

Cromwell Valley Park Council, Inc.
Minutes – November 9, 2020

CVPC Executive Board Meeting

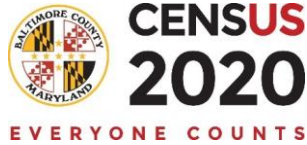
Board members in attendance: John Canoles, Rick Childs, Bill Curtis, Kate Joyce (Talmar, Inc.), Kenneth Keady (left meeting at 7:56), Sya Kedzior, Kristin McFaul, Pat Novak, Joe Rector, Kim Shapiro, Mia Walsh and Abe Yoffe.

Park staff: Kirk Dreier

Guest: Erica Ofeldt, park neighbor

1. WELCOME FROM PRESIDENT

- a. Mia called the meeting to order at 7:01 p.m. The meeting was conducted online using the Zoom meeting app, due to safety considerations during the COVID-19 pandemic crisis. Mia presented the agenda, which had been distributed by email. As all board members were present, we had a quorum. Although the meeting is a board meeting, and one focused on getting input for a budget, we had agreed to a presentation from a park neighbor, Erica Ofeldt, regarding park access through a community on Providence Road. Erica would be allowed 15 minutes early in the meeting.
- b. Mia announced that Style Magazine's Reader's Choice Award for Best Hiking Trail went to Cromwell Valley Park's Cromwell Valley Park and Loch Raven hiking trail. Congratulations to US!
- c. Sya asked about the presence of an emergency vehicle this past weekend at Sherwood, and Kirk related that a child, under the mother's care, had been injured by a fall and received a concussion. Kirk would be writing the required report.
- d. Mia thanked John and Kim for representing the park at Baltimore Rec & Park's Boo Thru event at Meadowood.
- e. Kirk, Laura and Breena completed the production of a Native American video program, editing effort alone requiring about 30 hours of work. This is posted on CVPC's Facebook Page, as well as our YouTube Channel. Mia will speak to Ranger Breena about putting an educational page on our CVPC website.
- f. Mia represented Baltimore County in an interview for a video PSA for Maryland Program Open Space. Once the final PSA has been released, she will share it with the membership, social media and website. Cromwell Valley Park was a featured POS location and it spoke about the park's history and the monies that were used to purchase and maintain our 460+ acres.
- g. Mia is holding Shining Star Awards for Pat Novak and Thom Grizzard. She will likely drop Pat's off to her.
- h. Changes were announced within the Baltimore County Rec and Parks.
 - Kris Mervine is taking over as Regional Coordinator for Region 4 (Dundalk area).
 - Don Kuklinski will assist Kris and take on tasks for Bob Smith until Don's retirement at the end of the year.
 - Kirk Dreier will once again take on the role of Acting Regional Coordinator of Nature, Agricultural and Environmental Centers (NAEC), and efforts to recruit will begin immediately. NAEC will fall under the Recreation Services division.
 - ◇ Kirk said that he knows what to expect of this role, having recently done this. As Susan is out of the office for an extended time, Breena and Laura are assisting. Kirk also has help from Donna at the Agricultural Center.



Cromwell Valley Park Council, Inc.
Minutes – November 9, 2020

CVPC Executive Board Meeting

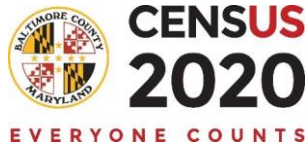
2. GUEST DISCUSSION – Erica Ofeldt, Neighbor, Parking issues at Providence Road entrance to park
 - a. Mia welcomed Erica to our meeting. The Council was aware of this issue and has understood that County resources were involved. Although this issue is clearly in the hands of the County and is not the business of this Council, we agreed to hear the issues. Because of Kirk’s Acting Regional Coordinator role, he represented the County for this discussion.
 - b. Erica presented a quote from minutes of our August 2019 minutes: *“Kirk and Pat McDougal (County) met with a landowner at the Baldwin section of the park to talk about parking plans for access to those trails. The access area is shared by three homes. There are still some concerns, but the homeowner was given information to help resolve these concerns. Mimi/Kirk placed signs to manage parking in this area.”* Erica feels, in her opinion, that this does not correctly represent the situation: that is, the issues are not resolved. Erica shared that she represents a group of neighbors in a Providence Road community that is located near the access to a Cromwell Valley Park hiking trail. The trailhead has attracted hikers, and use of this area for parking and accompanying human and dog traffic has created issues. Erica described the issues using a Powerpoint presentation. She expressed that this is not yet resolved with the county regarding use of this trailhead by the public: parked cars impeding homeowner access, movement of cars causing lawn damage, dogs off leash, and observed improper human behavior.
 - c. Joe asked if there was a homeowner’s association in place, and Erica responded that there is none. He also asked about maintenance of the shared driveway. Erica said that the driveway has been maintained by a neighbor in the community and is not maintained by the County at all. Abe asked about signage, and Erica responded that Parking signs had been placed and, much more recently, dog-leashing requirement signage. He also asked about whether cars were parking on grass, and she said that some are, including private property.
 - d. Erica said that many neighbors have written letters to both the County Property Management and Recs and Parks, as well as our County Councilmen. She stated that they have employed a lawyer to review the contracts and lease agreements but hopes not to move forward with a lawsuit unless absolutely necessary.
 - e. Mia thanked Erica for her presentation and said that we would not be discussing this further in the meeting. Erica left the meeting at 7:25 pm.

3. GOVERNANCE

- a. Meeting minutes acceptance from September meeting: Kim reviewed a few minor changes to the minutes provided by Mia: in process status of mower repairs, educational status of interns, and an update on Instagram followers. There was no concern with these changes and the resulting minutes were approved. These are on the Park website. <https://cromwellvalleypark.org/about-cvpc/park-council/>.
- b. 2021 Meeting Calendar – Sya provided a proposed calendar of dates for CVPC meetings in 2021. Mia included this calendar in the meeting packet. Kim asked for approval from the board. The calendar was accepted as presented.
- c. Treasurer’s Report – Kristin. Budget vs. Actuals were included with the meeting packet. Kristin separately sent out the template that will be used during the budget discussion. During this discussion Mia shared the screen and captured proposed recommendations for line items directly in the template, which allowed us to see the impact of totals of revenues and expenses on the net profit/loss.

Line item discussion:

- An overarching discussion considered the expectation of continuing COVID-19 impact on public programming. Rick asked if we should plan as if COVID restrictions will be lifted to assure that the money is available. Kristin felt that we should plan considering COVID and then make adjustments as needed. Abe suggested that we should not hamstring ourselves. Mia said that we can later vote to add



Cromwell Valley Park Council, Inc.
Minutes – November 9, 2020

CVPC Executive Board Meeting

money to the budget. The approach to consider COVID prevailed.

- After our first pass through the numbers, the result showed a loss of over \$12,000. Mia sked that we go back and see what we can adjust to avoid a loss of that magnitude. The following discussion includes that reconsideration.

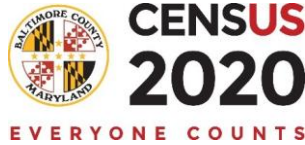
- **Income**

- (100/120) Dues and donations were raised somewhat over last year's levels to help offset expected expenses.
- (351) Donations for animal expenses were raised to \$500
- (402/403/750) Public programs were reduced to about half considering continuing impacts of COVID-19 limits. Sya asked about the \$3710 income from Summer Camp. Mia explained that this is money left by parents for future camp opportunities. Rick cautioned that money that remains in the Summer Camp accounting needs to be noted as restricted, since it will only be applied to Summer Camp. Kristin said that she would assure that.
- (501/502) The Fall Festival and Holiday Open House were held at last year's levels considering placement on the calendar, with high hopes that COVID will not still be a deterrent.

- **Expenses**

- (212) Rick expects the need for equipment for trail maintenance. His wish started at \$2000 but was lowered to \$1000 considering our lower expectations of income from programs for much of 2021.
- (215) Rick suggested raising Equipment Maintenance to \$2000 based on our responsibility for a second Gator.
- (250/251) Communications Committee's expense is primarily for printing. We decided on a slight reduction from last year's number to \$1750 (line 250). The cost of newsletter printing raised discussion about considering email dissemination of the newsletter rather than paper. There was energy for going this route in the near future. Kirk expressed the benefits of the paper document. We will take this up within the committee with input from all interested. Additional Communications Committee costs include website, banners and other park signage.
- (292) Oral history expenses should go to zero. Rick related that Jim Kelly said no more cost is expected.
- (306) Kirk recommended raising the budget to \$600 for computer equipment because of the needs for virtual programming.
- (309) Expected display expenses was lowered significantly from last year due to completion of some large projects in 2020.
- (403) Summer Camp expenses were brought down to enough to cover the cost of CampBrain, mainly because of the uncertainty of COVID status.
- (860) John said that the Accessible Path will require annual maintenance to the gravel path, so the amount was set at \$1500.
- The resulting loss was \$8275 which reflects considerably lower income expectations due to continuing impacts from COVID restrictions. We should continue to provide input to the budget over the next few weeks with anticipation to accept the budget at the December meeting.

- b. Financial Review – Bill and Joe completed the review. Although not seen as consequential, a list of questions showed that some data was missing from the records reviewed that kept the reviewers from confirming fully



Cromwell Valley Park Council, Inc.
Minutes – November 9, 2020

CVPC Executive Board Meeting

documented support of a few distributed checks. They also found no sequential list of checks among the documents to aid in the review. Kristin said that this can be provided in the future and Mia has added the list of checks to the 2019 documents for review.

4. MANAGEMENT

a. Ongoing Projects – Gazebo (Motion for funding is included in the meeting packet.)

- Mia thanked Joe, Abe, John and Rick for their multiple visits to the site and general help moving this gazebo repair and restoration project along. Donors have agreed to \$5,000 for the repairs plus approximately \$350 for a plaque and mounting stand.
- Part of the project is to locate a bench, picnic tables and grill at the location. These will likely be moved here from elsewhere in the park. A donation for one bench has been pledged by another donor. Rick, Kirk and Mia are sorting this out.
- The motion to spend up to \$3,000 of Council reserves on this work was proposed. It was approved unanimously.
- Further comments: Rick will let the donors know. Joe cautioned that the contractors are busy and that there will be a delay before starting. As dedication is not planned before spring, this was not seen as an issue. Abe asked if there would be any concern by the County, and Kirk said he would check. Abe asked Joe to make sure contractors have appropriate insurance for the job.

e. Park Staff Report – Kirk (See attached report for details.)

- Most noteworthy is the work done by Kirk, Breena and Laura on virtual programming. Laura and Kirk recorded material for the Native American program over a week's time and Breena did about 30 hours of editing. Breena and Kirk recorded the material for the Fort Garrison History program and Breena will do the editing for that as well.

f. Buildings and Grounds – Rick reported that trail work was done by the grounds crew over the last month.

g. Leaseholder's Report – Kate Joyce, Talmar

- 1) Kate expressed appreciation for the help from Laura (park staff) to reset the beehive that blew over.
- 2) The veterans graduated at the end of their agriculture program. Fox 45 produced a 3.5-minute video that highlighted this Talmar program and may be seen here: <https://tinyurl.com/y6e7y4bd>
- 3) Talmar will be selling Christmas trees and wreaths beginning on Black Friday. Payments must be made by credit card. Rick asked if Kate needed help with the sign. She said that she will attach the ropes needed, and Rick will pick it up and install it soon.
- 4) Mia asked how Michelle Monaghan is doing with managing the gate. Kate said that it is going extremely well. Kirk said that she even provided information on a trapped car, and Kirk was able to issue a fine.
- 5) Mia said Property Management repaired two window frames and analyzed the back porch at the Eck House at the end of October. Kate said that they have been very responsive with maintenance needs, including winterizing the greenhouse. She still has not been able to get their help with providing a portable lavatory.

f. Programs – Ken (submitted through Zoom chat)

- There are no updates or any programs that need approval from the council. Baltimore Road Runners planned a night run on November 7th which went well. Depending on restrictions at that time, Baltimore



**Cromwell Valley Park Council, Inc.
Minutes – November 9, 2020**

CVPC Executive Board Meeting

Road Runners plan to have Super Bowl Run in early 2021 and we are getting inquiries for event dates throughout fall of 2021.

- h. Volunteers and Membership – Kim (See report included in the meeting packet.)
 - Kim had one addition to the donors list for Membership, and that is Jason Barker’s work through Exelon’s program which yielded \$166 in July and \$208 recently.
 - i. Communications
 - Sya reported expenses on printing for the winter mailing: \$603.03 for the entire order; \$289.99 of this was printing the Annual Report, \$208 was printing of the calendar, \$96.04 was printing a fundraiser/donation insert.
 - Kim proposed that we provide for our records a written position about the question of our role and our understanding of creating and managing a dog park at Cromwell Valley Park. We understand that this is a popular concept, and we gave it considerable time in discussion and investigation. We have had more than one request to consider adding such a facility, and more requests are likely to come. Kim will work on this and share a draft for input. There was some discussion on where we should place the resulting document, in the manual or on the website.
5. OLD BUSINESS – None.
 6. NEW BUSINESS – A discussion came up regarding use of the barns for programs. The Barnatorium, because of its need for repairs, would not be a good option for use in programs where access is a consideration, like Night Out with Nature. Abe and Bill asked about the possibility of using the small barn at Sherwood. Kirk agreed that this barn is in better repair, is sturdier, and may be an option for program use.

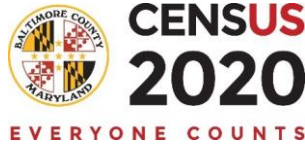
The meeting was adjourned at 8:55 p.m,

The next meeting is scheduled for December 7th, Executive Board meeting.

Respectfully submitted by Kim Shapiro, Secretary

11-11-20

Revised 12/9/20 based on decision, in the 12/7 board meeting, to clarify part 2.b. in the Guest Discussion section. KES



2020 CVPC Meeting Dates

MEETING LOCATION: SHERWOOD HOUSE OR VIRTUAL

DATE 2020	MEETING	Open to Public?	Time
Monday, December 7 th (moved from 2 nd 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 (closed to Board only)	No	7:00 p.m.
Monday, March 8	Council Meeting (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 (closed to Board only)	No	7:00 p.m.
Monday, September 13	Council Meeting	Yes	7:00 p.m.
Monday, October 18 th (10/11 is Columbus Day)	Executive Board Meeting	Yes	7:00 p.m.
Monday, November 8 th	Executive Board Meeting (closed to Board only)	No	7:00 p.m.
Monday, December 13 th	Executive Board Meeting	Yes	7:00 p.m.



ITEMS OF INTEREST FROM THE BOARD PACKET:

	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:

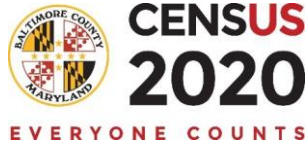
Total memberships

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)



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 21st.

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.