

Westgrove PACK

General Meeting

June 27, 2021 at Westgrove Park

Interim Chair Melissa Pandin called the meeting to order at 3:30PM

Melissa greeted those assembled.

Reading of the minutes of the last meeting was waived and the minutes were approved.

Melissa turned the meeting over to Vice Chair Anne Street for the purpose of a special election to fill the remained of the Chair's term, which expires in October 2022.

There were no nominations from the floor, Anne nominated Melissa Pandin, who was elected unanimously.

Anne turned the meeting back to Melissa.

North end improvements:

- Melissa invited Scott Erb and Yvonne Kincaid, the project managers, to discuss this project.
- The idea is to get a handicap and dog accessible fountain and a dog wading pool for the north end (see attached drawing). ADA regulations require a handicapped-accessible path to the drinking fountain, which will be paved with bricks to match the existing handicapped path to the south end shade canopy. This path can be extended in the future to reach a proposed shade canopy in the northeast corner of the park.
- The pool would be concrete and designed to be filled as needed with fresh water which would slowly drain to prevent standing water. The drain will tie into the existing storm drain and run out into the creek and the fill spigot would be designed to only fill up the pool a certain amount to avoid overflow.
- There was a question whether the Park Authority would approve draining the pool into the storm sewer. FCPA has informally approved the concept, but formal approval will require a detailed proposal.
- There was a question about how this would impact the existing drainage issues. Scott indicated that the paved areas would drain into the existing swale. By raising the paved areas, standing water should be reduced.
- There was a question as to whether the water feature would handle winter freezing. Jeff gave the answer that the pool would be shut off during the winter and drained before then. The drinking fountain would be frost-free to maintain drinking water year-round.
- There was a question regarding how the park users will be updated on the process. Melissa said that project updates will be issued as needed though existing communication channels, such as email, Facebook and the park kiosk.

- There was a question about whether the project could be funded by sponsors who would be recognized by a plaque. Melissa indicated that the board will look into that once a budget is established.

North end project proposal was unanimously approved. The board will work with the Park Authority to create a mutually agreeable plan and budget. That plan and budget will be put before the PACK members for approval before work begins.

Brick/Vestibule Project

- Melissa turned this over to Treasurer Jeff Pandin to explain
- The point of this project is to install brick pavers in the two unpaved vestibules like the south end entrance. This project is being funded by the sale of engraved celebration bricks.
- As of 06/27/2021 we have sold 63 bricks
- \$7500 is needed to fund the project and we have around \$4900 in the bank for it
- Closing out the purchasing of bricks will happen on July 8th to hopefully have the project done by winter and before the mud
- There was discussion of the design of the bricks. Melissa indicated that there would be a darker border around the outside, like the existing paved vestibule, with the engraved bricks interspersed with blank bricks as needed to fill the space.
- There was a question about whether additional celebration bricks would be sold for the north end project. Jeff answered that the board hasn't discussed this yet but is open to reopening the sale of bricks for other projects.
- There was a question about whether businesses can buy bricks to advertise. Melissa reported that businesses can donate, but the Park Authority must approve any advertising in the park. We have concerns about how long that approval process will take, but the Board is considering possible options.

Treasurer's report

- YTD 2021 Jan 1 – Jun 27 (see attached)
- There was a question about whether we are enrolled in Amazon Smile. Jeff reported that we are, though not many people have enrolled.
- There was a question about project budgets. Jeff reported that the North End Improvements Project would be included once a budget is drafted and approved. The Brick/Vestibule project is off-budget as it relies on funds specifically raised for that purpose and not general funds. Projects using the general fund require a budget approved by the members.

Grant Update

- Bark for your park
 - This is sponsored by PetSafe. They give out up to \$25,000 – not specific for how you use it.

- Application has been submitted with a letter of reference provided by Supervisor Dan Storck.
 - Finalists will be announced in August. When we know, an email will be sent out to members to vote for our project
- Mastenbrook
 - This is a program through the Fairfax County Park Foundation. They match money up to \$20,000
 - They want us to pay it all and we will be reimbursed
- FCPA Capacity Building Grant
 - We are investigating this one.
- If anyone knows anything else, we are happy to listen and take suggestions
- The South end shade structure was funded by a grant – can apply every two years, we should be able to apply again

Open Board Seats

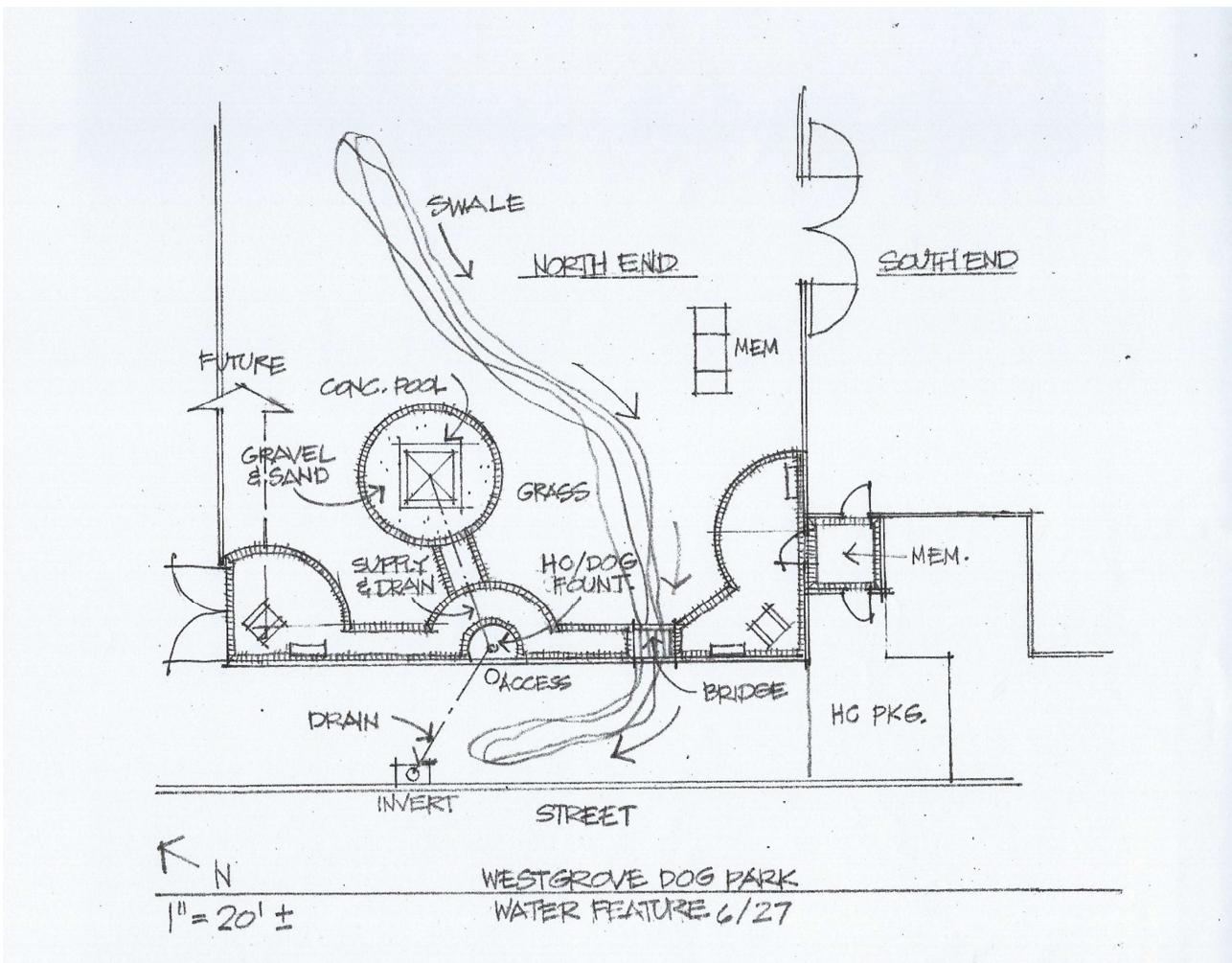
- In October we will have another general meeting.
- Terms will expire for the Vice Chair and the three At-Large Members. Anyone wishing to serve who is current with their PACK dues is invited to run in that election.

Open Discussion

- There was a question about whether there would be a Fall Festival this year.
 - It is in discussion
 - Won't be as elaborate as in years past, based on not knowing covid protocols – chili cookoff, raffle baskets, photo booth but no vendors.
 - Open to donations and gift cards/certificates/gift baskets with letters sent to vendor
- There was a question about the status of the South End water fixture.
 - It has been inspected by the plumber. It appears that it was not fully winterized and freezing water cracked one of the internal pipes.
 - We are working on both repairing the damage and determining a better winterization process so the problem does not reoccur. This may take a few weeks.
 - A concern was expressed that grass is growing over the rocks around the fixture which may create a trip hazard. The Board will discuss possible solutions.

Meeting Adjourned 4:15PM on 06/27/2021

Appendix 1: North End Concept Drawing



Appendix 2: Treasurer's Report

Westgrove P.A.C.K.
Statement of Income and Expenses
Year to Date 6/27/21

Income:

Dues Received	\$ 620.00
General Donations	1,108.87
Sustaining Caretakers	3,805.00
Amazon Smile Commissions	68.53
Caretaker Saturday Donation Jar	212.00
Hot Dog Friday	418.00
Melissa's Birthday Fundraiser	500.00
Spare Change Campaign	87.61
Brick Campaign	<u>4,900.00</u>

Total Income:

\$11,720.01

Expenses:

Administration:

PO Box Rental	\$ 176.00
Webpage	99.00
Bank Fee	1.97
Paypal Fees	<u>282.85</u>
Total Administration:	\$559.82

Operations:

Turf Management	\$ 3,583.33
Trees	301.97
Plaque for Agility Equipment	69.96
Waste Bags	<u>528.53</u>
Total Operations:	4,483.79

Fundraising:

Brick Project Banner	\$ 65.12
Total Fundraising:	65.12

Total Expenses:

\$5,108.73

Net Income (Loss):

\$6,611.28

Breakdown of Expenses:

Operations:	88%
Administration:	11%
Fundraising:	1%

Balance Sheet

6/27/21

Assets:

Burke & Herbert Checking	\$10,618.99
Paypal	3,037.11
Venmo	545.00
Reserved for Projects	4,900.00
Held in trust by FCPF	<u>1,603.50</u>

Total Assets: \$20,704.60

Total Liabilities: 0.00

Net worth \$20,704.60

Budget Performance Report
Through 3/31/22

	Budget	Expended	Remaining
Operations	7,500.00	4,483.79	3,016.21
Administration	1,700.00	559.82	1,140.18
Fundraising	1,500.00	65.12	1,434.88
Projects	0.00* **	0.00	0.00

*The Brick Paving Entrances Project is not part of this budget as it will be funded by earmarked donations, not the general fund. As of 6/27/21, \$4900 of the expected \$5500 cost of the project have been raised.

**As additional projects are approved for 2021, this budget will be revised.