PACK Board Meeting January 11, 2017

The meeting was hosted by Michelle Randall. In attendance: Barry Spangler, Melissa Pandin, Scott Erb, Jeff Pandin, Liz Yap, Kathy Seikel, Steve Zweifach, and Michelle Randall. Absent: Anne Street

1. **South end opening.** We discussed our commitment to open the south end during “off season” weekends when weather permits and decided this coming weekend the south end would remain closed. Board members expressed concern about foot traffic destroying the turf root system and the fact that, since attendance is down during colder months, park visitors don’t’ seem unduly constrained by being limited to the north end. Barry reminded everyone of our commitment to FCPA to open the south end on an intermittent basis during the winter.
2. **FCPA Volunteer Training.** Barry reiterated the need for all Board members to complete on-line training for dog park monitors. Most board members have not completed the training which is a requirement for any park volunteer to obtain coverage under FCPA’s insurance policy.
3. **MOU**. We discussed the fact that FCPA has not yet provided a draft MOU for us to review. Something Dan Sutherland had promised to do after our last meeting at the area 3 office (where Phil works). We decided that, rather than waiting for Dan to draft a document that the PACK Board could take the initiative to get the ball rolling by drafting an MOU for FCPA review. Melissa agreed to take the lead on this. She will circulate a draft MOU to members of the MOU work group so it can be reviewed by the work group and the Board members prior to FCPA review. We also discussed the need for another face-to-face meeting with FCPA (Dan and Phil). Barry will set this up.
4. **Uneven terrain in south end.**  We discussed uneven terrain in the south end, particularly in the middle area, which is at a lower level than the rest of it. We agreed that adding topsoil throughout the park but with particular attention to low lying areas would go a long way toward directing standing water out of the park while, at the same time, providing a better substrate for turf. Brain Stokes, who provided our turf management last year, is not interested in providing mowing services this year but is interested in soil treatments, aeration, and seeding. We decided that if we divide the turf management operations into two contracts (one for mowing and the other for soil prep/seeding) that we could ask Brain to give us a quote for adding topsoil. If we decided not to divide up the work, we will engage another company to provide topsoil.
5. **Landscaping contracts.** Only 2 bids (out of 6 solicited) have been received. Jeff promised to pass these along to the group and invited Board members to suggest other possible vendors from whom we could solicit quotes. Jeff hopes to nail down the turf maintenance contract(s) within the next month.
6. **Money matters.** As of December 31, 2016, we have $18,519.25 in cash. This total includes $15,526.94 in the Burke and Herbert account, $1,243.31 in the PayPal account, and $1,749.00 held in trust by the FCPA Park Foundation. We are in good shape for 2017, without even having started any fundraising efforts! In 2016, we received enough funding form sustaining members ($8,700) to cover almost all of our turf maintenance costs. Given that sustaining members are our bread and butter, we agreed to send out a reminder notice to those who submit donate annually with a lump sum payment (rather than monthly payments). We also discussed the need to get acknowledgement letters out to all 2016 donors of $100 or more.
7. **Drainage.** We agreed that addressing this issue is our #1 priority for 2017. Barry committed to calling Linwood Gorham to arrange for having the turf expert Linwood had recommended we consult with to develop options for addressing the drainage issue. We discussed the challenge of resolving this issue without knowing what lies beneath the surface and the possibility of contacting the County archeology office to obtain a ground-penetrating radar machine that would enable us to identify areas in the park where underground tanks or other obstacles might affect our strategy for leveling the ground and/or taking other measures to redirect water outside the park. We decided to tee up the issue of drainage at the upcoming general meeting with an eye for presenting for vote a proposed plan with budget at the next (March) meeting.
8. **Water.** We discussed the need to extend the water line to the south end of the park and agreed the optimal way to do this would be through a direct contract between the PACK and a local vendor (rather than funding FCPA and having them contract with one of their vendors, as was done last year). We agreed to tee this issue up at the January meeting, then, assuming the membership agrees this is a priority action, to solicit bids so that we can present a plan with a budget at the March general meeting.
9. **Fundraising and Outreach.** We agreed to support FCPA in their Ides of bark event should they decide to hold it again this year. (We have not heard anything recently about this but had been asked earlier in the season by Supervisor Storck if we could participate again as we did last year). We briefly discussed the need to hold a spring fundraiser to celebrate the re-opening of the south end. Liz Yap will take the lead in planning this.
10. **By-Laws.** Barry mentioned that there had been no work on updating the bylaws even though this had been discussed at the last Board meeting. We agreed to set up a committee to tackle this project. After the meeting, Anne Street agreed to chair the work group, with other participants to include Michelle Randall, Martha, Schumaker, Melissa Pandin and Kathy Seikel.
11. **General Meeting.** We briefly discussed agenda items for the next general meeting, to be held on January 23 at 7:00PM. Barry will draft an agenda for the Board’s review prior to the meeting.