREWSTER PONDS COALITION, APRIL 5, 2018

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

Guests: Bryan Horsley, APCC; Eric Schwam, BPC member and participant in Advisory Board for Strategic Planning.

Tom opened the meeting by first recognizing John Keith and indicating that he had a special announcement. John shared with Board members that his work schedule has made it impossible to participate at a meaningful level with the Ponds Coalition and announced his resignation from the Board, effective immediately. He further explained that he is traveling more often than he anticipated and believes it not fair to BPC for him to continue. He added that he will remain a member and participate in ways that he can in helping with activities. Board members thank him for his participation, expressed our regrets at losing his regular participation, and will look forward to his participation when possible.

PROPOSED COLLABORATION WITH APCC FOR CYANOBACTERIA MONITORING

Tom then recognized Bryan Horsley, Restoration Technician with APCC, and asked Karen and Bryan to share plans for the Cyanobacteria testing program and collaboration with APCC. Karen explained that both BPC and APCC had participated on Cape in a pilot program for testing for Cyanobacteria last year; the program had been developed by the Boston office of the EPA and a privately owned company LIMTECH. APCC had tested Upper Mill Pond and Walker Pond. BPC had tested Lower Mill Pond and Pine, Greenland, Sheep, Rafe, Long Pond. APCC is proposing a formal collaboration for the coming 2018 season with APCC playing a significant part in the collaboration. Bryan presented a two page proposal for the collaboration. (Copy available upon request).

Board members discussed and approved the collaboration with the following points being made:

- Publicity should recognize collaboration between both organizations and EPC and Limtech
- Publicize that this is cutting edge research
- BPC could possibly help with development of videos
- BPC has members with drones who have offered to help with projects

Tom then welcomed member Eric Schram, who has agreed to serve as an advisory board member. Eric introduced himself: lives on Blueberry Pond Drive, member of the Blueberry Pond

Association, a retired physician, interested in working with the Cyanobacteria monitoring program.

Minutes of March 1, 2018, meeting were approved unanimously.

Treasurer's report: Tom pointed out that the first Financial report for 2018 from Glivinski Associates had been included in the Board Package.

- Tom explained that the BPC responsibilities are being divided between him and Gwen, with Tom scanning documents and coordinating with Glivinski, and Gwen writing checks for approved expenses.
- Gwen answered a question by a Board member about allocation of expenses, particularly relative to the payment to the Chamber of Commerce for the BEST OF BREWSTER publication. Gwen explained that expenses that are not to a specific program are reviewed from the point of view of administrative, fundraising, publicity that includes education and outreach and allocated as appropriate and that can be justified.
- Gwen asked for clarification relative to expenses approved in the budget. For example with the Pond Education Kit program in the elementary schools, does the board need to approve each expense. The Board concluded that if there is an approved budget line item, then the expense is already approved and bills do not have to come individually to the Board. Exceptions would be items that might be an unusual or extraordinary expense. An example is the discussion re the purchase of amplifying equipment to be used with the puppet show for the Pond Education Program. Board members suggested that such equipment could have multiple uses, not just with the Pond Education Program and requested that Sue continue her research and the Board will review for purchase for multiple purposes.
- Board accepted unanimously the Financial reports as submitted for January through March.

CURRENT PRIORITIES AND ISSUES

- **ANTI HARASSMENT POLICY:** Dawn and Tom had presented a draft policy at the previous meeting for Board members to review. The Board approved the draft policy unanimously. Board noted that it is an important document and should be shared with and signed by all volunteers. Such as Pond Education, Beautify Brewster, Cyanobacteria, programs where volunteers are working together on a project.
- **BEAUTIFY BREWSTER:**
Sue is organizing with assistance from Gwen. Judy will send out reminder emails recruiting volunteers
- **SPRING PALS PROGRAM:**

Ryan Burch continues to need additional people for testing. Judy will send out a reminder to BPC members to contact him.

Board discussed continuing need for data provided by SMAST to be shared and analyzed for long term trends. It is an area the BPC might be able to pursue.

- STRATEGIC PLANNING WORKSHOP, SATURDAY, APRIL 7

Location is in training room at Brewster Water Dept, Commerce Road, off Freeman's Way.

Tom reminded Board members to be there by 8:30; he will order lunch Sandwiches. Gwen offered to pick up coffee and morning snacks.

- ANNUAL MEETING: Gwen said she has not yet gotten contract from FREEMAN'S CAFE, but did attend an event there recently and was impressed with service.

- FILING MA FORM PC AND IRS 990 EZ: Gwen indicated that she has compiled volunteer hours based on information provided by Board members and is now working with Judy Valverde to complete the documents for filing, due May 15.

- THANK YOU FOR JUDY VALVERDE'S VOLUNTEER FINANCIAL WORK OVER LAST YEAR: Gwen reported that she has checked with daughter and learned that an Amazon gift card would be a good choice. Board will vote on gift after filing of report.

- DISPLAY AT CC FIVE: Tom reported that Shirley has been in touch with CC Five and BPC has the week of 5/21 reserved for our display this year. Judy volunteered to coordinate with Shirley and get the materials for setting up.

- PUPPET SHOW FOR POND EDUCATION FIELD TRIPS. Shirley has the puppets she made. Sue will coordinate with Shirley to get them in time for the May field trips.

Report submitted by Education Committee.

Next Board Meeting: May 3, 2018

Submitted by,

Gwen Pelletier