

**July 14, 2014 – CQNC Manchester Parks Foundation Board of Directors Meeting**

**Meeting Location:** CQNC Building

**Members Present:** Chair Ellen Rugemer, Vice-chair Bill Skinner, Treasurer Marcia Bogash, Secretary Donna Davis, Ellen Frey, Barbara Trump, Vince DePalmer, Justin Watts. Also present were Councilperson Debbie Howe and Town Manager Steve Miller.

**Guests Present:** Bruce Smith

**Call to Order:** by Chair Ellen Rugemer at 7:05 PM.

**Minutes:** A motion was made by Marcia Bogash to accept the minutes for the June 2014 meeting. Motion seconded. Minutes accepted as presented.

**Treasurers Report:** Treasurer Marcia Bogash submitted a written report for the month of June through July 7. Beginning balance was \$8,700. Deposits were \$660.00. Expenses (includes receipts paid for April, May, June and early July) were \$2,090.00. Ending balance as of July 7 is \$7,270.00. A motion was made by Barbara Trump to accept the Treasures report. The motion was seconded. Report accepted as presented.

**Naturalists Report:** No report.

**PR:** Marcia Bogash reported that the Nature Center will participate in the first Manchester National Night Out event on August 5. She would like to organize an interactive learning table for the older children where the kids would answer nature related questions and win prizes. The younger children could play the duck pond game. Marcia, Barb Trump, Ellen Rugemer and Donna Davis will assist. Justin Watts will put out a request for community service volunteers. Marcia requested \$100 to purchase prizes and incidentals. Ellen Frey made a motion to put \$100 toward the National Night Out purchases. Motion seconded and passed.

**Programs:**

National Night Out - Steve Miller reviewed the Town plans for the event to be held outside at the Manchester Fire Carnival grounds on Tuesday August 5 from 6 to 8 PM. In the event of rain, activities will be moved into to building. Plans include a helicopter, emergency services equipment, popcorn, ice cream, face painting, games and activities.

Bocce Ball- Vince DePalmer reported that there were 19 teams signed up for the games on June 21. The day went very well. The Trailblazers won the tournament (again). Vince thanked Bill Skinner for running the always popular food tent. There are 14 teams currently signed up for the Aug 2 games so there is still room for more teams. Oct 4 will be a busy game day with a 50/50 raffle and he asked the Board for extra helping hands. Bruce Smith said he can help on Oct. 4. Vince's daughter is organizing an intro to Bocce Ball day on July 17 at 7 PM and everyone is invited. Vince reminded the Board that the courts are always open for anyone to stop by and practice. Vince also reported that the Special Olympics Bocce Ball team will participate in the swim-a-thon at the Manchester pool in August.

Autumn Memorial Planting- October 12 at 3PM. One tree will be planted somewhere in the vicinity of the building. Bill Skinner volunteered to handle the invitations. Donna Davis volunteered to research tree species availability and prices at local nurseries. The Board will conduct a brief memorial ceremony and provide light refreshments.

**Facilities:**

Building: Bill Skinner installed drain tiles to divert water away from the building. Tom Smith cut several shallow ditches along the parking lot to intercept and divert water onto the grass away from the building. These actions seem to have worked to prevent a flood of water from entering under the door. Marcia Bogash inspected the building immediately after the recent rain storm events and reports that no water entered.

Trails and Maintenance: Bill Skinner, Donna Davis, and Bruce Smith will meet this month to begin a visual safety inspection of the trees adjacent to heavily used trails and developed park areas (building, picnic table areas, etc..). The Board discussed park safety and the role of the Board to provide a reasonable expectation of safety to visitors such as erecting signs, removing hazard trees in populated areas, and not conducting nature hikes on very windy days. Ellen Rugemer will call Sherry Fisher to develop a safety policy for programs and classes.

Pond: Bill Skinner reported that there is nothing new to report since the June meeting.

**Old Business:**

York Street Sign: Ellen Rugemer presented several design options. The Board agreed that the sign should include the full name “Charlottes Quest Nature Center”. Woodland signs will charge \$720. for a 2’X3’ double-sided cedar sign and \$620. for polyurethane. Ellen will continue to research prices.

Water/Sewer grant: Steve Miller gave the following update on the Project Open Space Grant for the design of the additional classrooms and bathrooms; “ Our request of \$32,664.00 has passed 2 hurdles, the first, won approval by the Carroll County Chapter of the Maryland Municipal League. The second won approval of the project by the Board of County Commissioners. Now the project will go to the Maryland Board of Public Works for approval. (This process does take several or more months).”

Analemma: Bill Skinner reported that Mr. Clark has obtained a beautiful spherical sundial that was given to him. Pictures of the sundial were emailed to Board members. Mr. Clark would like to donate it to the Nature Center to accompany the Analemma.

School Use of Facilities: With concerns for liability and possible scheduling conflicts that could arise, the Board again discussed the need to review a facility notification, reservation, and use policy with Manchester Elementary and Ebb Valley, as well as with any group that wishes to utilize the nature Center building. The Board will follow the suggestion given by Justin Watts at the June meeting and request to give a brief presentation at each schools Faculty Board meeting before the school year begins.

**New Business:**

New Grant Awards: Steve Miller reported on a \$48,500 Civil War Trails grant the Town was awarded. The grant will be used to move and expand the Manchester Museum to occupy the first floor of Town Hall. Town offices will be moved to a new building on Victory Lane along with the Police Dept. Under the Sustainable Towns committee the Town has applied for a \$100,00 grant to construct ADA compliant sidewalks. Marcia Bogash and Barb Trump will be directing a Master Gardener project to beautify Postal Park. Plans are to operate a Master Gardener info table at the park once/month.

Newsletter: Barbara Trump has volunteered to assist with mailing the newsletter. She reported that there are at least 26 people on the list that have not paid membership dues for several years, some of those date back to 2009. A motion was made by Ellen Frey to remove those people from the list who have not paid dues since 2012. The motion was seconded and passed.

With no other business, Barbara Trump made a motion to adjourn at 8:30 PM. The motion was seconded and passed. The next meeting will be 7:00 PM, Monday, August 11, 2014, at the Nature Center.

*Minutes prepared by Donna Davis, Secretary*

| <u>Action Items</u>              | <u>Who</u>    | <u>Deadline</u> |
|----------------------------------|---------------|-----------------|
| Night out games/prizes           | Marcia Bogash | Aug 5           |
| Memorial planting invitations    | Bill Skinner  | Sept. 8 ?       |
| Tree costs for memorial planting | Donna Davis   | Sept. 8         |
| Refreshments for memorial        | ?             | Oct 5           |
| Program for memorial             | ?             | Oct 5           |
| Start hazard tree review         | Skinner/Davis | Aug 11          |
| York St. sign research           | Ellen Rugemer | ?               |
| School faculty presentation      | ?             | Sept. ?         |