

**Westgrove PACK
Board of Directors
Meeting Minutes**

Date	Start Time	End Time
Wednesday, November 14th, 2018	6:34 PM	8:07 PM

Position	Name	In-Attendance?
Chair	Mark	Yes
Vice Chair	Melissa	Yes
Treasurer	Jeff	Yes
Secretary	Emma	Yes
Membership and Fundraising	Marissa	Yes
Director of Operations	<vacant>	--
At Large	Chrissy	Yes
At Large	Anne	Yes
At Large	<vacant>	--

Vacant Board Positions

We have two position open. Rachel Cordoza put her name in for Operations Director and Megan Cavanaugh Kesling put her name in for the at-large position.

Mark motions to appoint temporarily. Emma seconds and group agrees. Permanent appointments will take place at the next general meeting sometime in January.

Turf Maintenance

Jeff looked at grass and thinks grass is not as far along as he hoped. His opinion is that it looks tender and that if we open the grass will get stomped and not take hold.

The board discusses when to open the south end (larger side). The board agreed to make their final decision in January. The next 45-60 days of weather will either make or break our original plan to grow 'fall grass'.

Opening now means closures in March and April for grass rejuvenation and park users will complain a lot louder if the park is closed then. More people use the park in March and April than during the winter months.

Melissa suggests we could open it on weekends through the winter. Opening on the weekends was a planned option once the "fall grass" filled out, but the board decided to push that decision until January to give the grass one last chance to fill in.

Jeff will update the website with this new information about closing. Marissa will write email and facebook post updating the park users.

Enforcement of County Rules at Westgrove

The board has received a couple reports of people jumping the fence into closed portions of the park. Mark witnessed one and softly told them to stop, which they did, then left. Board members have also noticed large amounts of dirt kicked up and around behind the closed gates indicating someone has been in there. Poop pickup and aggressive dog behavior are also concerns of the board, naturally.

Given this, and recent leadership changes on the board, the desire to seek options for rule enforcement has been raised.

To begin, the board will ask the county enforcement officers to join their next board meeting. This will allow the board to ask questions about roles, responsibilities, and procedures related to enforcement of park rules.

Jeff will coordinate this visit for the next board meeting, and possibly the general meeting scheduled for January 2019. Marissa suggests putting a little boomerang on Facebook to announce enforcement officer at the general meeting.

Projects

In addition to maintaining the turf, the board takes on projects to improve the park. To that end, the chair kicked off a discussion about current projects in an attempt to assign very, very rough cost estimates behind each one. Placing projects in a priority order was also desired. The board understands many, if not most, projects are dependent on the MOU being signed.

The board assigned the following very rough estimates for a couple projects (priority order):

- Drainage and Grading* - \$130,000
- Water fountain in south-end - \$10,000
- Irrigation system - \$12,000

Anne volunteered to call A1 Irrigation company to get a better estimate that can be used for budgeting next year.

Bricking Entrance Ways

The board discussed making the entrance ways more accessible by laying bricks down. Marissa expressed concerns with erosion in these areas, and that any bricks laid would likely need to be re-laid again next season. Anne suggested we examine the quality of the dirt underneath these areas when laying the brick down. In the end, some board members suggested we use pea gravel until the MOU is signed and we're able to have a larger discussion about drainage and grading.

Drainage and Grading of the North-end

Drainage and grading in the north-end (smaller side) is our top priority. Without proper drainage, Westgrove becomes a muddy mess and loses favor among dog park patrons during the winter season. This project must involve the county, and likely to be wholly completed by the county. Board members estimated costs between \$50,000 to \$130,000 for such a project. The boards contribution to this cost is unknown but likely to be a very small portion. The feasibility and specifics of this project will be flushed out with the county after the MOU is signed.

Membership and Fundraising

Again, with new leadership, changes are desired. To that end, the following changes are being made/proposed by Marissa, our new membership and fundraising director:

- The "Photo of the Week" will transition to a theme-based "Photo of the Month".
- Exploration of new solutions to replace MailChimp. A better user-interface and more options for managing distinct/different groups of people, is desired.
- Additional forms of digital storage to meet storage requirements for non-profit organizations. Research suggests 15 years of financial and membership records need to be kept.
- A solution for digitizing paper-based records created from previous boards.
- Adding Westgrove PACK to Combined Federal Campaign for 2020. Too late for 2019.

Marissa suggested using an external hard drive and digital scanner as a potential solution to the items above. She is willing to personally invest in a portable scanner for the board.

Caretaker Saturday's will absolutely continue, Marissa reports.

Other:

Administrative:

We had a short discussion about how westgrovepack@gmail emails should be handled, and who will handle them.

Hay:

The remaining hay bales are water-logged and stinky, so the board will pick-up some new bales before the next board meeting. The new bales will be placed under a tarp and on top of a pallet to protect against the snow and rain this winter.

Meetings:

Our next board meeting will be December 12th where we welcome our two new board members, Rachel and Megan.

The next general meeting will be held on either Jan 9th or Jan 16th depending on the availability of a conference room at the Martha Washington Library.