

Westgrove Pack Board Meeting Minutes 3/3/2020

In attendance: Liz Yap, Anne Street, Jeff Pandin, Melissa Pandin, Megan Kesling and Emma McAlary

Meeting Started at 6:03pm

Agenda

Chair's Greeting

Melissa reached out to past chairs to invite them to our meetings as Emeritus board members. She explained that the chairs had to be in good standing with PACK dues. Neither Kathy or Barry could make it, but Kathy wrote some words of wisdom that Melissa read aloud.

1. Old Business

a. Budget 2020

Jeff asks a few questions. First question: after that grass sprouts in the south end and we open, do we want to seed the north end?

Melissa says no, not this year.

Liz brings up the fact that they the county is going to throw some seed down after they finish the ditch/swale. It will be gravel/stone dust, landscape cloth and then seeds.

Second question: Jeff ask about the area in front of the patio/shade structure where there is gravel and dust around the perimeter. He explains that we haven't been able to grow grass in that area and asks whether we would like to. If we decide yes, then the landscapers will have to dig out the gravel and replace it with top soil. He said it might not work because there could be too much traffic. If we decide to try it, it would cost an extra \$1500.

Melissa votes yes, but Anne votes that we go over the the rest of the budget first. We all agree with Anne.

Liz asks about sod as an option. Jeff thinks that the first option is cheaper. We talk a little bit about that.

If it doesn't work Melissa suggest putting fake grass there since it is such a small space. We talk about the drainage , but we think it is worth looking in to it if the first open doesn't work.

b. New board recruitment

Liz says she didn't find anyone. but she talked to a few people. All of them are not interested in being on the board, but are interested in helping us. She asked them to come to the general meeting so they can find out about our projects and possibly be project managers.

c. Mission statement

Liz reads a new version that she has come up with. She explains she tried to make it sound less legal. It read as follows:

She tried to make it sound less legal and more laymen. It reads as follows:

***Our Mission Statement:** The purpose of the Westgrove P.A.C.K. is to support, protect, develop and sustain the Westgrove Dog Park based on the users' needs and desires in cooperation with the Fairfax County Park Authority (FCPA). The goal of the P.A.C.K. is to ensure that the Westgrove Dog Park continues to be an asset for the community.*

The board votes unanimous "yes" on the new statement.

d. Fence Numbers

We've made that a project and at the general meeting we will ask for a project manager. They can do the research and pick the color. It will have to be approved by the board before anything is finalized.

e. Support for Other dog Parks

Anne, Melissa and Jeff met with Pentagon City Dogs— a group that wanted the Board's advice on how to start and run a dog park. The group said our members made wonderful suggestions and they sent a delightful thank you. They said it was great info and they have to go act on it and they will be back in touch.

f. Agility Equipment

We need a project manager. If no one steps up Anne said she would volunteer to do it.

We discuss how we will present this at the general meetings. We decide we will tell them the preliminary research has already been done. However, if they find better equipment or prices we will consider their research. We will also tell them that Anne is there to help/support. How will we present this to them.

Emma and Melissa made a poster board to present all the projects and budgets at the meeting.

We will have them listed on the Agenda tomorrow night and Melissa will write the info on the agenda.

Anne suggests putting irrigation on the list too. We agree.

We decide we need to tell them that they don't have to have project management experience. We can tell them that they will have support. They can ask us specific questions and we will turn them over to Anne.

2. Treasurer's Report

B&H = \$15580.15

PayPal = \$2488.07

Total + \$18,068.22

Budget Items:

1600 for admin

1500 for fundraising

13000 for south end water —carried over from last year. we've already budgeted from last year.
operations 6300

Melissa asks if the price for the water in the south end includes a shut off valve. Jeff says it doesn't and changes the number to \$13500.

Total Balance: 18,068.22 He explains that the amount is not enough to fund the whole year, but with the money we expect to raise this year we will be fine.

Anne asks about tax papers. Jeff will send them out.

3. New Business

a. North End Update

The county had more projects than they expected, so they postponed fixing the drainage until March. Melissa has updated the PACK members in her Chair's Letter.

This project is not holding us up on any other projects.

b. Water Fixture

We are on the list for March with Peck Plumbing, but we have no set date. Jeff explains that we hope to get this done before seeding and aerating that we are also doing in March, but it is all weather dependent.

Melissa will announce that we have changed plumber's at the general meeting.

We also discuss that there are low spots that need material/dirt put in them. We talk about how it would be good if Phil could fill those in when they are also working on the swale. Melissa says she will email him and give him a little map where the low spots are.

c. Memorial Bricks- We need project manager. We need to find prices for the brick's to present how much they will cost the user- project manager can do this research.

d. Lucky Dog Event

They emailed Melissa and they want to hold at least one more event in the park. They sent us a list of potential dates. The Feb date didn't work because the park was a mess from the rain. The other dates they suggested were May 30th and Nov 28th.

They also asked if we have any dates we'd like to suggest. Melissa will ask what their lead time is to see how long it would be to get them mobilized for opening day.

We think May 30th is fine. We discuss Nov 28th , but we decide that it won't work because it is Thanksgiving weekend.

We decide that Lucky Dog is welcome to use the park on Nov 28th, but the board won't be able to support them.

We pick a date for the Fall Fest and Melissa will write to suggest it to them —Oct 3rd. Liz asks if we need a project manager. We think so. If we don't get one by August then we will step up as a board.

We decide we will not do a spring fundraiser but will have some raffle baskets at opening day and cook some hot-dogs, etc. Put out donation bins.

First Hot Dog Friday Nights start on May 29th.

e. General meeting agenda

Projects
Vote on the Budget
Update on the North and South End
Mention Lucky Dog Events
Projects

4. Additional Topics

a. Park User wants to bid for Poop Pick-up

The user has asked if they can see the other proposals, but we decide as a board we cannot give out any information about the other bid because it cannot look like we are showing favoritism.

b. Liz is sending out an email reminder about the General Meeting tomorrow at 10:30am. Liz goes over her email blurb about facebook live use at the general meeting. It reads as follows:

"NOTE: The meeting will be webcast live from Facebook. Please understand that we cannot answer questions live as there is a slight time lag and meeting-time constraints. However, please email them by 2PM in advance and we will try to address them in the presentation. ADDITIONALLY, all voting is required in person or through a proxy, and you must be current with 2020 dues (\$20). Email westgrovepack@gmail.com with your voting proxy named before the meeting. Make your Caretaker Dues payment here: <http://www.westgrovepack.org/become-a-caretaker.html>"

Task list

Jeff -send out tax forms, budget for general meeting
Melissa- will email Phil about putting more material in the low parts, contact Lucky Dogs, Make the agenda
Emma- will reply to Ken
Liz- send out meeting info about questions by 2pm in advance.

Megan- will figure out Facebook live.

Meeting ended at 7:18pm