



## Cromwell Valley Park Council Minutes – June 10, 2019

### CVPC Executive Board Meeting

Board members in attendance: John Canoles, Rick Childs, Bill Curtis, Ken Keady, Sya Kedzior, Kristin McFaul, Cate Murphy (Talmar, Inc.), Kim Shapiro, Jenny Trust, Mia Walsh and Abe Yoffe.

Park staff: Kirk Dreier

Special guests: Corey Johns

Absent: Pat Novak

#### 1. PRESIDENT'S OPENING REMARKS

- a. Mia called the meeting to order at 7:01 p.m. A quorum was present. Mia announced that Pat Novak was admitted to the hospital.
- b. Mia welcomed back Corey Johns, Baltimore County Board of Rec. and Parks at large member, his second time attending our meetings in as many months. Corey described his role as liaison between the Councils and the Rec & Parks board for those who were not present for the May meeting. Corey mentioned that the money for the Community Supervisor position at the parks was not cut from the budget.
- c. Volunteer recognition – Mia recognized that many of us and other volunteers have been busy working on park projects over the past few months, most recently the signage project for the small nature path and the start of planning for the coming Fall Harvest Festival.
- d. Donations
  - (1) Allan Scott donated money for the cost of a bench to be placed along the new accessible path for use by park visitors. This donation is a memorial donation for a long time pet and companion.
    - Here there was a discussion about the benches, which have been ordered for the path. These are 4 feet long and will be placed in 8 ft. wide spots so as to allow for wheelchairs next to the benches. Placement of the benches will be setback to allow rolling visitors to maneuver around them. The lead-time for the benches is 3 - 4 weeks.
  - (2) Abe's aunt, Eileen Yoffe made a \$50 donation honoring Abe, Hilarie and Louisa Yoffe.
  - (3) Exelon continues to make donations at the request of and in response to community service work by employees.
  - (4) Members Konradi donated \$50 and Noon donated \$250 recently.
  - (5) Fort Garrison has received \$5000 from the Colonial Dames of the 17<sup>th</sup> Century, and although CVPC does not directly receive this money, we benefit by having access to the items that the money purchases for use in programming. (See Kirk's report for further explanation.)
- e. Annual Report – Mia requested that we let her know by email of individuals who we believe should receive our annual report for 2018.

#### 2. GOVERNANCE

- a. May, 2019 CVPC Meeting Minutes – Kim Shapiro asked if all had received the minutes and if there were any issues. No changes were requested, and the minutes were accepted. The minutes have been posted on the CVPC website.
- b. Treasurer's Report – Kristin passed out up-to-date finance documents, including a Balance Sheet and Budget versus Actuals through June 10<sup>th</sup>. Dues and donations are looking good with respect to budgeted revenue.
  - (1) Mia expressed concern that the revenue from summer camp will look artificially low because summer

camp is absorbing the cost of the CampBrain annual fee of \$2000. With expected cost of T-shirts at \$1400, we may show no revenue from camp at all. She proposed that we consider spreading the cost over all programming since the use of CampBrain has been expanded to include all other public programs offered by the park staff. Kristin said that we increase the cost of summer camp, and Sya said that that she has researched camps for her family's consideration and found that the cost of our summer camps is below others. Rick suggested that we wait until September when most of the revenue and expense numbers have come in and discuss the approach for the future. Journal entry adjustments may be made in the way the items are posted and we may consider a software line item for the 2020 budget.

- (2) Rick asked about the expenses for insurance, and we planned to purchase fiduciary insurance. Mia said that she got the quote and it is in line with what was budgeted and that we will go ahead with that purchase.
- (3) Rick asked about banner costs and where these will fall. Mia said the Primitive Tech Weekend budget covers event promotional banners and the Communications Committee budget covers the general banners.
- (4) Mia asked about expenses for the Lime Kiln Dedication, and Kristin said these were within budgeted amounts.

c. State Highway Admin Grant for Signage – Abe/Mia

- (1) Abe related the steps for deciding on a vendor for the nature path signs. MCE was unable to provide the signage we want so Abe sent out requests for bids to three other vendors. Due to limitations to provide the package we desire, which includes materials, fabrication and installation, Hopewell was selected for the job after resubmitting their bid in the appropriate format. Hopewell is the vendor that produced the signs for the Lime Kiln project, as well as the You are Here Trail maps.
- (2) Abe is concerned that we will not make the deadline required for the grant of having the work completed by June 30<sup>th</sup>. Sya asked what would be the impact of missing that deadline. Mia said that we might get a 30-day extension through an MOU, but if not, we would pay for it out of our funds. Ken suggested that we might get some portion billed to us by Hopewell prior to the actual installation and before the June 30<sup>th</sup> deadline. Mia asked Abe to contact SHA to see about getting the extension. [**Update:** On June 13<sup>th</sup>, the SHA approved an extension through August 30, 2019, at which time the signs must be installed and paid for in order to be reimbursed.]
- (3) Mia talked about the layout of the signs that she has been working on based on drafts given to her by the team of John, Sya and Kim.
  - Mia has been looking to get most all of the images from photographs taken at the park itself, and she has had great cooperation from our park photo hobbyists and has gone out with her own camera as well. She has worked up the signs in actual size of the intended signs (24" X 36"). She has used the color schemes used in the Lime Kiln signage to be consistent and complimentary to other park educational signs.
  - Mia created a QR code that links to a webpage on our website. Each sign will bear this same code, which will require a user to scroll down to see relevant content to that specific sign.

- d. Accessible Nature Path - Property Management Meeting/Perennial plantings — Mia said that the native planting plan has been approved by the County based on a walk through the area with Mia herself. Plants will be in late enough to allow Talmar program registrants to get some experience through doing some of this planting. Cate is very supportive of getting this to happen. Rick expressed concerns about the success of planting due to thick vegetation and rocks. John said that the weeds should not be an issue, and Cate said she'd walk the area to see what they might need to deal with and what equipment might be needed. [**Update:** On June 11<sup>th</sup>, John Canoles walked the area and applied some weed spray in preparation for planting.]

### 3. MANAGEMENT

- a. Staff Report – See attached report from Kirk Dreier. Kirk highlighted the following items:

- (1) Primitive Tech Weekend event was early in May. Following that was a specialized history program for kids in the Krieger Schechter private school, reenacting a trip on the Oregon Trail in a wagon train. See Kirk's report for some fun details. Mia will request photographs from Laura Page and

will post them on our social media sites.

- (2) Senior park staff were trained in issuing citations to park visitors who do not adhere to dogs-on-leash rules.
- (3) School field trip visits are done for the spring season with a total of 490 students attending.
- (4) Our staff joined others from around the county in Seasonal Naturalist Training which was to wrap up on Tuesday June 11<sup>th</sup>. The training is given by the Senior Naturalists and covers many areas of education which our park system provides visitors – history, animal and plant studies, environmental studies – and includes visits to the area nature parks.
- (5) Kirk and Laura are slated for canoe training at Marshy Point for certification as flat-water canoe instructors.
- (6) Eagle Scouts have been working on several projects. They have installed a gate at McFaul's area to limit access at that point. They have constructed a kiosk at the Barran's property, and they are scheduled to install a pond near the Barn. The Willow Grove gate has been painted, but finishing touches are needed.
- (7) Property Management will be filling sink holes in July, has repaired electrical outlets in the Children's Garden and will contact us June for a meeting date to discuss the Barn survey in July.
- (8) The \$5000 for Fort Garrison from the Colonial Dames of the 17<sup>th</sup> Century is due to the dissolution of the organization. We have benefitted from items purchased with some of this donation money.
- (9) Kirk will be learning what the future will be from his role as Acting position, along with Sue Cormack, as both have shared responsibilities of the position vacated by McCollum.
- (10) Mia inquired about progress on the Sherwood entrance sign. She had received notice from Pat McDougal that it would be installed this week. Kirk has no update on the matter.
- (11) Mia shared the new T-shirt design that she did for this season's Summer Camp – "Happy Camper". Cate said that she really liked it, and others agreed.

b. Leaseholder's Report – Cate for Talmar.

- (1) Standing water between the Bull Barn and the Silo Barn is a health concern due to mosquito breeding. It is not actually area covered in Talmar's lease, but will be a potential hazard to users of the leased space. Kirk will take a look at it.
- (2) The June 29<sup>th</sup> event at Talmar will be held and Cate expressed appreciation for the Council's support of the event. They are expecting 40 or 50 attendees. The rain date is June 30<sup>th</sup>.
- (3) The programs recently held at the Ag Center are being moved to Talmar. The Veterans' programs are being held in the hoop houses, enabling space for the move.
- (4) Cate announced that she will be vacating her role at Talmar and will be posting the Executive Director's position. She is planning to leave the position at the end of summer. We will miss her.
- (5) Programs are running well at Talmar and there will be 2 weeks of summer camp in August after the CVPC camps finish.

c. Buildings and Grounds – Rick

- (1) Rick said that they have been dealing with trees that have fallen on the Barran's property and around the park.
- (2) The team has been installing benches for use by hikers. These have gotten some appreciative comments from visitors, especially along the flat Minebank trail, which many elderly people walk due to the lack of inclines.
- (3) The promotional signage at the entrances will use bungee cords, made by Thom, to help keep the signs stretched and taut. Would there be a use for these structures for signage other than specific event promotion? Ideas for Nature Center hours and Invitation to "Come take a hike," were offered. Future signs may use the mesh fabric if the contrast is bolder and larger bolder font and less imagery. Mia said that the mesh cannot be 2-sided, but the more opaque vinyl can and these can be ordered with slits to protect against wind damage.

d. Programs – Ken

- (1) The Gilchrist event was well attended and successful. Parking was an issue as cars were parked all along the entrance road.
- (2) The Baltimore Roadrunners night-time event will take place on July 3<sup>rd</sup>.
- (3) The Family Forest education event is planned for August 18<sup>th</sup>. We'll need to move some stages around for their use. This has been done in the past by Rick using the Gator.

e. Finance/Membership – Rick/Kim

- (1) Rick mentioned that some items were not tracked against the proper accounts regarding the Lime Kilns. Rick has all the data needed to sort this out through the timeframe of Jan. 2018 to present.
- (2) Kim said that there was no significant news for membership over the last month.

f. Communications – Kim –

- (1) Next up is the Fall Newsletter with a due date for articles of July 8<sup>th</sup>.
- (2) Mia said that our “volunteer videographer” made a 1 minute “commercial” for the park with Anne Wedgeworth and would be happy to do the same with our board members. Abe, Jenny, and Mia volunteered. Sya suggested to get some kids’ testimonials and Kristin said she can get her child to help. Cate suggested getting varied ethnicities and ages would be helpful, so Mia offered one of her girls toward that effort. Rick suggested other park users, too.

g. Volunteers – Sya – The Waterways exhibit is low on visitors. Please spread the word to encourage more attendance.

4. NEW BUSINESS

Abe suggested that we consider how European parks have places for visitors to get coffee and pastries and whether that might be appropriate here. Kirk talked about the limitations of providing food in that the County requires in depth training on food handling and preparation to do anything but prepackaged foods. Kristin said that a lot of her staff has had that training and that she herself would be taking it. Mia suggested that the Hawk Watch weekend would be a good time to get a food service of some kind in because of the steady stream of visitors over those days.

There was also a suggestion to make the access roads one way, having the current entrances changed so that one is an entrance and one an exit, using the restricted access road to complete the circuit. Kirk said that the restriction on that road is for the safety of visitors. Rick suggested that better signage may help to keep bad parking choices from happening.

Kirk reminded everyone of the Faerie Festival June 22<sup>nd</sup> at Marshy Point. They are expecting about 4000 attendees and lots of vendors with faerie-type things.

The meeting was adjourned at 8:29 p.m.

There will be no meeting in July. The next meeting is scheduled for Monday, August 12<sup>th</sup>.