

January 16, 2018

Westgrove PACK Board meeting

6:30 pm

In attendance: Barry Spangler, Mark Thomsen, Jeff Pandin, Scott Erb, Chrissy Dailey, Liz Yap, Anne Street, Melissa Pandin (acting secretary)

Barry called the meeting to order

1: General Comments from the chair

A. Barry has a friends/federation meeting (all the friends groups) a week from Friday. There should be additional discussion regarding the MOU at that time

B. Board Opening – Steve Zweifach has resigned

Motion by Jeff

Name Melissa temporary secretary until the February general meeting when a special election will take place

Motion was seconded by Anne, and passed unanimously

Barry suggests we contact Chris Lederman to see if she wants to sit on the board.

A notice should go out stating we have an open board seat. Liz will take care of it.

C. Patio status

Todd sent questions that the county had concerns on; Barry has responded to them. While most questions were easily handled; Barry had some questions regarding the border. Barry has asked McGee and he is waiting for a response. It references using a concrete border. We wonder if a wood border would work?

D. Closures

Chrissy wonders if there can be a document that we could refer to that would adequately describe when and under what conditions the south end would close. Jeff said Fairfax County has such regulations for athletic fields. Phil needs a heads up when the park closes. Anne suggests that Phil be put on our general mailing list so that he gets the notification along with the people on our mailing list.

2: Turf Maintenance

A. Jeff worked out 4 Turf Management Proposals

Option 1 (same as last year):

As soon as the ground is dry enough, after February 15, aerate the south end, fertilize, and seed with tall fescue (a cool weather grass).

\$2200

Option 2:

Aerate and fertilize the south end, and wait for God to produce the same hot weather weed as last year, probably sometime in May.

\$1000

Option 3:

Aerate and fertilize the south end and seed with zoysia (a hot weather grass). Zoysia will not germinate until temperatures rise above 70F (sometime in May/June).

\$3200

Option 4:

Start zoysia from sod. This can be done at any point during the growing season and can be done a section at a time.

\$2.50/sq ft

In addition, Mowing and ongoing maintenance will run:

\$4000 for the season.

All these seeding proposals are south end only (the mowing includes north AND south end)

The board discussed all options and eliminated option 4 as too costly, deciding to go with option one and two, while also experimenting with option three in a small area in the south end. The area size will be decided later but will likely be 20 ft x 20 ft. A temporary fence will be constructed to protect the zoysia. We also need a price for the materials needed to protect the seed (option one) to keep the birds from eating it. Hay and a protection mat was discussed, although there was no consensus regarding the mat reached. We were informed that mixing hot weather and cold weather seed would not work because the hot weather seed is aggressive and will overwhelm the cold weather seed. Barry is worried about county approval regarding fertilization which is needed to make/keep healthy grass.

3. Budget:

We are having trouble finding out how much money we have in the Park Foundation account Barry spoke with Bobbie Longworth who checked but couldn't really give us our exact amount in our account. She will give the \$ amount to Todd and Todd will give it to Barry. We still need the receipt from the new tree people.

Statement of Income and Expenses 2017

Income:

General Donations	\$1,507.00
2017 Dues	845.00
Pre-paid 2018 Dues	100.00
Sustaining Caretakers	7,950.00
Spring Fundraiser	1,362.00
Fall Festival Fundraiser	4,859.00
Amazon Smile Commissions	57.48
Caretaker Weekends	766.34
T-Shirt Sales	370.46
Hot Dog Friday	1,946.00

Total Income: \$19,763.28

Expenses:

Projects:

Shade Canopy Patio	\$2,000.00	
Total Projects:		\$2,000.00

Operations:

Turf Maintenance	\$13,587.50	
Waste Bags	585.00	
General Operations	<u>857.43</u>	
Total Operations:		15,029.93

Administration:

Bank Fee	\$10.00
Liability Insurance	847.00

Paypal Fees	275.94	
Website	134.34	
Registration Fees	75.00	
P.O. Box	<u>134.00</u>	
Total Administration:		1,476.28
Fundraising Expenses:		<u>1,434.30</u>
Total Expenses:		\$19,940.51
Net Income (Loss):		(\$177.23)

Breakdown of Expenses:

Projects:	10%
Operations:	75%
Administration:	8%
Fundraising:	7%

	2017 Budget	2018 Budget
Operations	14000	\$7,785.00
Admin	1600	\$1,600.00
Fundraising	1500	\$1,500.00
Projects	2000	
	\$19,100.00	\$10,885.00

Keep in mind when looking at the 2018 budget numbers they are very approximate and there is not a number for projects yet.

It was noted that our caretakers numbers were down from last year; It was recommended by Barry that board members make a concerted effort to meet and talk to new people in the park. Liz will be putting together the Caretaker Saturday dates which will likely start in March or April.

4: General Meeting

Agenda will include budget and projects, voting in a new board member, and a presentation regarding fostering. The new by-laws will also need to be approved by the caretakers.

5: Other Business

Revisit the concept plan and prepare a package for Todd to approve, with projects broken into sections as to save time when we are ready to go ahead with said projects. Barry reminds us that we need to be really open with the county.

Concept plan needs to be updated

Jeff will look into getting a projector for the meeting

Liz needs help with the sandwich board and general neatness of the park– she doesn't

like that it falls over and it isn't loved.

Jeff will look into putting another poop bag dispenser in the North end, as well as another trash can.

Park will probably closed sometime after late Feb for seeding, etc.

Barry is thinking the south end needs to be opened. We will probably open it Friday afternoon.

Mark wonders about getting a gate counter—he will bring the information at the next board meeting

Meeting was adjourned at 8:00.