

Manchester Parks Board of Directors Meeting Minutes

13 March 2017

Location: Manchester Town Office.

Call to order: 7: PM by Chairman Ellen Rugemer

Attendance: Ellen Rugemer, Steve Miller, Donna Davis, Vince DePalmer, Bill Skinner, Marcia Bogash, Barb Trump, Sue Wazniak, Holly Fowler, Debra Howe, Ellen Frey, Robin Fishpaw, Lynne Sneeringer, Pattycake.

Minutes: motion to approve the February 2017 meeting minutes as submitted was made by Marcia Bogash. Motion seconded by Barb Trump and passed.

Treasurers report: none

PR : Marcia Bogash reported that the Hampstead/Manchester Business Expo held at Manchester Valley High School on March 11 was well attended and fantastic with almost 100 vendors participating. Many people and families with kids were there. The nature center booth was very busy. The microscopes were popular with the kids and Fred The Groundhog was a hit, as always. Boy Scout Troop 320 also had a large table and displayed pictures of the boys working on the park trails along with a thankyou note from Bill Skinner for their work. Many folks expressed interest in the photo contest. CCT Reporter Shelia Johnson was at the Expo and expressed great interest in covering the nature center activities. Marcia recommends participating in the Expo again next year.

Reminder of upcoming events: Easter Egg Hunt, Plant Swap, Springfest, Photo Contest. New flyers were created for the Easter Egg Hunt, Plant Swap and Photo Contest.

Naturalist report: Holly Fowler provided a written update of activities to meeting attendees (report attached for archives). She has two community programs up and running. 8 kids are signed up for Wild Things program already. Five new first-time group field trips are scheduled. She also had productive preliminary contact meetings with Ebb Valley and Manchester Elementary. Board members held a brief discussion on how to handle the program discount for attendees that hold family memberships. Shiny new Nature Program and Home School program flyers were provided.

The Naturalist contract was reviewed and discussed. The position will need liability insurance as it is a sub-contractor, not a volunteer. Marcia Bogash made a motion to have the Board pay the insurance (about \$300.00/yr). Motion seconded by Vince DePalmer as presented and passed. Holly will hold her own Workman's comp insurance. The Board discussed cumulative work hours and available salary budget and the need for anti-virus software to be installed on

both the Treasurers and Naturalists computer. A Motion was made by Marcia Bogash to approve the Naturalist contract for 312 hours (six months) and purchase anti-virus software. Motion seconded by Ellen Frey as presented and passed.

Programs: Vince DePalmer reported that the Carroll County Special Olympics Bocce team meeting will be Sunday 19th at the Nature Center Building. Steve Miller will make sure the road is plowed.

2017 Photo Contest: Marcia will send applications/poster to printer.

Egg Hunt: Egg Stuffing – April 1 – 9 AM.

Egg Hunt – April 8 - 10 AM sharp. Flyer completed and handed out.

Springfest: May 7 12-4. Ellen Frey reported six vendor contacts have not confirmed yet. There is a request from Skip Byrd to save empty cereal boxes for his astrological activity. Marcia Bogash said mice ate the prizes that were stored in the mower shed. New prizes will need to be ordered. Holly Fowler will operate crafts. Ellen Rugemer will run the kids corral.

Plant Swap: June 11- 1 to 3. Barb Trump reported that Marcia updated the poster. Lisa Green will participate. Please save white elephant items and cardboard boxes. Refreshment donation will be needed.

Facilities: no report

New Business: Steve Miller advised the Board to contact a lawyer to discuss advantages of switching the Parks Foundation from a non-profit corporation to a LLC.

Robin Fishpaw suggested purchasing metal trash cans or boxes as mouse-proof storage.

Marcia Bogash discussed guidelines for submitting newsletter items.

Sharon Hughes has requested updated software as it is becoming very difficult to format the newsletter. Estimated cost of such software is \$100. Marcia Bogash moved to purchase necessary software for \$100. Motion was unanimously passed as submitted.

Meeting adjourned at 8:07 PM