



Cromwell Valley Park Council

September 9, 2019 7:00 p.m.
Sherwood House

1. WELCOME FROM PRESIDENT, MIA WALSH (7:00 – 7:10)
 - Call to Order & Adoption of the Agenda; Establish Quorum
 - Volunteers Thank You Recognition
 - Donations
 - Style Magazine BEST PARK – Please vote for CVP - www.baltimorestyle.com/readerschoice
2. SHINING STAR AWARDS (7:10 – 7:20) – Pat Novak, Vice President
3. GOVERNANCE (7:20 – 7:40)
 - October 2019 Meeting – Cancel or change date? See calendar below – *Kim Shapiro*
 - Approval of August 2019 Minutes – *Kim Shapiro*
 - Nature Council Presidents' Meeting – Background Checks – *Bill Curtis*
 - Treasurer's Report – *Kristin McFaul (Mia Walsh may present this if Kristin can't attend)*
 - i. Petty Cash for Trails Committee and CVPC
4. MANAGEMENT (7:40 – 8:00)
 - Membership & Communications - – *Kim Shapiro*
 - i. Database Repository
 - Completed and Ongoing Projects:
 - i. State Highway Grant for Signage Completed – *Abe Yoffe*
 1. Installation of signage and benches completed in August
 - ii. Accessible Trail – Halten Garden Club Daffodil Donation – *Mia Walsh*
 - Park Staff Report – *Kirk Dreier*
 - Leaseholder's Report - *Talmar*
 - Friends of Sherwood Report – *Mia Walsh* - Sherwood Tour Information
 - Standing Committee –
 - i. Building and Grounds - *Rick Childs*
 1. Wavy Leaf Basket Grass
 - ii. Programs - *Kenneth Keady*
 - iii. Finance / Membership *Rick Childs & Kim Shapiro*
 - iv. Communications - *Kim Shapiro* – SEE ABOVE
 - v. Volunteers – *Sya Buryn Kedzior*
5. NEW BUSINESS (8:00 – 8:20)
 - Nature Center proposal to extend summer hours to 6:00 p.m. – *Bill Curtis*
 - OPEN TO THE MEMBERSHIP
6. OLD BUSINESS (8:20-8:25)
 - Memorial Bench Donations; joe.herning@gmail.com for his parents' 50th anniversary and Mary Ciewsliski for her retirement (received \$450); mcieslicki@verizon.net
7. KEY MESSAGES: (8:25-8:30)
 - Fall Harvest Festival



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Cromwell Valley Park Council Monthly Board Report

BOARD MEETING MONTH: September **YEAR:** 2019

REQUEST TO ADD ITEM TO MEETING AGENDA? ☒ Yes - see membership* ☐ No

SUBMITTED BY: Communications - Kim Shapiro

ITEMS OF INTEREST WHICH OCCURRED IN PRIOR MONTH IN YOUR AREA:

Website - Mia updated the website with information on Sherwood history.

Social Media – Reaction to FB posts are strong, often 100 to 200 likes.

CampBrain – Registration for fall programs went live Monday, Aug 12th.

NEXT UP:

Winter Calendar assembly and mailing by first week of Nov.

SPECIAL RECOGNITION:

Mia – for juggling lots of communications tasks.

SUBMITTED BY: Membership Sub-Committee (Finance) – Kim Shapiro

CURRENT MEMBERSHIP DATA:

Total memberships

as of 9/7/19: 336 Last Sept. (342) Sept. 2017 (332)

Last report (Aug.): 325

New high level members/donors:

Joe Herning: Bench donation \$750

William & Michele Kutzero: another \$500

Allan Scott: Bench donation \$400

Eva & John McCann: Membership + donation = \$50

ITEMS OF INTEREST: No luck finding reported lost membership applications and payments.
Membership granted as gratis through end of March.

***Updating CampBrain database with membership data** in preparation for moving to a one-database system rather than 3 (Access, CampBrain, and Vertical Response). We need to enhance CampBrain information fields to handle more information relevant to membership, volunteer interest and donation tracking. Having this one database will reduce administrative workload and improve accessibility of membership information for those that need it, i.e. staff for registration benefits and Council for communications to membership.



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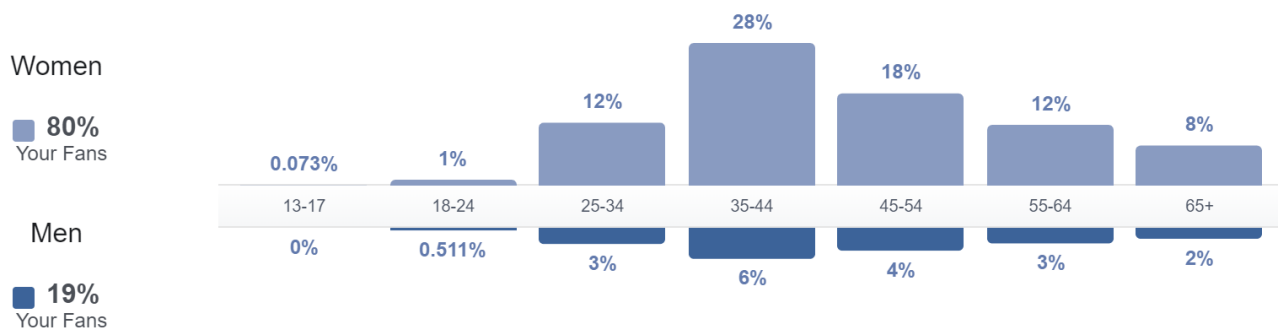
SOCIAL MEDIA STATISTICS

Facebook Audience / Followers

Total Page Followers as of Today: 2,857



provide in their user profiles. This number is an estimate.

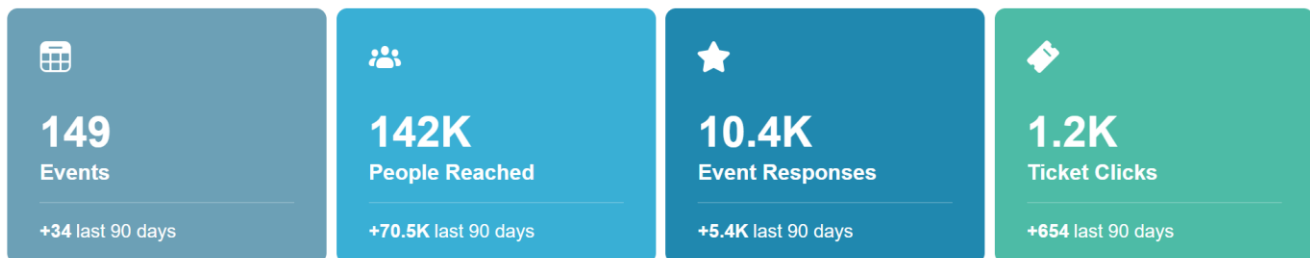


Events on Facebook:



Cromwell Valley Park Council ▾

Last 365 Days ▾



Instagram - 501 followers as of 9/9/19 - on January 1, 2019 we had only 303 followers (73% women and 27% men)



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PROPERTY MANAGEMENT UPDATE - AUGUST 2019

Property Management is spraying some areas for the wavy leaf grass. HOWEVER, there are some areas we are not spraying this season due to its location (stabilizing hillsides) but we now have this on a radar screen. Property Management will continue working with the park, especially next year when everything picks back up into the growing season. TGhey noted

Cromwell Valley Nature Council Update-August '19

Grass Cutting

<u>Sites of</u>	<u>week</u>	<u>8/5/19</u>	<u>8/12/19</u>	<u>8/19/19</u>	<u>8/26/19</u>
Cromwell Park		8/7/19	8/13/19	8/20/19	8/27/19

Current Issues and Updates

-Property Management will be repairing two sinkholes in the Park. The work should start in September, assuming no more weather delays.

-Property Management checked and cleaned the gutters on all of the buildings at the Park. 8/12/19

-Property Management is waiting for direction from Recreation and Parks regarding the Minebank Stream crossing. 8/30/19



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Baltimore County Department of Recreation and Parks

Recreation Councils Meeting

Wednesday, September 4, 2019 | 7pm – 8pm | Baltimore County Agricultural Center

Agenda

New Requirement: Fingerprinting and Background Investigations of all County Government Volunteers

1. Why the change?

- a. To fully comply with County law
- b. To ensure that children are safe
- c. To ensure accountability

2. What will change?

- a. All volunteers will need to complete an annual registration to confirm continued participation as a volunteer
- b. All volunteers will need to complete the fingerprinting process **one time only**
- c. All current volunteers will complete the process by appointment at designated locations throughout the county
- d. New volunteers will register during designated periods
 - a. Special registration for special circumstances will be handled on a case by case basis
 - b. January for Spring/Summer sports
 - c. July for Fall/Winter sports

3. When will new process begin?

- a. Background checks for existing volunteers will be mid/late October – March 2020
- b. Designated dates and locations and promotional materials will be provided



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September 9, 2019 Financial Statements

CROMWELL VALLEY PARK COUNCIL

BALANCE SHEET

As of September 9, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of America - Checking	60,990.74
Bank of America Savings	46,148.57
Petty Cash-Trail Committee	200.00
Total Bank Accounts	\$107,339.31
Total Current Assets	\$107,339.31
Other Assets	
Investments - Cert of Dep	0.00
Petty Cash	300.00
Total Other Assets	\$300.00
TOTAL ASSETS	\$107,639.31
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Restricted Funds	-433.74
Accessible Trail	250.00
Deady Funds	300.00
Fort Garrison Funds	10,779.02
410 Fort Garrison	-1,858.50
Total Fort Garrison Funds	8,920.52
France-Merrick Lime Kiln Funds	36,854.57
Friends of Cromwell Valley	1,837.16
Friends of Sherwood House	4,622.07
Koininia (Butterfly) Funds	583.51
Kubota Fund Donations	0.00
Merrick Bank Barn	-5,410.00
Summer Camp Funds	292.63
Towson Rotary Trail for All	2,000.00
Weed Warrior Funds	748.61
Total Restricted Funds	50,565.33
Retained Earnings	-160,498.73
Unrestricted Balance	220,729.37
Net Income	-3,156.66
Total Equity	\$107,639.31
TOTAL LIABILITIES AND EQUITY	\$107,639.31



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CROMWELL VALLEY PARK COUNCIL

BUDGET VS. ACTUALS: 2019 BUDGET - FY19 P&L

January - December 2019

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Receipts				
110 Dues	8,506.92	8,500.00	6.92	100.08 %
120 Donations	8,253.79	6,000.00	2,253.79	137.56 %
125 Accessible Trail	10,500.00		10,500.00	
Total 120 Donations	18,753.79	6,000.00	12,753.79	312.56 %
130 Interest Income	16.08	20.00	-3.92	80.40 %
150 Cafe Press	79.36		79.36	
310 Building Attendant Income	936.00	1,500.00	-564.00	62.40 %
351 Animal Expenses Nature Ed.	388.00	200.00	188.00	194.00 %
352 Primitive Technology	778.54	900.00	-121.46	86.50 %
401 Educational Trips	684.00	1,250.00	-566.00	54.72 %
402 Internal Public Programs	7,102.05	5,000.00	2,102.05	142.04 %
403 Summer Camp	20,030.44	18,500.00	1,530.44	108.27 %
407 Night Out With Nature	670.00	1,400.00	-730.00	47.86 %
501 Fall Festival		3,000.00	-3,000.00	
502 Holiday Open House		500.00	-500.00	
503 Easter Egg Hunt	723.00	550.00	173.00	131.45 %
Total Receipts	58,668.18	47,320.00	11,348.18	123.98 %
Sales	0.00		0.00	
Unapplied Cash Payment Income	0.00		0.00	
Total Income	\$58,668.18	\$47,320.00	\$11,348.18	123.98 %
GROSS PROFIT	\$58,668.18	\$47,320.00	\$11,348.18	123.98 %
Expenses				
B				
Council Expenses				
210 President's Expenses		400.00	-400.00	
213 Office Supplies	281.64	400.00	-118.36	70.41 %
214 Postage	404.00	200.00	204.00	202.00 %
215 Council Equip. Maintenance	849.84	3,000.00	-2,150.16	28.33 %
216 Contributions to Others	500.00	400.00	100.00	125.00 %
217 Membership	150.00	150.00	0.00	100.00 %
218 Insurance	683.00	1,500.00	-817.00	45.53 %
219 Printer Ink	639.03	500.00	139.03	127.81 %
230 Finance Committee	392.26		392.26	
231 Membership Subcommittee	23.98	500.00	-476.02	4.80 %
250 Communications Committee	573.23	2,000.00	-1,426.77	28.66 %
251 Newsletter (w/o calendar)	666.04	1,000.00	-333.96	66.60 %
252 Meetings	83.35	100.00	-16.65	83.35 %
254 Calendar (w/ newsletter)	255.57	600.00	-344.43	42.60 %
260 B&G Committee	1,277.25	2,000.00	-722.75	63.86 %
261 Trails Subcommittee		800.00	-800.00	



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		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
262 Garden Subcommittee		500.00	-500.00	
270 External Programs		100.00	-100.00	
292 Oral History Transcription		500.00	-500.00	
Total Council Expenses	6,779.19	14,650.00	-7,870.81	46.27 %
Total B	6,779.19	14,650.00	-7,870.81	46.27 %
C				
Park Staff				
301 Clothing	166.95	750.00	-583.05	22.26 %
302 Education and Conference	399.43	750.00	-350.57	53.26 %
303 Dues, Books & Subscriptions	10.00	400.00	-390.00	2.50 %
304 Equipment	1,196.00	2,000.00	-804.00	59.80 %
306 Computer Equipment	15.47	1,000.00	-984.53	1.55 %
309 Displays/Exhibits	1,431.64	5,000.00	-3,568.36	28.63 %
310 Gifts and Grants-Bldg Attdt	745.71		745.71	
312 Drinking Water	227.31	300.00	-72.69	75.77 %
330 Children's Garden	600.86	1,000.00	-399.14	60.09 %
350 Merrick House Furnishing		150.00	-150.00	
351 Animal Expenses Nature Ed.	1,687.92	1,000.00	687.92	168.79 %
352 Primitive Technology	836.01	1,000.00	-163.99	83.60 %
Total Park Staff	7,317.30	13,350.00	-6,032.70	54.81 %
Total C	7,317.30	13,350.00	-6,032.70	54.81 %
D				
Park Programs				
401 Educational Trips	437.92	400.00	37.92	109.48 %
402 Internal Public Programs	3,503.12	3,500.00	3.12	100.09 %
403 Summer Camp	14,925.42	18,000.00	-3,074.58	82.92 %
407 Night Out With Nature	544.37	1,000.00	-455.63	54.44 %
409 Credit Card Fees	1,126.05	1,000.00	126.05	112.61 %
Total Park Programs	20,536.88	23,900.00	-3,363.12	85.93 %
Total D	20,536.88	23,900.00	-3,363.12	85.93 %
E				
Council Sponsored Events				
501 Fall Festival	629.16	1,800.00	-1,170.84	34.95 %
502 Holiday Open House		500.00	-500.00	
503 Easter Egg Hunt	603.43	550.00	53.43	109.71 %
Total Council Sponsored Events	1,232.59	2,850.00	-1,617.41	43.25 %
Total E	1,232.59	2,850.00	-1,617.41	43.25 %
G				
840 France-Merrick Grant Income	72.90		72.90	
850 Other Business Expenses	2,530.00		2,530.00	
860 Accessible Trail	23,355.98		23,355.98	
Total G	25,958.88		25,958.88	
Total Expenses	\$61,824.84	\$54,750.00	\$7,074.84	112.92 %
NET OPERATING INCOME	\$ -3,156.66	\$ -7,430.00	\$4,273.34	42.49 %
NET INCOME	\$ -3,156.66	\$ -7,430.00	\$4,273.34	42.49 %



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Profit and Lost Statement – 2 pages

PROFIT AND LOSS

January 1 - September 9, 2019

	TOTAL
Income	
Receipts	
110 Dues	8,506.92
120 Donations	8,253.79
125 Accessible Trail	10,500.00
Total 120 Donations	18,753.79
130 Interest Income	16.08
150 Cafe Press	79.36
310 Building Attendant Income	936.00
351 Animal Expenses Nature Ed.	388.00
352 Primitive Technology	778.54
401 Educational Trips	684.00
402 Internal Public Programs	7,102.05
403 Summer Camp	20,030.44
407 Night Out With Nature	670.00
503 Easter Egg Hunt	723.00
Total Receipts	58,668.18
Sales	0.00
Unapplied Cash Payment Income	0.00
Total Income	\$58,668.18
GROSS PROFIT	\$58,668.18
Expenses	
B	
Council Expenses	
213 Office Supplies	281.64
214 Postage	404.00
215 Council Equip. Maintenance	849.84
216 Contributions to Others	500.00
217 Membership	150.00
218 Insurance	683.00
219 Printer Ink	639.03
230 Finance Committee	392.26
231 Membership Subcommittee	23.98
250 Communications Committee	573.23
251 Newsletter (w/o calendar)	666.04
252 Meetings	83.35
254 Calendar (w/ newsletter)	255.57
260 B&G Committee	1,277.25
Total Council Expenses	6,779.19
Total B	6,779.19
C	
Park Staff	
301 Clothing	166.95



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	TOTAL
302 Education and Conference	399.43
303 Dues, Books & Subscriptions	10.00
304 Equipment	1,196.00
306 Computer Equipment	15.47
309 Displays/Exhibits	1,431.64
310 Gifts and Grants-Bldg Attndt	745.71
312 Drinking Water	227.31
330 Children's Garden	600.86
351 Animal Expenses Nature Ed.	1,687.92
352 Primitive Technology	836.01
Total Park Staff	7,317.30
Total C	7,317.30
D	
Park Programs	
401 Educational Trips	437.92
402 Internal Public Programs	3,503.12
403 Summer Camp	14,925.42
407 Night Out With Nature	544.37
409 Credit Card Fees	1,126.05
Total Park Programs	20,536.88
Total D	20,536.88
E	
Council Sponsored Events	
501 Fall Festival	629.16
503 Easter Egg Hunt	603.43
Total Council Sponsored Events	1,232.59
Total E	1,232.59
G	
840 France-Merrick Grant Income	72.90
850 Other Business Expenses	2,530.00
860 Accessible Trail	23,355.98
Total G	25,958.88
Total Expenses	\$61,824.84
NET OPERATING INCOME	\$ -3,156.66
NET INCOME	\$ -3,156.66



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2019 CVPC Meeting Dates

Presented at September 2018 Meeting

DATE 2018	MEETING	Location	Time
Monday, January 14 th <i>Orthodox New Year</i>	Executive Board Meeting	Sherwood House	7:00 p.m.
Monday, February 11 th	Executive Board Meeting (closed to Board only)	Sherwood House	7:00 p.m.
Monday, March 11 th	Council Meeting (open to Public – Annual Meeting)	Sherwood House	7:00 p.m.
Monday, April 8 th	Executive Board Meeting	Sherwood House	7:00 p.m.
Monday, May 13 th	Executive Board Meeting	Sherwood House	7:00 p.m.
Monday, June 10 th	Executive Board Meeting	Sherwood House	7:00 p.m.
Monday, July 8 th	No Meeting		
Monday, August 12 th <i>Eid al-Ahda - Muslim</i>	Executive Board Meeting (closed to Board only)	Sherwood House	7:00 p.m.
Monday, September 9 th	Council Meeting (open to Public)	Sherwood House	7:00 p.m.
Monday, October 14 th – COLUMBUS DAY	<i>No October Meeting or Change to 10/21 Shmini Atzeret - Jewish</i> Executive Board Meeting	Sherwood House	7:00 p.m.
Wednesday, November 11 th VETERAN'S DAY	<i>Change to November 4th – pending no October meeting</i> Executive Board Meeting (closed to Board only)	Sherwood House	7:00 p.m.
Monday, December 9 th	Executive Board Meeting	Sherwood House	7:00 p.m.



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Use this page for your meeting notes!

Things I learned:

Questions I have:

Remember to follow up: