



## Cromwell Valley Park Council, Inc. Minutes – April 12, 2021

CVPC Meeting via Zoom

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

Park Staff: Kirk Dreier

Absent: Sya Kedzior

### 1. WELCOME FROM PRESIDENT – ABE YOFFE

- a. Abe called the meeting to order at 7:04 p.m. The meeting was conducted online using the Zoom meeting app, due to safety considerations during the COVID-19 pandemic crisis. Abe began by accepting the agenda and confirming we had a quorum.

He then read a statement stating how excited he was to take over as President and that his goal is to continue on the Board's current positive course and make improvements along the way. He is going to develop more concise short-medium-and long range goals for his term. He thanked Mia Walsh for the smooth transition process and with implementing efficient systems to manage the daily tasks required of this role.

- b. Abe welcomed the new Board members to their new positions: Kim Shapiro as Vice President, Mia Walsh as Secretary.
- c. Abe gave a huge shout out to the work of the Trails Committee for their work on the trees and gardens. He thanked Barry Smith for his prompt removal of the racist graffiti on the park bridge and his work on repairing the wooden benches. He acknowledged the park staff on their work throughout the pandemic and how they continued nature educational experiences virtually when we couldn't be in person.
- d. As a surprise, several Board members showed phrase or word of thanks to Mia Walsh, as she has finished serving 4 years of Presidency.

### 2. GOVERNANCE

- a. Minutes – Mia Walsh      Approval of March 2021 Minutes: Kirk Dreier stated that Jeffrey Budnitz wanted to clarify a representation at the March meeting. Abe stated that he spoke directly to Jeffrey Budnitz and that the minutes could stand as originally written. There were no additional changes requested. Mia asked for a motion to accept the March 2021 minutes, and they were accepted by the Board. These will be posted on the Park website. <https://cromwellvalleypark.org/about-cvpc/park-council/>.
- b. Abe read through the Standing Committee Chair elections and proposed the below slate, which was voted upon and accepted unanimously. The term is 4/1/21 retroactively through 3/31/22.
  - Finance – Rick Childs
  - Buildings and Grounds – Rick Childs
  - Programs – Kelly Emerson
  - Communications – Mia Walsh
  - Volunteers – Pat Novak

Abe then welcomed Kelly Emerson back to the Board in her new role as Programs Chair, replacing Ken Keady who resigned at the end of his term.

- c. Finance – Kristin McFaul, Treasurer
  - 1) 2021 Financial Documents – Kristin distributed current Balance and Profit & Loss sheets in advance and presented the Budget vs. Actuals at the meeting. Items of interest were:



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- Summer Camp registration fees totaled \$22,801. Mia clarified with Kristin that this figure was separated out from other program fees and donations and Kristin confirmed that it is reconciled correctly. Discussion ensued because we did not budget income or expenses for Summer Camp and our P&L vs. Budget may look skewed. We are showing almost \$8,000K in expenses such as \$7,500 for salaries of summer camp personnel and \$300 for petty cash. Additional expenses for t-shirts, crafts and supplies will be expected as well. Abe will work with Kristin to estimate accurate numbers and we can vote to add both income and expenses to the budget at the May meeting.
  - ◊ A question was raised why the salaries were less than in 2019. Note: no camp was held in 2020 due to the pandemic. Kirk stated that we have one filled full time position which we didn't 2 years ago and that Mimi is also the seasonal naturalist and historian, which comes out of another budget.
- 2) Mia shared a donation report through sharing her screen from the CampBrain Fundraising module. She broke down donations: General Donation \$5,408.23, Membership \$3,010, Trails \$100, Accessibility \$1,630, Benches \$2,000 Gazebo \$5,507.95, Ponds \$3,278.75.
- 3) Abe asked about Tax Report filing. Kristin said she would repopulate the File990.Org on-line filing system which was recommended by the IRS for small non-profit organizations.
- 4) Financial Review for Baltimore County: Bill stated that he has completed the first step of the financial review, which will then be passed along to Joe Rector for the 2<sup>nd</sup> review. Bill reviewed every 6<sup>th</sup> check and found one very minor discrepancy on an receipt amount vs check request. His full report will be included in the Recertification Report to Baltimore County and rated us at the highest level for accuracy.

## 2. MANAGEMENT

### a. Park Staff Report – Kirk Dreier

- 1) Kirk stated that he joined the Cockeysville Precinct Traffic Team to install a variable message sign (speed trailer) at the Providence Road entrance of the park to track data of every vehicle entering the driveway from that location, as well as the days/times of access.
- 2) Two of the four birdhouses which were donated by Halten Garden Club have been installed by Ranger Laura Lechtzin.
- 3) Porta-pots have made their way back to the park, which include two handicapped pots and three standard, all of which have hand-washing stations. None have yet been installed. Discussion ensued if any of these were for Talmar and Kirk responded affirmatively. (Note: As of 4/16/21, they still have not yet been installed). Kirk mentioned that they are also replacing a tank underneath the Talmar trailer as well.
- 4) Boundary signs have been installed on the newly surveyed land in Wellington Woods.
- 5) The installation site of the new Rolon Amphibian pond will be relocated as to not interfere with the relief sewer project scheduled in the next 2 years.
- 6) Kirk mentioned that Spring is in the air with park toads singing, turkeys sitting on eggs and spring beauties and blood root along the hills of the park.
- 7) Staff has begun construction of a new foot ramp for the Habitat Restoration Team shed, as well as the creation of a mobile sign indicating the work being done by the HRT.
- 8) Other updates: Trail Guide training took place in a pouring day with 9 participants, Adult Garden Club began last week and Polliwog begins on the 20<sup>th</sup>.



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b. Leaseholder's Report – Talmar, Kate Joyce

- 1) Kate reported that they hired a new horticulture therapist named Hope, who also specializes in those with mental illness.
- 2) The Veterans program has finally re-started and they are abiding by all COVID protocols, like usage of masks and social distancing.
- 3) The seedling sale has begun and it is available through the website to pick up the last weekend in April and can be reached through <https://talmar.square.site/s/shop>.

c. Friends of Sherwood – Mia Walsh – No Report

d. Buildings and Grounds – Rick Childs

- 1) Abe will be purchasing a new liner for the Rolon Amphibian pond for its new location. He will work with the Trails Committee to get the rigid liner returned to Home Depot.
- 2) Joe Rector stated the gazebo work will begin on Wednesday, 4/14, weather permitting. Discussion ensued regarding the furniture and Rick said he would be able to move one of the nice picnic tables to that spot which was removed from Willow Grove when the new ADA tables arrived. Abe said he would investigate further furniture needs for the gazebo. Mia mentioned one of the new memorial benches will be placed outside the path in front of the gazebo.
- 3) Abe discussed the Citizen Request Form which he submitted to Kirk and the County regarding the pedestrian bridges. The SHA grant is due in April, but it requires engineering drawings as our submission last year was rejected. We have not yet heard back from the County on that submission and we will not make the deadline for this year's SHA grant.
- 4) Rick spoke about the dead apple trees which were cut down to the stumps behind Sherwood. Kirk said the project is not yet finished, because they will be cut down further once the chain saw is repaired. Kirk would like to replant apple trees this fall.
- 5) The mobility path continues to have issues with large stones and John and Bill discussed stone dust and tightly packed crushers and a tamper machine to press this. Halten Garden Club will donate funds for dark crushed stone. This project should be prioritized as it had been derailed during the pandemic.

John met with two landscapers to review if the proper size stone was installed. It appears to have been sized and installed properly, but the larger material works its way up to the top periodically. The landscapers recommended annual maintenance of removing the larger stones and re-tamping.

Stone dust does not have the larger size stones but when it is dry, it gets soft and breaks up the surface. The ¾ stone that was used provides a stronger finish that was recommended in the research done before the project was implemented. Gray stone, per Halten's request, was not available at the Havre De Grace quarry. John will get proposals with various options, like stone dust + tamper.

Questions arose regarding seeing any of the options in action before committing to purchase. Roland Park Country School had a brown or grey stone that had an adhesive built into it and then rolled. It is a costly method with a 4"-5" base. We would have to remove existing layer or build the sides up higher. We also discussed renting a tamper from ABC rentals in the meantime.

e. Programs – Kelly Emerson

- 1) Kelly thanked Ken Keady, Susan and Abe for helping her during the on-boarding process of learning this new position.
- 2) Kelly discussed several outside program initiatives:



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- Kelly shared a letter of support she had written to Grace Doyle for the Towson Arts Collective's Art in the Park program for June 11 & 12, 2022. They are submitting a grant and need to show support. A motion was made and approved (1 abstain) to accept the initial PPI for the event, with the understanding that much more detail will be expected during the planning process.
    - ◊ Kirk brought up the possibility that the construction for parking lot and paving may be occurring at the same time, which may be an issue for location and timing.
  - Kelly shared a PPI for Trauma Yoga. Since no income is received, there is no insurance necessary.
- f. Membership – Kim reminded the board that March has high membership numbers, but at the changeover to April, these numbers drop drastically due to expirations. The numbers moved from 407 to 233. Kim will be mailing 350 renewal letters, as well as thank you notes to those who received memberships via Summer Camp. She noted that the Treasurer will be seeing expenses under the Membership line item.
- g. Communications – Mia Walsh
- Though it was not discussed at the meeting, per the monthly board report, Mia noted the Annual Report was sent to the Board electronically. This will be printed and mailed to higher-level donors and shared on social media and our website. Thank you to all Board members who contributed to the park in 2020.
  - We have recorded 198 entries into the membership and fundraising module of CampBrain, equaling \$21,229 with an average transaction of \$107.22.
  - Mia stated that at the recent Town Hall meeting with Johnny O., he showed a slide specifically naming CVP as one of its highlighted projects in the budget, with almost \$2,000,000 scheduled for improvements. She participated virtually in the meeting, but most of the discussions were regarding school topics and the pandemic.
- h. Volunteers – Pat Novak
- Please submit the Leaf Grow volunteers and any other volunteers you have to Pat's database of volunteers. It is important to keep this data ready to go for when we need help.

5. OLD BUSINESS – None.

6. NEW BUSINESS – None.

Abe asked for a motion to adjourn, which was provided and seconded. The meeting was adjourned at 8:47 p.m.,

**The next meeting is scheduled for Monday, May 10th at 7:00 p.m. – Executive Board meeting.**

Respectfully submitted by Mia Walsh, Secretary, 4/16/21



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## 2021 CVPC Meeting Dates

Approved at November 9, 2020 Meeting

MEETING LOCATION: REMOTE via ZOOM or SHERWOOD HOUSE

<b>DATE 2021</b>	<b>MEETING</b>	<b>Open to Public?</b>	<b>Time</b>
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 <sup>th</sup> (10/11 is Columbus Day)	Executive Board Meeting	Yes	7:00 p.m.
Monday, November 8 <sup>th</sup>	Executive Board Meeting (closed to Board only)	No	7:00 p.m.
Monday, December 13 <sup>th</sup>	Executive Board Meeting	Yes	7:00 p.m.