

**Cromwell Valley Park Council, Inc.
Minutes – June 8, 2020**

CVPC Board Meeting

Board members in attendance: John Canoles, Rick Childs, Bill Curtis, Kenneth Keady, Kristin McFaul, Joe Rector, Kim Shapiro, Mia Walsh and Abe Yoffe.

Park staff: Breena Doyle, Kirk Dreier

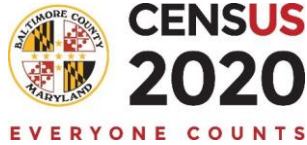
Absent: Kate Joyce (Talmar, Inc.), Pat Novak

1. PRESIDENT’S OPENING REMARKS

- a. Mia called the meeting to order at 7:00 p.m. This meeting was conducted online using the Zoom meeting app, as park buildings are now open only to staff during the COVID-19 pandemic crisis. Mia presented the agenda, which had been distributed by email, and confirmed a quorum present.
- b. Donor Recognition: Mia turned attention to the Membership report that lists donations and high membership levels, and she noted that John Canoles took a second Patron level for the current membership year.
- c. Naturalist Blog Posts – Breena completed a great new blog post, “How ‘Bout Them O’s”, focused on introducing new birders to spotting Baltimore Orioles at the park. It was posted to Facebook on June 1st. The article includes some great references for birders.
- d. Baltimore County Fiscal 2021 Budget Update – Although the final details are not yet posted on the County website, the news is promising that the money proposed for work at our park has not been cut. This means \$1.5 million and additional money from the previous year of \$400,000. Money that was cut from the budget, \$200,000, affects newly proposed staff positions that will not be filled during the budget period.
- e. Equipment needed by the staff to produce videos for virtual summer programming has been provided by Mia and the Council for staff for use by the naturalists.
- f. Congrats to Rick and Sharon who just celebrated their 50th wedding anniversary. (Thanks to Pat for suggesting this.)

2. GOVERNANCE

- a. Meeting minutes acceptance from May meeting. Kim said that she had received no comments regarding the May minutes and asked if the minutes as distributed were acceptable. The minutes were accepted.
- b. Treasurer’s Report – Kristin (Financial documents were distributed for review prior to the meeting, i.e. Profit & Loss and Budget vs. Actuals.)
 - (1) Kristin suggested that we may want to update the budget to reflect expectations of income and expenses due to COVID-19 cancellations. Rick suggested that we keep the budget as it is and just keep track through the documentation of refunds. Mia asked if we could see a draft of the proposed changes prior to a decision. Kristin said that she would put this together.
 - (2) Kristin asked about two checks that had been issued as payments to NOWN speakers for programs that have now been cancelled. Mia said that she recalls having voided them, that these are likely in the office in Pat’s folder and are safe.
 - (3) Mia asked about progress on the financial review and whether this review was planned to include any of 2020, since some of these records are likely in her own files at home. Kristin said that she had not yet gotten relevant records totally assembled yet. The decision was to restrict the review to only 2019 as originally planned.
- c. Financial Impact of Summer Camp Cancellations - Mia
 - (1) Mia reported that the cancellation of the Summer Camp programs has rolled out throughout the County Nature Centers. It was a drawn out decision process, but ultimately all were aligned on the outcome. Mia



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chose to create a survey to help invite donations as well as determine parental interest in virtual and onsite alternatives for summer programming. Donations from 42 families totaled \$805, with 5 families giving \$50 each. (Refer to the Summer Camp Cancellation Summary included in the Board Packet for details on refunds, preferences on use of safety protocols and interest levels in virtual programming and limited onsite program participation.) Most interest seems to fall to a shorter (2-hour) camp in the mornings later in the summer.

- (2) Joe asked about impact on the relevant line items in Budget vs. Actuals. Mia and Kristin shared that refunds are not yet reflected in the line items and the \$1048 in expenses is the share of CampBrain fees attributed to Summer Camp. The \$16,000 budgeted expense was to pay Camp staff.

d. Motion for Expenditures

- (1) Repair of the Old Gator – Rick said that we will go ahead with repairs on the Gator as, without this, the Gator is not safe to use. Repairs include brakes and fuel pump work estimated at \$1300. In addition, an oil change is needed for the New Gator, replacing the break-in oil, at a cost of \$130. Mia said that the Old Gator is in heavy use by the park staff in monitoring the grounds and trails. Abe got confirmation that this is money in the budget under Council equipment maintenance.

- (2) MOTION – “You Are Here” Sign Purchase – Kirk:

- Kirk has been working with Hopewell Industries on signs for visitor navigation of the park trail system. Two signs are needed at each of two locations, Barrans-Baldwin Trail and passthrough road at the nature center. The cost obtained in 2019 of \$2152 (plus \$150) is still holding now.
- Rick motioned to go ahead with the purchase of these signs, and Joe and Bill both seconded the motion. The motion carried with one “no” vote from Mia. Her concern was expending these funds with no program income to support it. Kristin said that we have sufficient donations that are not otherwise committed.

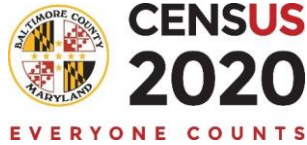
3. MANAGEMENT

a. Leaseholder’s Report – Mia for Kate

- Kate’s issue at Talmar continues to be proper facilities for volunteers and program participants. Kirk said that restroom facilities in the Eck House must suffice for now.

b. Park Staff Report – Kirk

- (1) Apple Maps – this app erroneously provides directions to park entry via private property. The property owners, who are also reported to be Council members, have appealed to the park for help to fix the problem.
 - Mia reached out to Apple and also used Instagram to communicate to followers the correct directions for park entry. Kirk contacted his management and McDougal will be in touch with Apple to correct the guidance issue.
 - Mia said that it is important for the park to help the property owners, and she herself has experience dealing with park visitors trespassing on her own property due to her location adjacent to the park. Rick said that we could have signs made that provide information as to the correct coordinates or addresses of the park entrances. Joe asked if the entrance locations are provided on the park website. Mia said that they are. John and Joe suggested getting temporary signs for these neighbors to post until the correction has been made to the app. Joe offered to get prices on the signs if the content is provided for him. (Follow up – John provided a draft of a sign and sent it to the board for review the morning of 6/10. Mia is doing some additional formatting and Joe will get costs.)



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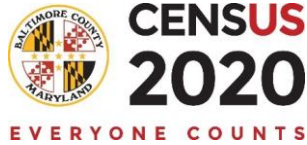
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(2) Summer Camp/Alternative Virtual Camps and Programs – Breena

- Lessons for use by teachers – The staff has completed one of these and uploaded it to Google Drive. Mia will access this and extend availability. A second lesson has been recorded and is ready for editing. Mia said that an intern has been recruited to help. Breena said that she can use this help this week. Mia will provide contact info to Breena.
- Short-intro video approach – a 15-minute video providing instructions to orient family members prior to coming to the park. For example, a program for insect discovery can instruct about sweeping with nets in the meadow and collecting in a stream along with background knowledge on the insects. Families can then come to the park for equipment and conduct their own exploration. Rick asked if a staff person would be available to help families in these programs, and Kirk indicated that that would be necessary.
- Small group Saturday programs – start slowly with some in person programs at the park. Waivers and registration must to be sorted out, considering COVID-19 precautions. Mia said that the CampBrain system can manage the documentation portion.
- Art Camp – This has similar issues but also additional concerns of funds for paying Mimi.
- Virtual online activities – Breena proposed that each week starting with the first week of July, guidance would be posted online for theme-based activities. Each week through to the end of August would propose activities based on a new theme. Laura will also provide other activities that can be guided with information presented in pdf documents. Mia said that, due to file sizes, she would like to place video guidance on Youtube and embed links on the website. Pdf documents can be uploaded to the website without significantly impacting space.
- Bill suggested that some areas of the park, like the turkey pen, would lend itself nicely to use of a QR code link to additional information. Kirk said that this idea is superior to what he has seen with overuse of signage, as Oregon Ridge has chosen.
- Mia asked if summer bird walks are an option. Breena and Kirk agreed that, as long as groups are small, required distancing could be maintained.
- Rick asked about a county level decision about volunteers at the park, and Kirk said that he has not heard anything new.

(3) See Kirk’s written report for details about May activities. Discussion points are included here.

- Although May saw an increased number of visitors, the flow of visitation was manageable. The benefit of reopening of Loch Raven Reservoir trails as well as the installation of traffic management signs has helped.
- A bird egg exhibit has been completed at the Nature Center by Laura, Breena, Kirk and Captain Jim (Marshy Point).
- “No Bikes on Park Trails” signs seem to be helping reduce bicycle use on trails.
- The Children’s Garden has been opened to visitation.
- Mia asked about looking ahead to the safe opening of park buildings, e.g. routing visitors safely. Kirk said that no one from the county has come to inspect the buildings yet. Breena will be meeting with Bobby Smith of Recreation Services.
- Mia said that there is an upcoming meeting with the County on the subjects of waivers and insurance pertaining to COVID-19 openings. She is unable to attend and is looking for someone from the board



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to sit in. Abe said that he may be able to do this.

- c. Buildings and Grounds – No report beyond Gator issue already discussed.
 - d. Programs Committee – Ken – No report.
 - e. Communications Committee – No report.
 - f. Membership Subcommittee under Finance – Kim (See the report included in the meeting packet.) Mia asked if we can get to membership of 400, as now we are only at 295. Kim explained that the 400 level typically occurs once Summer Camp sign up kicks in and shows an inflated number for a few months. We should gradually build up to 350-375 into the fall. Mia asked about a need for reminders. Kim said that we can do that, but it is difficult to make a case without a calendar of programs to offer.
 - g. Volunteers Committee – Kim
 - (1) Volunteer Hours: Kim thanked those who submitted volunteer hours. These are reported to the park office as a total of volunteers reporting and a total of all hours combined. Kim had requested that volunteer hours be reported in categories to help define the work we do. Mia asked if providing a form for reporting would be helpful. Kim asked the group if this would make any difference in the likelihood of reporting, and there was no positive reaction. Kim said that, for the county's use, the two totals are all that is needed. The categories are for the Council's internal tracking. Generally, the request for this reporting is not welcome.
 - (2) Update of board members contact information: Kim agreed to pull this information together.
4. NEXT MEETING – Mia – Considering these uncertain times and the changing needs at the park, should we schedule a meeting in July? We typically skip that month in the summer. We agreed that we can plan to meet on July 13th at 7 p.m., using an abbreviated agenda. Should there be no need recognized for a meeting, it could be cancelled.

The meeting was adjourned at 8:19 p.m.

The next meeting is scheduled for July 13th, a board meeting.

Respectfully submitted by Kim Shapiro, Secretary

6-9-20



2020 CVPC Meeting Dates

Voted Upon at November 4, 2019 Meeting

MEETING LOCATION: SHERWOOD HOUSE

DATE 2020	MEETING	Open to Public?	Time
Monday, January 13	Executive Board Meeting	Yes	7:00 p.m.
Monday, February 10	Executive Board Meeting (closed to Board only)	No	7:00 p.m.
Monday, March 9	Council Meeting (open to Public – Annual Meeting)	Yes	7:00 p.m.
Monday, April 13	Executive Board Meeting	Yes	7:00 p.m.
Monday, May 11	Executive Board Meeting	Yes	7:00 p.m.
Monday, June 8	Executive Board Meeting	Yes	7:00 p.m.
Monday, July 13	Brief Executive Board Meeting	No	7:00 p.m.
Monday, August 10	Executive Board Meeting (closed to Board only)	No	7:00 p.m.
Monday, September 14	Council Meeting	Yes	7:00 p.m.
Monday, October 19 (moved from 10/12 Columbus Day)	Executive Board Meeting	Yes	7:00 p.m.
Monday, November 9	Executive Board Meeting (closed to Board only)	No	7:00 p.m.
Monday, December 7 (moved from 2 nd week)	Executive Board Meeting	Yes	7:00 p.m.