

## **Westgrove P.A.C.K Board Meeting – Weds., August 14, 2024**

**Meeting Start:** 7:20pm

**Regrets:** Mike Bober, Shawn Bloom, Michelle Primmack and Yvonne Kinkaid  
\*Jennifer French sat in to observe as she agreed to run for Secretary in October.

### **Financial Update**

The financial status as of the meeting includes \$22,379.47 in the Burke and Herbert account, \$850 in the Venmo account, and \$789.5 in the PayPal account, totaling \$24,018.52. The financials were reviewed without any questions from the members.

### **Membership and Software Update**

Jeff mentioned 20 renewals were received for a total of \$4,100, with one upgrading to a sustaining caretaker. A defect in the software for sending emails to renewing sustaining caretakers is being addressed. Jeff mentioned concerns about software support, due to Nabil's college commitments. Jeff will work up a quick volunteer job request for social media with python skills. A support plan for ongoing software support is needed.

### **Hot Dog Friday Sponsorships**

Jeff mentioned that out of 9 Hot Dog Fridays, 7 were sponsored, leaving a deficit of only \$149.96 (if any) and will be covered by an anonymous donor, NOT the general fund. There are 3 HDFs left and LeeAnn (Agnes) will sponsor this weekend. Liz will check with Plumber and Pampered Pet about the remaining 2 Fridays in August. The sponsorship program is deemed successful, with plans to survey sponsors for feedback in the Fall, to understand how to better structure events to appeal to members and sponsors, as well as to gain more sponsorship in future years.

### **Turf and Maintenance Update**

Jeff raised concerns about the new landscaping contractor's business management. Shawn noted a leak in the south end water fixture is being monitored and he has spoken with the County a few times so they are aware. The WOOF fiber and bigger landscaping project is on hold pending MOU approval and discussions with the park authority. Steve agreed to reach out to Woof Fiber (and alternative suppliers) for a customer reference / site visit to offer to the County in light of their "concerns" as to maintenance and application in ADA/Dog environments.

The MOU renewal with the park authority expires Aug 15th. The plan is to write a letter to County saying that we will assume The PACK is now on and month-to-month renewal, until further notice. A proactive approach is suggested to involve Supervisor Dan Storck if we do not hear anything in the next few weeks.

Grass cutting was delayed due to Hurricane Ida. Will resume week of 8/19. Landscape contractor has changed hands, and while the cutting / maintenance side of the business has not been impacted, operational (i.e., billing and invoicing) needs improvement. We will be evaluating alternatives and quotations for the 2025 season to verify that we are getting a quality service and price.

Poop bags are ok right now. Steve reported about 2,000 are available in the shed. Liz will ask Pampered Pet for another 4,000 in early September. Jeff said if we need more before then, give him 7 business days advance notice.

Bench for tree is still awaiting money from County. Liz will follow-up again shortly to see if we missed a step. Jeff is waiting to place the order pending availability of funds.

### **Small Dog Park Field Test**

Mike mentioned that it is planned for October and a survey will go out after Labor Day.

### **Email Campaigns**

LeeAnn created an email campaign that was sent to the BOARD for review. It was approved and will be scheduled for Monday, August 17th. More email suggestions were requested so we have them for the Fall.

### **Fall Festival Planning**

The Annual Fall Festival is scheduled for October 26th, with discussions on who will be chairing the event and organizing volunteers. Jennifer F. volunteered to find a chair. The board agreed that the event could not happen without a chair and plans will move forward as soon as this is secured. **Key chairs include:** 1/ chili cook-off organization and judging 2/ event planning, logistics and sponsorship and 3/ decoration and events coordination.

### **Action Items:**

**Jeff:** Follow up on software issue and longer-term support plan.

**Liz and Jeff:** Pursue the last 2 potential Hot Dog Friday sponsors.

**Jeff, Steve, and Shawn:** Follow up on turf and maintenance concerns, including the water fixture leak and landscaping contractor issues.

**Jeff and Liz:** Jeff will draft an email to Dan Stork regarding the MOU renewal and not hearing from the park authority. It will also mention the current project— cc'ing relevant parties.

**Jennifer F:** Checking with a friend about chairing the fall festival and report back.

**Jeff:** Follow up with Hollywood and Vines for a quote on transplanting trees.

### **New Biz**

A business called "The Dog Wizard" posted a business flyer at the park. We all agreed the flyer would be taken down and Liz will reach out to see if they would become a sponsor in some capacity. The board generally agreed that any signage or advertising in the park should be only done in conjunction with some form of sponsorship or direct support of the park.

**Fall Festival is set for October 26th** (if we can secure a chair).

**The general meeting is set for Sunday, October 6th @3pm.** Liz will check availability at Sherwood Hall Library.

Next BOARD Meetings (Wednesdays):

- 9/11
- 10/16
- 11/20