

**FRIENDS OF SPY POND PARK
MEETING MINUTES
JANUARY 28, 2018**

PRESENT: Karen Grossman, President, Joanie Walls, Treasurer, Marshall McCloskey, Recording Secretary
Lally Stowell & Dick Norcross, Beautification Committee, Sally Hempstead, Communications & Outreach Committee Co-Chair

INTRODUCTIONS: The meeting was called to order at 7:00 pm. As little in the way of recent experiences in the park seemed relevant due to the winter weather, and all present were familiar with each other, introductions were dispensed with, and a review of the previous meeting's minutes was commenced. After a thorough reading and short discussion, no corrections were proposed, and the minutes were accepted as transcribed. Updates to the Treasurer's report accompanying said minutes, now that 2017 is officially complete, are reported on page 3 below.

TREASURER'S END OF YEAR FINAL REPORT & JANUARY FINANCES: Our checking account balance as of 1/26/2018 is **\$22,593.68**, of which \$325.00 represents dues credited toward 2018. There is \$576.48 in uncashed checks outstanding - \$487.48 for the Portable Toilet, \$74 for web domain and database expenses, and \$15 for the 2017 Annual Report mentioned below.

Joanie Walls reported that she has received confirmation that our Massachusetts Annual Report filings as a Public Charity for 2015 and 2016 have been accepted. There had been some concern in this respect, due to the previous Treasurer's late filings of these reports, and some incomplete information there on, which Joanie subsequently supplied. She has also filed the Annual Report for 2017 and doesn't anticipate any issues in this regard.

Karen suggested to Jon Marshall, Director, Arlington Parks and Recreation Department, that the Arlington/Belmont Crew Team should share in the Portable Toilet expense, since they are, in fact, the main beneficiaries of it. They pay rental fees to the Town for their boat storage that should help cover this expense. Joanie also sent Jon an email in which she jokingly suggested that perhaps our share of the fee should be \$0!! These interactions resulted in our being charged \$487 for 2017, rather than the \$1000 originally budgeted.

Re: other budget items, Karen reported that any necessary park bench repairs will be paid for by the Town, and that we will revisit the need for any additional bench(es) at a later date.

Joanie has yet to discover a record of the 2017 Feast of the East registration fee (\$50, which was certainly paid). Apparently not paid via a FSPP check or ATM card debit, cash? or other card debit, again, an oversight on the part of the previous Treasurer delete the remaining words.

From Lally's inventory Karen has determined that we need to purchase more FSPP t-shirts to sell in Adult sizes: 10 M, 10 L, and 5 XXL's. The bill for them will be \$247 from our supplier, Hemlock, located in Somerville. She will check if we need some more XXS sizes for youths. Dick Norcross inquired if we might order the shirts *after* orders are received for them, but the general feeling was that we need the shirts on hand to successfully market them. Karen was given the go-ahead to order what is needed.

The Arlington Conservation Commission (ConComm) has taken note of the deterioration to the handicapped ramp access to Spy Pond and decided that something needs to be done to remediate the handicapped ramp itself, possibly to both path entrances and to the entire path through the park. They are seeking a Department of Conservation and Recreation (DCR) Grant and matching funds for the project. Cathy Garnett is writing a grant proposal for the Con Comm requesting \$75,000 from the DCR for this path restoration project. It is hoped that the present path might be replaced with a water pervious material that would be beneficial for storm water drainage and supplement the Edge Protection and Erosion Control project. (A completely separate issue, for which \$565,000 has already been allocated, and a 60% design complete working group meeting scheduled on Monday, February 5 that Karen will attend. There will be a public meeting to allow for residents and users to comment on the design again after that in February. When the design is 100% complete and the necessary paperwork submitted, construction will begin in 2019.) Cathy is hoping for some letters of support for her grant request. Karen will be writing one on behalf of the FSPP, and other individuals may be solicited to do so, also. It was unanimously voted that FSPP would donate \$5,000 in matching funds to support this path restoration project if the Con Comm obtains sufficient funding.

Karen noted that we had a total of 130 contributors in 2017, down slightly from the 152 and 145 of the previous 2 years, but more than before that time. Our Communications and Outreach Committee work should be applauded for these numbers.

BEAUTIFICATION: Anne Ellinger has been updating the bulletin boards as required. The concrete barrier provided by the Town to prevent the shed from being plowed in is in place. Karen noted that leaves on one of the storm drains on Linwood street needs to be cleared. Hopefully, local residents can be cajoled into performing this maintenance as has, in fact, been requested by the Town. Perhaps we might contact FSPP members who live near the drains...

Lally proposed the following dates for 2018 Work Days: **April 28, May 19, June 23, July 21, August 18, September 29, and October 20**. An alternate date for September might be the 9th, but since this is only 4 days after school begins, it might be hard to engage school volunteer groups. Lally noted that **Earth Day** is **April 22**, so there should be no conflict there. There are also two Work Days not on this schedule: **Hardy School**, which will be sometime in early June in the middle of the week, and **Matignon High School**, on a date to be determined.

Betsy Leondar-Wright likes **September 22** for FSPP **Fun Day** because it will allow us to advertise at **Town Day** the weekend before (**September 15**) and have time to send out notices to nearby elementary schools. (Betsy might not be available on the 29th.)

The Beautification Committee may invite Arlington's Poet Laureate, Cathie Desjardins, to their usual park walk-through before the Work Day at 8 am Wednesday on May 16 or June 20, 2018. Ms. Desjardins will be contributing a poem to each of our 2018 newsletters and has requested this when things in the park should be in full bloom. Karen has recommended that Bill Eykamp meet Cathie to tell her information about Spy Pond for additional background for inspiration.

WEBSITE: Fred Moses has updated the website with the meeting minutes and newsletters since June, 2017 and the 2018 officers and their biosketches. Deepak Bidwai has not been back in touch re: Fred's obtaining whatever software tools he needs for completely supporting the FSPP website as modified by Deepak. This issue will hopefully be resolved in the near future.

Fred has posted 48 photos from 2017 for the FSPP website photo gallery and Karen will provide captions for them before they are uploaded to the website this week for all to see.

OUTREACH & COMMUNICATIONS: Marshall will contact Patsy Kraemer, pkraemer@town.arlington.ma.us, re: having a FSPP table at **Ecofest 3/24/2018**. Sally Hempstead has set February 15 as the deadline for submitting articles for the Winter/Spring 2018 Newsletter and June 15 for the Summer issue. Karen indicated that there is already a good amount of material in the pipeline for the upcoming Winter/Spring issue.

Karen has had to resort to a number of artifices to send out FSPP bulk emails, e.g. notices and the newsletter, because gmail (Google mail) only permits 500 bulk emails in a 24-hour period. We have an email list of ~1000 people. The mailings have included breaking up the list into 2 or more mailings a day or with more time between, using her own personal account to send some, etc. Sometimes we get a significant number of bounce backs, besides. And there is the danger that Google will freeze or delete our current account if we inadvertently violate their terms, which are not at all that clearly spelled out. (Happened a few years back.)

"Mail Chimp" has been suggested as a way to circumvent these problems. It is supposedly free, but they may require a signup procedure from prospective/participating email recipients, which we would like to avoid. Gmail also has options for permitting more bulk emails at a time, for a monthly fee, which may also require recipient sign up. Marshall will look into these alternatives.

NEW BUSINESS AND NEXT MEETING: The meeting was adjourned at 8:27 pm. The next meeting is on **April 1, 2018**, at Karen Grossman's, 32 Hamilton Road #402, Arlington, MA

Respectfully submitted,
Marshall McCloskey
Recording Secretary

Friends of Spy Pond Park**Financial Report 2017**

Joanie Walls 12/31/2017 (Revised 1/28/2018)

2017 Income		Amount
Dues & Donations November 2016 solicitation received in 2017		\$945.00
Dues & Donations – May solicitation		1,700.00
Dues & Donations – November 2017 solicitation (See #2 below)		2,030.00
Other Dues , Donations (97 members)		2,318.50
Honor of Neal Lesh and Rachel Massey's wedding	\$300.00	
Fun Day	50.00	
Town Day	36.45	
Work Days	37.00	
Total Other Donations		423.45
T Shirt sales		137.00
TOTAL INCOME		\$7,553.95

Friends of Spy Pond Park Projected Budget 2018	
Projected Income	
Membership Dues	\$3,200
Donations	2,300
Merchandise Sales	100
Miscellaneous	<u>200</u>
Total Projected Income	\$5,800
Projected Expenses	
Portable Toilet	\$500
Beautification Committee	600
Solicitations	700
Newsletters	900
Path Restoration (4)	5,000
T-Shirts	240
Misc (Web, fees, supplies)	800
Database repairs	<u>500</u>
Total Projected Expenses	\$9,240

2017 Expenses	Amount
Winter Newsletter & Outdoor Brochure holder	\$321.20
Database (#3 below)	674.00
Web Hosting	192.17
Portable Toilet (#3 below)	1187.48
Spring Newsletters	230.95
Spring Solicitation Letters	95.96
Prepaid Postage/Mailing Permit Fee (#1 below)	572.08
Town Day Booth	70.00
Newsletters for Fun Day	139.99
Posters for Fun Day	279.53
Bulletin Board Repairs	200.00
MA Filing & Annual Report Fees (#1 below)	80.00
Painting Bench in Tot Lot	500.00
Food Link – 7 Work Days	70.00
Feast of East space	50.00
Beautification tools/supplies	254.16
Newsletter Copies	118.09
Fun Day Generator Rental	46.73
Fun Day Supplies	109.06
Fall Solicitation Printing, Year End Solicitation and Envelopes	880.85
NCOA address processing	50.00
Bank Fees/Network for Good Fees (#1 below)	46.75
total newsletter	\$810.23
total solicitations	\$976.81
Total Expenses	\$6,169.00
Total Income	\$7,553.95
Difference (Income - Expenses)	\$1,384.95
Assets	End 2016
Cash Box	\$50.00
Checking	\$20,296.00
Net Increase in Assets	\$1,164.06
Difference see notes 1, 2 and 3	\$220.89

Notes:

- 1) Outstanding checks/withdrawals from bank for \$6.38 for postage, \$15.00 for the Annual Report and \$16.25 of Network for Good fees are included in the 2017 Expenses above and still outstanding at 12/31/2017.
- 2) Deposits in transit for Dues and Donations were \$820.00 as of 12/31/2017.
- 3) Received 2017 portable toilet invoice for \$487.48 and \$74.00 for database/domain expenses late in January 2018. Included these expenses in the 2017 Expenses above but were not paid as of 12/31/17.
- 4) Path Restoration contribution of \$5,000 is subject to grand approval.