

Westgrove Pack Board Meeting Minutes 8/7/2019

In attendance: Melissa Pandin, Anne Street, Kathy Seikel, Jeff Pandin, Emma McAlary and Megan Kesling

Meeting starting at: 6:02pm

Agenda

1. Old Business

a. General Meeting Recap

Melissa said the meeting went well and moved along nicely. Everyone spent the most time speaking about the poop situation at the park. People had a lot of opinions and ideas.

Emma will transcribe the board notes from facebook live.

We briefly talked about having a guest speaker at the next general meeting.

b. Communications Norms

We quickly went over the norms, for new members in attendance. They are as below:

c. Incident Report

Melissa explains to the new members that we want to record incidents (ie dog fights, unruly owners, etc.) to help the county keep track of troubled dogs/owners that cause repeated problems. If we keep track, it will help the county know who they need to ban since the board doesn't have the authority to ban.

Former members started crafting an online form but it was put to the side when we had a shift in board membership.

Melissa asks if one of us wants to take on the project and Kathy said she would draft a basic online form. Jeff agrees to edit it when she is done. We will vote on it as a board at the next meeting.

When the form is ready we will email the link to the mailing list and advertise it on Facebook to make users aware that it exists and to use it.

We agree that the person who fills out the form will be kept anonymous and only board members and the county will see the information.

d. Demographic survey, etc.

In a discussion at our last board meeting, a survey of the park user's demographics came up. At this meeting, as a group, we decide that it is unnecessary. There is no reason for needing that data.

Jeff brings up that we are spending \$37 a month on Survey Monkey and explains the original reason behind it. We did it originally because the free service only allows 99 replies to a survey. We wanted to make sure we got all the replies, but we haven't come close to 99 responses yet. We also chose to pay because it analyzes data. Again, we don't have enough data to mind, so we don't need it. We agree as a board to cancel the paid subscription and we can resign up if we start getting enough responses to our surveys to justify paying this.

Melissa moves that we no longer pay. Emma Seconds. We all agree.

We ask if we are doing a survey this month and we discuss that there is nothing in the works right now. We don't have anything to ask. Again, we briefly talk about sending out surveys once a month to get park users used to looking out for/expecting them. We talk about sending out cute or funny questions. However, the ultimate decision was that we would send out cute questions when we sent out other more useful survey questions. We will not have an August survey and we will reopen the discussion in September.

e. Fence post

Number placards will be placed along the fence at each fence post. They would be placed as high up on the post as possible without being on top of it. The reason: People would be able to locate their dog's poop easier if they had post numbers to guide them.

We briefly discuss how we will do the numbers and what size they would be. We decided that we would do them sequentially around the park and that they would probably need to be at least 6x6 inches with a hole drilled into it for hanging.

Melissa will ask Phil if the county can make them for us and we decide to let Melissa use her best size judgement.

We need to count how many we need.

f. Founder's Tree

At last meeting we discussed that we needed a new Founder's Tree because our current one is dead. We also discussed that we would plant it in the fall and we've maintained this decision. We now have a list of acceptable trees from the County and we can choose from that list.

We discuss the possibility of a service berry tree/shad bush. We also discuss the size of the tree we need to get (service berry or not).

We decide to send Anne get the tree and trust that she will get an appropriate tree.

Jeff suggests a spring flowering tree that doesn't need to be trimmed.

We have a \$250 budget.

We decide it doesn't matter when it is planted in the Fall.

Anne explains that the nursery we buy the tree from will do the digging for a little bit extra money. She says it is worth it because we don't have to dig and they give us a warranty.

2. Treasurer's Report

The Treasurer's Report is attached to the end of this document.

Kathy asks about the money in our Park Fund Trust. We decide it is good to keep some in there. We can get it out if we need it. There are some hoops that you need to go through though to get it though.

3. New Business

a. FaceTime Voting

At General Meetings—

We discuss if park users can vote via Facebook during general meetings since many are watching on Facebook Live. We decide it is a "No," because we make it clear what we are voting on ahead of time and we also allow proxy votes. It gets messy because of the time delay and the sound. No one who watches on Facebook Live is clamoring to vote either.

Most votes in the history of the park are done by consensus at the meetings and there hasn't been contention anyway.

It would also require an amendment to the bylaws.

FaceTime Voting In Board Meetings —

We decided that to vote a board member needs to be part of the discussion at the meetings. However, if they participate via FaceTime or another electronic, remote way they would be able to vote in the meetings.

Melissa moves that we allow board members to vote if they have been participating remotely some electronic way. Kathy seconds. We all agree.

b. Poop Page Signage

We have three spots where new poop bag dispensers are being installed. We will have one at each of the three gates at eye level so park users can see them right as they walk in.

What we need now is phrasing for the poop bag dispensers that sings.

Jeff goes over some languages that have been tossed around. We decide we need something punchy and short to be read quickly. We do not need a long text, because people who are not inclined to pick up their dogs poop will not be inclined to read a long explanation anyway.

We decide that we should have a contest and prizes. We can have one lieu of this month's survey.

Megan will come up with some language to announce the contest both through email and via Facebook. Melissa will look over it. They agree to have it done by next week.

In conjunction with this topic we discuss that we have to put up a large sign (like the doggy bowl one) that will tell people to pick up their dog's poop. We want to have it big and central enough to have it seen from the canopy. We can have the same language as the doggy pool sign or something along the lines of "No disease wanted. Pick up your poop. We agree that the doggy pool sign has been working and maybe this will work too.

We discuss that it should probably cost around \$50-\$70 dollars and we can post it on the east side.

Melissa will talk to Liz about working on it.

c. Possible Park Expansion

We table this discussion since Patrick made this suggestion and he is not here to talk about it. His idea was to get rid of the road. Many board members don't think the county will go for this idea.

d. Lucky Dog Event

Lucky dog reached out to the county to do another adoption event (more than one). The county forwarded the email to Melissa and now she is on a chain. The county is all for the LD to have the adoption events. They would love for us to partner with them. We decide that we will partner with them.

Melissa suggested that we have an adoption even at the Fall Festival. We always close the north end for some kind of activity, so we can put them there and we can work around them if we want to have the costume or agility events. The handlers can hold the dogs or participate. Or they can walk the dogs around the park while the other events take place. Another option is to partition the space with temporary orange fencing.

Melissa will make sure it is ok with Marissa for the Fall Festival.

f. Fall festival

Marissa and Melissa have sent out a vendor letter. We've gotten a few that have said they are already committed to other events. Frolick dogs has responded and said they have supplied us with equipment before and gotten free advertising in our Fall Fest brochures. None of us remember this and we think they may be mistaken use with Bark in the Park. However, they are said they would be happy to do this for us.

They drop it off and come and pick it up. We decide to leave it on Marissa's plate and the other board members didn't have an opinion.

We come up with a Fall Fest VIP list:

Dan Storck
Phil Hager
Todd Brown
Lynnwood Gorham
Glenda Booth
Paul Krizek
Scott Surovell
Doug Kammerer

Marissa is not expecting a lot of volunteers so she wants all board members there and all day.

We discuss other ways to ask for volunteers. We can put out a sign-up sheet at HDFN. We can also email it and put it out on Facebook. Emma has already put a sign in the kiosk.

Melissa will report what we've discussed to Marissa.

e. Invasive Species Project

Melissa, Anne, Kathy and Emma met with county's invasive species expert. She walked them around the park and pointed out invasive species and what we can do to get rid of them.

Anne will follow up with Gloria to schedule our training and then hand off the lead to Kathy because she is operations.

g. Other business

Poop Patrol? Jeff asks if we going to try to organize one. Kathy says she will head this and Jeff will give her the list of everyone who said they would join a poop patrol on the last survey. Jeff said he will send it by Friday.

Melissa said she would put out a sign-up sheet at HFDN.

We discuss how frequent the patrol will be. We decide twice a week on Wednesday and Saturday would be good.

Elections

Vice Chair (Anne) and the three member's at large (Megan, Liz and Patrick) are up for election in Oct.

Marissa is also resigning as Membership and Fundraising.

If anyone else is not planning on running or is planning or resigning we need to let Jeff know by next week so he can update the website.

We discuss that we will spread the word about the vacant seats.

Recap of Tasks

Kathy will work on incident report and send it to Jeff for and edit.

Melissa will contact Phil about fence post numbers.

Melissa will prepare a "yes or no" petition about handicap port-a-potty.

Anne and Barry will get the new Founder's tree.

Anne will call Gloria about invasive species and Anne will bring the change jars to Caretaker Saturday.

Jeff will send Kathy list of potential poop patrol candidates.

Megan will do facebook/email campaign for poop quote.

Next Meeting is Sept 4th at 6pm at Kathy's House.

Meeting ended at 7:15pm.

Treasurer's Report
Westgrove P.A.C.K

Statement of Income and Expenses
January-July 2019

Income:

| | | |
|-----------------------------|----|--------------|
| Dues Received | \$ | 600.00 |
| General Donations | | 285.95 |
| Sustaining Caretakers | | 4,410.00 |
| Caretaker Weekend Donations | | 311.13 |
| Hot Dog Friday | | 1,142.00 |
| Amazon Smile Commissions | | <u>75.51</u> |

Total Income: \$6,824.59

Expenses:

Projects:

| | |
|------------------|----------|
| ADA Improvements | 6,753.00 |
|------------------|----------|

Operations:

| | |
|-------------------|----------|
| Waste Bags | \$685.71 |
| Portable Restroom | 567.08 |
| Straw | 70.00 |
| Turf Management | 1,430.00 |
| Survey Monkey | 148.00 |
| Tarp Straps | 26.27 |
| Total Operations: | 2,927.06 |

Administration:

| | |
|-----------------------|---------------|
| P.O. Box Rental | 140.00 |
| Registraton Fees | 50.00 |
| Webpage | 99.00 |
| Paypal Fees | <u>176.36</u> |
| Total Administration: | <u>465.36</u> |

Total Expenses: \$10,145.42

Net Income (Loss): (\$3,320.83)

Breakdown of Expenses:

Projects: 67%
Operations: 29%
Fundraising: 0%
Administration: 4%

Balance Sheet
7/31/19

Assets:

Burke & Herbert Checking \$5,292.81
Paypal 14,788.93
Held in trust by FCPF 1,603.50

Total Assets: \$21,685.24

Total Liabilities: 0.00

Net worth \$21,685.24

Budget Performance Report
Through 7/31/19

| | Budget | Expended | Remaining |
|-----------------------|---------------|-----------------|------------------|
| Operations | 7,800.00 | 2,927.06 | 4,872.94 |
| Administration | 1,600.00 | 465.36 | 1,134.64 |
| Fundraising | 1,500.00 | 0.00 | 1,500.00 |

| | | | |
|-----------------------------|-----------|----------|-----------|
| Projects: | 6,900.00 | 6,753.00 | 147.00 |
| ADA | 13,000.00 | 0.00 | 13,000.00 |
| Water in So. End | 2,600.00 | 0.00 | 2,600.00 |
| Tree Benches | | | |

Funds budgeted, not yet raised: \$1,569.34