



# Cromwell Valley Park Council

November 9, 2020 7:00 p.m.  
Virtual Via Zoom

1. WELCOME FROM PRESIDENT, MIA WALSH (7:00 – 7:05)
  - Call to Order & Adoption of the Agenda; Establish Quorum
  - Style Magazine - Reader's Choice Award
  - Boo-Thru – Thank you to John and Kim
2. SHINING STAR AWARDS (7:05 – 7:10) – Mia Walsh, President
  - Pat Novak and Thom Graff – Need Photos and to distribute awards
3. GUEST DISCUSSION (7:10 – 7:25) – Erica Ofeldt, eofeldt@yahoo.com
  - Parking and entrance issues at Providence Road access of CVP
  - Baltimore County Office of Law is contact for R&P
4. GOVERNANCE (7:25 – 7:50)
  - Approval of September 2020 Minutes – *Kim Shapiro, Secretary*
    - i. Meeting Minutes may be found on website: <https://cromwellvalleypark.org/about-cvpc/park-council/>
  - Approval of 2021 Meeting Calendar – *Kim Shapiro, Secretary*
  - Treasurer's Report – *Kristin McFaul, Treasurer*
    - i. 2019 Financial Review
    - ii. Begin Budget Discussion for voting at December 2020 meeting
5. MANAGEMENT (7:50 – 8:20)
  - Completed and Ongoing Projects:
    - i. Repair of Gazebo at Sherwood – *Joe Retor and Abe Yoffe*
    - ii. Motion to Approve Funding
  - Park Staff Report – *Kirk Dreier, Senior Park Naturalist*
  - Leaseholder's Report - *Kate Joyce, Talmar*
  - Friends of Sherwood Report (none) – *Mia Walsh*
  - Standing Committee –
    - i. Building and Grounds - *Rick Childs*
    - ii. Programs - *Kenneth Keady*
      1. Night Run – 11/7 – Baltimore Road Runners' Club
      2. Extension of Yoga Hikes into November
    - iii. Finance / Membership *Rick Childs & Kim Shapiro*
    - iv. Communications - *Kim Shapiro – Sya Buryn Kedzior – Pat Novak*
      1. Winter mailing
      2. 2019 Annual Report
      3. Success of weekly email blasts
      4. Official written position for Dog Parks at CVP
    - v. Volunteers – *Kim Shapiro*
6. NEW BUSINESS (8:20 – 8:25)
7. OLD BUSINESS (8:25-8:30)
8. KEY MESSAGES: (8:30-8:35)



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## Cromwell Valley Park Council Monthly Board Report

**BOARD MEETING MONTH:** November **YEAR:** 2020

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

**SUBMITTED BY:** VOLUNTEERS Committee – KIM SHAPIRO

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

The tally of reported volunteer hours for board members is shown below.

| Volunteer Hours |       |                |
|-----------------|-------|----------------|
| Last Name       | Hours | Category/Event |
| Kedzior         | 3     | Communications |
| Shapiro         | 6     | Special Event  |
| Shapiro         | 4     | Membership     |
| Shapiro         | 3     | Communications |
| Canoles         | 6     | Special Event  |
| Curtis          | 6     | General Admin  |
| Novak           | 2     | General Admin  |
| Walsh           | 30    | General Admin  |

**60 total**

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

### CURRENT MEMBERSHIP DATA:

Total memberships

as of 6/5/20: 359    (Nov. 2019: 344, 2018: 355)

Last report (Sept): 340

New high-level members/donors:

Contributing: Cindy Hunter and Phillip Reese

Donations: David W. Buck Family Foundation (\$500)

Jerri & Denis Muller (\$250)

Gail & Bernard Levy (\$50)

Jan & Dagmar Bohlmann (\$50, yoga program)

Candice Pellot (\$25, Arundel Homeschoolers)



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## Sr.Naturalist's Report for

### CVP Council Board Oct – Nov 2020

Our autumn was busy with the various projects and programs we have scheduled. I can report that our Pollywog Preschool program was completely filled and both sessions went smoothly with nobody being sick or getting sick. It wrapped up on the 21<sup>st</sup>.

Our Saturday bird walk registrations have been completely full. This program is led by Ranger Laura Lechtzin. During the Halloween season we had a Halloween Trail Trek put together by Ranger Anne Wedgeworth and 51 people participated.

Paint a pumpkin program was well attended. We held this in the barnatorium, due to inclement weather. All doors were open and 14 parents and kids painted their own pumpkin.

A "Sound Garden" was installed in the children's discovery zone. This was built by Eagle Scout candidate Elliott Kolberg. It was completed on the first weekend of October and since then has seen heavy use. Apparently the Kolberg's have been coming back and repairing it. The kids in the Discovery Zone like it to death.

Ranger Breena finished the editing on the Native Americans of Maryland and that has been put on our website You Tube. Somewhat lengthy it can be watched by teachers in increments (picking the particular thing you are interested in only) or watch the whole thing. It took us about a week to film it, and it took Ranger Breena's magic with editing; probably 30 hours to put it together. Ranger Laura and I filmed it. Ranger Breena and I filmed our Fort Garrison program at Fort Garrison with the help of two Re enactor friends who typically help out at that facility. We filmed the whole thing there in one day. It is now in Post production. Which means all the repetitive editing has to be done by Breena.

We received a large glass corner tank, as a donation and we had the magic of Cap'n Jim Gephardt's carpentry skills from Marshy manufacture a custom corner table, strong enough to hold the tank full of water. This is to be located in the kitchen area of the Nature Center in the hopes of one day having the exhibits open again to the public.

Currently all programs are to be held outside at safe distances or the Barnatorium with all the doors open.

We held our first school, (home school) on Wednesday. It was on the Geology of Maryland and it went smoothly and safely. We used the Barnatorium with all doors open.



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## 2020 CVPC Meeting Dates

MEETING LOCATION: SHERWOOD HOUSE OR VIRTUAL

| DATE 2020   | MEETING                 | Open to Public? | Time      |
|---|-------------------------|-----------------|-----------|
| Monday, December 7 <sup>th</sup><br>(moved from 2 <sup>nd</sup> week) | Executive Board Meeting | Yes             | 7:00 p.m. |

## 2021 CVPC Meeting Dates

To Be Voted Upon at November 9, 2020 Meeting

MEETING LOCATION: REMOTE via ZOOM or SHERWOOD HOUSE

| DATE 2021   | MEETING  | Open to Public? | Time      |
|---|--|-----------------|-----------|
| Monday, January 11  | Executive Board Meeting                              | Yes             | 7:00 p.m. |
| Monday, February 8  | Executive Board Meeting<br>(closed to Board only)    | No              | 7:00 p.m. |
| Monday, March 8   | Council Meeting<br>(open to Public – Annual Meeting) | Yes             | 7:00 p.m. |
| Monday, April 12  | Executive Board Meeting                              | Yes             | 7:00 p.m. |
| Monday, May 10  | Executive Board Meeting                              | Yes             | 7:00 p.m. |
| Monday, June 14   | Executive Board Meeting                              | Yes             | 7:00 p.m. |
| Monday, July 12   | No Meeting   |                 |           |
| Monday, August 9  | Executive Board Meeting<br>(closed to Board only)    | No              | 7:00 p.m. |
| Monday, September 13  | Council Meeting                                      | Yes             | 7:00 p.m. |
| Monday, October 18 <sup>th</sup><br>(10/11 is Columbus Day) | Executive Board Meeting                              | Yes             | 7:00 p.m. |
| Monday, November 8 <sup>th</sup>                            | Executive Board Meeting<br>(closed to Board only)    | No              | 7:00 p.m. |
| Monday, December 13 <sup>th</sup>                           | Executive Board Meeting                              | Yes             | 7:00 p.m. |



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## BOARD MOTION #1



### Cromwell Valley Park Council EXECUTIVE BOARD MOTION FORM



**Submission Date:** 11/5/2020

**Motion:** The Building and Grounds Committee requests Cromwell Valley Park Council, Inc. to approve the expenditures of its own reserve in the amount of not to exceed \$3,000 towards the repair and restoration of the Sherwood Gazebo.

On 10/24/20, the donors agreed to give \$5,000 for the gazebo repair, PLUS the additional funds separately to purchase a plaque and mounting stand in recognition of their granddaughter. Currently, the estimate cost of the project is \$7,355.00 + plaque.

Currently, we have a separate new memorial bench donation request, which may be placed at the entrance of the gazebo per the vision of the family.

In addition, the Building and Grounds Committee will: (a) use volunteer efforts to clean out the area of overgrowth (b) work with Park Staff to replace the rusty grill in that area with a new grill and (c) work with Park Staff to provide appropriate furniture (i.e. picnic table and benches) for the interior of the gazebo.

**Program or Committee Submitting Request:** Mia Walsh, Rick Childs and Joe Rector

**Presenter of Motion:** Rick Childs, Building and Grounds

**Rationale:** CVPC worked with donor over a period of several months to determine the best use of funds in memoriam for their granddaughter. The gazebo in disrepair, as discussed in several council meetings, seemed to be a win-win for this effort for both parties.

**Pros:** The gazebo in disrepair will be renovated and a newly improved landscaped area will be another wonderful spot for our park visitors to enjoy.

**Cons:** We have put a halt on purchasing during the COVID crisis as we have very little income coming in. This would be an expenditure overriding that directive.

**Alternatives Discussed:**

- 1) Not doing the repair work on the gazebo.

**Budget Change and Line Items:**

Monies from our reserve funds would be spent, which currently is not in the 2020 budget.



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## GAZEBO REPAIR QUOTE

Donors wish to keep upper part of the Gazebo (no roof) and the estimated additional cost of this is \$1,700.



### AWARDS Construction, Inc.

**DATE**

September 3, 2020

**PROPOSAL SUBMITTED TO**

Cromwell Valley Park

**STREET**

2175 Cromwell Bridge Road

**CITY, STATE and ZIP CODE**

Parkville, Md. 21234

**PHONE**

410-967-4191

**JOB NAME**

deck repairs

**JOB LOCATION**

Same as above

We hereby submit specifications and estimates to repair the existing deck in wood just behind the nature center at the park listed above. Proposed work is as follows:

- Remove all plant growth from around all sides of existing deck
- Remove the existing top plates and posts above railing height
- Remove and replace all damaged deck boards and repair joints as required
- All replaced decking to be screwed using deck mates
- Remove and replace all railing top caps
- Remove and replace all spindles on railings
- Remove the existing door and frame
- Pressure wash entire deck and railings
- Apply stain in any color that customer wants
- Haul all associated debris and leave in broom swept condition

We Propose hereby to furnish material and labor--- complete in accordance with above specifications, for the sum of: Five Thousand Six Hundred Sixty-Five Dollars (\$5,665.00)

**Payment to be made as follows:**

1/3 Deposit at contract signing

Balance upon satisfactory completion of project

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workers compensation insurance.

Authorized  
Signature

Al Smith  
President





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## BUDGET VS ACTUALS – DRAFT

For 2021 Budget Discussion

### CROMWELL VALLEY PARK COUNCIL

BUDGET VS. ACTUALS: 2020 BUDGET - FY20 P&L

January - December 2020

|                                 | TOTAL              |                    |                      |                |
|---------------------------------|--------------------|--------------------|----------------------|----------------|
|                                 | ACTUAL             | BUDGET             | OVER BUDGET          | % OF BUDGET    |
| Income                          |                    |                    |                      |                |
| Receipts                        |                    |                    |                      |                |
| 110 Dues                        | 11,136.77          | 8,500.00           | 2,636.77             | 131.02 %       |
| 120 Donations                   | 10,274.48          | 6,000.00           | 4,274.48             | 171.24 %       |
| 130 Interest Income             | 19.63              | 20.00              | -0.37                | 98.15 %        |
| 140 Fundraisers                 |                    | 100.00             | -100.00              |                |
| 310 Building Attendant Income   | 136.00             | 2,000.00           | -1,864.00            | 6.80 %         |
| 351 Animal Expenses Nature Ed.  | 520.00             | 300.00             | 220.00               | 173.33 %       |
| 352 Primitive Technology        |                    | 750.00             | -750.00              |                |
| 401 Educational Trips           | 105.00             | 1,250.00           | -1,145.00            | 8.40 %         |
| 402 Internal Public Programs    | 3,515.73           | 7,000.00           | -3,484.27            | 50.22 %        |
| 403 Summer Camp                 | 3,710.00           | 19,000.00          | -15,290.00           | 19.53 %        |
| 405 Master Naturalists          |                    | 250.00             | -250.00              |                |
| 407 Night Out With Nature       | 51.00              | 1,200.00           | -1,149.00            | 4.25 %         |
| 501 Fall Festival               |                    | 3,500.00           | -3,500.00            |                |
| 502 Holiday Open House          |                    | 500.00             | -500.00              |                |
| 503 Easter Egg Hunt             |                    | 600.00             | -600.00              |                |
| <b>Total Receipts</b>           | <b>29,468.61</b>   | <b>50,970.00</b>   | <b>-21,501.39</b>    | <b>57.82 %</b> |
| <b>Total Income</b>             | <b>\$29,468.61</b> | <b>\$50,970.00</b> | <b>\$ -21,501.39</b> | <b>57.82 %</b> |
| <b>GROSS PROFIT</b>             | <b>\$29,468.61</b> | <b>\$50,970.00</b> | <b>\$ -21,501.39</b> | <b>57.82 %</b> |
| Expenses                        |                    |                    |                      |                |
| B                               |                    |                    |                      |                |
| Council Expenses                |                    |                    |                      |                |
| 210 President's Expenses        | 85.98              | 300.00             | -214.02              | 28.66 %        |
| 212 Council Equipment Purchases | 907.02             |                    | 907.02               |                |
| 213 Office Supplies             | 134.86             | 400.00             | -265.14              | 33.72 %        |
| 214 Postage                     | 51.50              | 500.00             | -448.50              | 10.30 %        |
| 215 Council Equip. Maintenance  | 3,084.31           | 1,500.00           | 1,584.31             | 205.62 %       |
| 216 Contributions to Others     |                    | 500.00             | -500.00              |                |
| 217 Membership                  |                    | 150.00             | -150.00              |                |
| 218 Insurance                   | 655.00             | 1,500.00           | -845.00              | 43.67 %        |
| 219 Printer Ink                 | 328.07             | 750.00             | -421.93              | 43.74 %        |
| 230 Finance Committee           | 391.16             |                    | 391.16               |                |
| 231 Membership Subcommittee     |                    | 250.00             | -250.00              |                |
| 250 Communications Committee    | 1,515.46           | 2,000.00           | -484.54              | 75.77 %        |
| 251 Newsletter (w/o calendar)   | 399.16             | 750.00             | -350.84              | 53.22 %        |
| 252 Meetings                    |                    | 150.00             | -150.00              |                |
| 254 Calendar (w/ newsletter)    | 600.71             | 600.00             | 0.71                 | 100.12 %       |
| 260 B&G Committee               | 3,649.63           | 2,800.00           | 849.63               | 130.34 %       |
| 262 Garden Subcommittee         |                    | 500.00             | -500.00              |                |
| 270 External Programs           |                    | 1,000.00           | -1,000.00            |                |
| 292 Oral History Transcription  | 193.75             |                    | 193.75               |                |



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## CROMWELL VALLEY PARK COUNCIL

BUDGET VS. ACTUALS: 2020 BUDGET - FY20 P&L

January - December 2020

|                                       | TOTAL              |                     |                      |                  |
|---------------------------------------|--------------------|---------------------|----------------------|------------------|
|                                       | ACTUAL             | BUDGET              | OVER BUDGET          | % OF BUDGET      |
| <b>Total Council Expenses</b>         | <b>11,996.61</b>   | <b>13,650.00</b>    | <b>-1,653.39</b>     | <b>87.89 %</b>   |
| <b>Total B</b>                        | <b>11,996.61</b>   | <b>13,650.00</b>    | <b>-1,653.39</b>     | <b>87.89 %</b>   |
| <b>C</b>                              |                    |                     |                      |                  |
| Park Staff                            |                    |                     |                      |                  |
| 301 Clothing                          | 283.36             | 700.00              | -416.64              | 40.48 %          |
| 302 Education and Conference          | 220.92             | 700.00              | -479.08              | 31.56 %          |
| 303 Dues, Books & Subscriptions       | 33.95              | 400.00              | -366.05              | 8.49 %           |
| 304 Equipment                         | 363.91             | 2,000.00            | -1,636.09            | 18.20 %          |
| 306 Computer Equipment                | 769.34             | 350.00              | 419.34               | 219.81 %         |
| 309 Displays/Exhibits                 | 2,690.28           | 3,500.00            | -809.72              | 76.87 %          |
| 310 Gifts and Grants-Bldg Attndt      | 913.94             | 2,000.00            | -1,086.06            | 45.70 %          |
| 312 Drinking Water                    | 215.04             | 300.00              | -84.96               | 71.68 %          |
| 330 Children's Garden                 | 1,070.99           | 1,000.00            | 70.99                | 107.10 %         |
| 350 Merrick House Furnishing          | 30.00              | 150.00              | -120.00              | 20.00 %          |
| 351 Animal Expenses Nature Ed.        | 1,075.19           | 1,250.00            | -174.81              | 86.02 %          |
| 352 Primitive Technology              |                    | 1,000.00            | -1,000.00            |                  |
| <b>Total Park Staff</b>               | <b>7,666.92</b>    | <b>13,350.00</b>    | <b>-5,683.08</b>     | <b>57.43 %</b>   |
| <b>Total C</b>                        | <b>7,666.92</b>    | <b>13,350.00</b>    | <b>-5,683.08</b>     | <b>57.43 %</b>   |
| <b>D</b>                              |                    |                     |                      |                  |
| Park Programs                         |                    |                     |                      |                  |
| 401 Educational Trips                 | 361.42             | 500.00              | -138.58              | 72.28 %          |
| 402 Internal Public Programs          | 2,852.41           | 3,750.00            | -897.59              | 76.06 %          |
| 403 Summer Camp                       | 1,047.94           | 16,000.00           | -14,952.06           | 6.55 %           |
| 405 Master Naturalist Training        |                    | 250.00              | -250.00              |                  |
| 407 Night Out With Nature             | 100.00             | 750.00              | -650.00              | 13.33 %          |
| 409 Credit Card Fees                  | 1,071.79           | 1,400.00            | -328.21              | 76.56 %          |
| <b>Total Park Programs</b>            | <b>5,433.56</b>    | <b>22,650.00</b>    | <b>-17,216.44</b>    | <b>23.99 %</b>   |
| <b>Total D</b>                        | <b>5,433.56</b>    | <b>22,650.00</b>    | <b>-17,216.44</b>    | <b>23.99 %</b>   |
| <b>E</b>                              |                    |                     |                      |                  |
| Council Sponsored Events              |                    |                     |                      |                  |
| 501 Fall Festival                     |                    | 1,800.00            | -1,800.00            |                  |
| 502 Holiday Open House                | 423.44             | 500.00              | -76.56               | 84.69 %          |
| 503 Easter Egg Hunt                   |                    | 650.00              | -650.00              |                  |
| <b>Total Council Sponsored Events</b> | <b>423.44</b>      | <b>2,950.00</b>     | <b>-2,526.56</b>     | <b>14.35 %</b>   |
| <b>Total E</b>                        | <b>423.44</b>      | <b>2,950.00</b>     | <b>-2,526.56</b>     | <b>14.35 %</b>   |
| <b>G</b>                              |                    |                     |                      |                  |
| 860 Accessible Trail                  |                    | 1,500.00            | -1,500.00            |                  |
| <b>Total G</b>                        |                    | <b>1,500.00</b>     | <b>-1,500.00</b>     |                  |
| <b>Total Expenses</b>                 | <b>\$25,520.53</b> | <b>\$54,100.00</b>  | <b>\$ -28,579.47</b> | <b>47.17 %</b>   |
| <b>NET OPERATING INCOME</b>           | <b>\$3,948.08</b>  | <b>\$ -3,130.00</b> | <b>\$7,078.08</b>    | <b>-126.14 %</b> |





# Cromwell Valley Park Council

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## Financial Audit Notes:

2020-10-08

Report of review of check requests  
Cromwell Valley Park Council

William Blair Curtis, Director

On this date I reviewed a set of documents in a cardboard box labeled *Cromwell Valley Park Council 2019 Check Requests*. The documents included six file folders label to chronologically from January through December 2019.

I did not find any comprehensive roster or register of all checks written in the year.

I conducted a random review of the documents, generally reviewing every third or fourth check written.

I found the following issues or checks that raised questions in my mind:

- 5534– The check was written for \$115.72 although the submitted receipt is only four \$96.44.
- 5539– this is a \$200 check for petty cash for change for parking at the Easter egg hunt. Is there any record of the \$200 being returned?
- 5551– The check was written for \$63.13. The amount requested was \$63.13. The receipt supporting the submission was for \$63.12.
- 5583— this check is for 2019 primitive tech T-shirts. Is there any record of where are the T-shirts are or how that \$651.60 was reimbursed to the council? Did the council make a profit or loss from the distribution of the shirts?
- 5615– this check is for postage stamps. Is there any tracking of those stamps, who used them when and for what, where are they stored?
- 5656– this check was written for \$382.80. The supporting receipts total \$240.27.

### Conclusions:

Based on this review, I see no apparent fraud, or misuse of the Council's money. The discrepancies I found appear to be very minor.



# **Cromwell Valley Park Council**

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**Use this page for your meeting notes!**

**Things I learned:**

**Questions I have:**

**Remember to follow up:**