

## Manchester Parks Board of Directors Meeting Minutes

13 November 2017

**Location:** Charlottes Quest Nature Center - 3400 Wilhelm Lane, Manchester, MD

**Call to order:** 7:10 PM by Chairman Ellen Rugemer

**Attendance:** Ellen Rugemer, Ellen Frey, Bill Skinner, Korin Watson, Donna Davis, Councilperson Debra Howe, Pattycake.

**Minutes:** Bill Skinner made a motion to approve the minutes from the October Board meeting. The motion was seconded by Ellen Frey and passed.

**Treasurers report:** no report

**PR:** Korin Watson provided an update on progress revamping the website. She handed out a Board member survey. Responses will help in structuring the website message, focusing on opportunities to connect with other groups (eg: Hike It Baby), build community relations and strengthen membership numbers. Currently CQNC has 100 members and 745 followers on Facebook. She recommended purchasing membership to Event Ticket Plus (\$89./yr) to facilitate on-line registration and tracking. It is compatible with a free plug-in called Paid Member Pro which can be used to set certain webpage features as "members only" access. Event Ticket Plus is compatible with Stripe. Stripe is the on-line credit card payer feature.

Bill Skinner made a motion to purchase the Event Ticket Plus feature for \$89./yr. Motion seconded by Ellen Frey and passed.

**Naturalist report:** Ellen Rugemer distributed a written November activity update to members that was prepared by Holly Fowler (attached). She thanked all for the hard work and support associated with the two volunteer days. Both days were great and much was accomplished.

**Please submit all receipts for expenditures associated with the work days and BG&E grant to Treasurer Susie Wazniak ASAP.** Leftover funds can be used for additional projects/materials.

**Facilities:** Ellen Rugemer reported on signage she saw while visiting a nature center in Virginia. The center highlighted and provided interesting information on animals, trees, other features as one traveled through the park. This might be something we could use to enhance the visitor experience at CQNC.

Debbie Howe reported that the Town Council will review and vote on the HVAC bids during the council meeting on Tuesday.

Bill Skinner reported that the siding on the old shed needs to be repaired/replaced.

## Programs:

**Photo Contest:** The photos are on display at the Town Hall.

**Springfest:** Ellen Frey reported that she is striving to send out sponsor letters in December. Springfest committee members would be greatly appreciated.

**Old Business:** Ellen Rugemer reported that she spoke to the scout interested in removing bushes, replacing fencing and moving the CQ sign to the park entrance. If he accepts the project he would like to start this spring.

Members briefly discussion the fate of the Egg Hunt (pros and cons of the event). The discussion will continue and a vote taken at the December meeting when more members are present.

**New Business:** Donna Davis reported on a \$500. grant that is available for tree planting this spring. The granting organization requires a planting and maintenance plan and wants to be notified several weeks before planting is to take place so they can attend. Bill Skinner mentioned that a number of trees in the buffer have died. He made a motion to accept the funds to re-plant missing trees in the buffer. Motion seconded by Ellen Frey and passed.

**The next Board meeting will be Monday December 4, 2017, 7:00 PM at the nature center building.**

With no other business, Ellen Frey made a motion to adjourn the meeting at 8:30 PM. Motion seconded by Bill Skinner and passed.

*Submitted by: D L Davis*