

Westgrove Pack Board Meeting Minutes 9/4/2019

In Attendance: Melissa Pandin, Kathy Seikel, Anne Street, Jeff Pandin, Emma McAlary

Meeting Started at: 6:03pm

Agenda

1. Old Business

a. Incident Report Form

Kathy will send the draft she made of the incident report form to Jeff tonight for edits.

b. Sign Posts

Melissa will decide what size they need to be and she will call Phil to get them made. She will let the park users know what they are for in the next chair's letter.

c. Founder's Tree

Anne will buy a tree as soon as she gets an approved list from the county's invasive species experts. She is thinking River Birch.

Liz mentions that the river birch in her Mother's front yard loses a lot of branches and she is always helping her remove them from her yard.

Melissa says that we haven't had a problem with the one that is already at the park near the entrance.

d. Treasurer's Report

Cash on hand = \$16,513.92

Jeff explains that we just paid for the benches that will go around the small trees in the south side.

We have a short discussion about how much money is coming in from monthly from caretakers. Jeff says we are in good shape.

e. Poop Bag Signage

We have three new poop bag dispensers for each entrance vestibule/gate. We need signs for each, but we haven't come up with the wording for the signs yet.

We discuss some ideas. We've decided that we won't do a contest like we discussed at last meeting. Kathy says she will find three signs (same or different). Jeff will reimburse her.

We talk about the poop patrol. We haven't had many people sign up. Only two people voiced interest. Liz suggests that we announce it on Facebook. Kathy and Melissa decide that Kathy will organize them for Wednesdays and Sundays at 3pm.

Melissa will post an announcement on Facebook.

f. Invasive Species

Anne and Emma will get trained tomorrow to identify invasive species and how to direct volunteers when we clear them from the outside of the park. Kathy will make another date to get trained independently.

g. Oct. Elections

Melissa tells the board members that if they do not plan on holding their position please let Jeff know ASAP.

The positions open:

Special Election: Membership and Fundraising is up because Marissa is resigning.
Regular Election: Vice Chair and 3 at-large positions.

We talk about people who might be interested. We need to get the word out.

Emma will make a sign for elections and the general meeting for the kiosk.

Melissa will send Emma the sign for the Fall Fest so she can print it and put it in the kiosk.

2. New Business

Fall Festival

We have three advertisers for the flyer so far.

-Burke and Herbert

-Dr. Wood

-Frolick dogs (they will set up an agility course for free advertising in the flyer.)

We do not have Lucky dogs for an adoption event because they are already committed.

We are still looking for adoption agencies. Melissa tells us that Jen Smith is going to reach out to some people she knows. (We would like to have the agency there the whole time.)

Jen is also going to contact all the vendors.

Melissa will reach out to Jan Speakman to see if we can use her church's tables. Otherwise, we will have to rent them.

Megan is probably not going to be at the festival to run the Chili Cook-off. Liz will ask Kevin. Nancy Urban indicated that maybe she could do it. The position requires that the leader get the ingredients of all the chilis in case of allergies. The person is also supposed to supply onion, cheese and other toppings.

Melissa says we are going to try to get gift baskets. Liz talked about having a partial one. Anne can put in a whole bunch of dog toys. We are looking to make a beer basket, a wine basket and a dog basket.

We will decorate the park the day before the fest. Melissa will put out a volunteer call on Facebook.

The vendor letters and applications will be sent out tonight.

We talk about the VIPS to contact and we decide Barry will reach out to Linwood. Melissa says she has already sent him a handwritten note.

Barry will be on name tag duty. We will get him a list of what name tags he has to make.

Liz will design the new big banner for the park entrance.

We are going to ask the schools to send any students that need volunteer hours. Jeff will check on that.

3. Other Business

MOU is signed. It will go on to the website. We have another meeting with Todd in Sept and Melissa assumes we are talking about the drainage project. Jeff, Anne and Kathy say they would like to be there. We are hoping that he comes to the park so he can walk us through his vision for the drainage plan.

Melissa will contact Todd and coordinate a meeting for 3:30pm or later and not on a Tuesday. Melissa will forward possible dates to board members interested in attending this meeting.

We discuss language for the bigger poop banner. It should be similar to the "no pools" banner. We want it to be nice, but authoritative. We want the message to be about not just picking up your own poop, but other poop that you come across as well.

We discuss more language and possible designs.

We are having a Caretaker Saturday on Sept 21st and Liz says she will make some educational flyers about the dangers of poop that is not picked up.

Recap of Tasks

Kathy will send incident report to Jeff for edits and buy three poop signs.

Melissa will contact Phil about number signs, contact Todd to coordinate the Sept meetings and announce poop patrol on Facebook.

Jeff is going to look into the student volunteer website.

Emma will make Election and General Meeting flyers for the kiosk. She will also attend the invasive species training.

Anne will attend the invasive species training and buy the founder's tree. She will also ask Barry to do his tasks.

Liz will work on the big poop banner, banner for fall fest and educational flyers for poop education. She will also ask Kevin to lead the chili cook-off.

Meeting Ended at 6:53pm