



# Ferry Beach Park Association

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## MINUTES

### FBPA Board meeting of July 18, 2020 at Ferry Beach

(Minutes prepared by Bd. Secy. Ron Willett)

**Participants:** Attending at Ferry Beach were Executive Director Cathy Stackpole, Board President Marty Burgess, Secretary Ron Willett, Treasure Doug Atkins, and Directors Meghan Chan Alan Shepard, Richard Plum, and Pamela Emery. Participating via Zoom (Internet platform) were Directors Kathleen Dziadzio, Caitlin Peale Sloan, and Dee Wilbur.

Board President Marty Burgess called the meeting to order at 10:00 a.m.

**Board Covenant:** The Directors reviewed a portion of the Board's Covenant provision.

\* An **Agenda** had prepared in advance and made available for review, including a Consent Agenda which was accepted without objections or additions. **Approval of the Consent Agenda was moved by Doug A., seconded by Pamela and approved unanimously:**

#### **Items approved via Consent Agenda:**

- \* Minutes from May 2, 2020 Board meeting
- \* Proposed amendment to Bylaws to add an authorization of Annual Meetings via electronic media, for submission to Membership for approval at Annual Meeting of Oct. 24, 2020.

#### **New Business:**

- COVID and Financial Position Update (Exec. Director Cathy Stackpole)
  - \* Cathy addressed essential points about status and outlook for this summer, including figures on refunds, cancellations, contracts rolled over, conferees rolling over, recovered funds, donations, relief funds, and Ferry Beach Bonds sales.
  - \* Cathy reported on recent grants and efforts to secure an assistance program loan (EIDL) and the possibility of additional PPP funds. She reported that a legacy gift is expected soon for replacement of the roof on Rowland Hall.

Regarding the EIDL program: Later in this Meeting, **Doug moved, seconded by Alan, that the Board endorse and affirm the actions of management to research and secure emergency funding through the Payroll Protection Program (\$29,600) and the Emergency Disaster Impact Loan program (\$149,000) to partially replace income lost due to the COVID-19 pandemic. The motion was approved unanimously.**

- \* Cash flow and financial position: Cathy noted that the materials for this meeting include a Cash Flow and Financial Position one-page and detailed cash flow spread sheet covering June, and she noted some maintenance issues that increased expenses for June.
- \* Upcoming church retreats: Cathy reported on her efforts to coordinate with the UUA to secure some relief from the UUA's directive for churches to refrain from assembling for services for the remainder of the year.
- \* Town Hall: Cathy reported that she and Marty are discussing the possibility of an online Town Hall to address status and response issues with the Membership.

- Membership and fundraising: Cathy encouraged the Directors to proceed with development of ideas around the purposes and values of membership toward the goal of growing the number of Members who are Sustaining Donors, toward a goal of securing sufficient Sustaining Donations to cover the monthly mortgage and utilities. Ron noted that this Board includes some competent writers and he suggested that the Directors might share via email some ideas and/or compositions relating to membership values and goals. Meghan suggested that this may be a good topic for a separate Zoom session among the Directors.
- HR: Personal leave policy  
Cathy had previously distributed and the Board had previously review copies of a revision to the management policy on personal leave accrual and use, clarifying that such leave may not be used after an employee has given notice of employment termination. **Doug moved and Meghan seconded that the policy be approved as submitted, and the motion was approved unanimously.**
- Tobacco-free policy  
Cathy had previously distributed and the Board had previously review copies of a management policy establishing a tobacco-free campus. **Ron moved and Alan seconded that the policy be approved as submitted, and the motion was approved unanimously.**

#### **President's report (Marty Burgess):**

- Marty offered remarks recognizing the contributions of volunteers recently in assisting management on campus and he encouraged the Directors to find ways to assist if possible throughout the summer, including support for the Reimagined summer conferences. He noted that several outdoor projects remain in need of work and will assist anyone seeking a volunteer opportunity.

#### **Executive Director/management report (Cathy Stackpole):**

- The Executive Director's report regarding updates on COVID-19 responses and financial position was covered early in the meeting, see New Business above
- Cathy's proposals to revise the personnel policies on personal leave and a tobacco-free campus were addressed earlier in the meeting.

- Cathy cited a need to issues of branding and ownership of FBPA conferences, suggesting this as a possible subject for the Board retreat in January
- Discovery: Cathy noted that new issue of the Discovery newsletter is released today.

**Committees:**

- Philanthropy: Dee Wilbur reported that the focus remains on the Fall Festival and the related auction, noting that the Fall Festival working group will meet after this Board meeting has adjourned.
- Governance: Caitlin noted that the Board has approved the proposal to revise the Association's Bylaws to enable an Annual Meeting via electronic media in future and will await guidance from the Board for new projects.

**Next meetings:**

- Committee of the Whole: August 23, 7:00 p.m., Zoom invitations to be posted on Google Drive calendar, topics to include volunteerism, fundraising, and Fall Festival planning.
- Board meeting: October 24. 10:00 a.m. on campus (part of the Fall Festival weekend)

Adjournment: At 11:14 a.m. it was **duly moved and seconded to adjourn the meeting, approved unanimously.**