



Ferry Beach Park Association

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MINUTES

FBPA Board meeting of March 3, 2018 via Zoom (Internet teleconference)

Board President Barbara Crowley called the meeting to order at 2:05 p.m.

Participating: Executive Director Cathy Stackpole, Directors Barbara Crowley, Marty Burgess, Ron Willett, Carolyn Hodges, Caitlin Peale Sloan, Cyd Melcher, Jessie Washington, Pamela Emery, David Beseda and Doug Atkins.

* The **Agenda** offered by Cathy Stackpole was distributed in advance. It was reviewed and Ron Willett noted that the Agenda should include approval of Minutes of the Board's previous meeting. Jessie suggested that the meeting should include a discussion about gun safety. Cathy noted that gun safety will be included in the discussion about a Weapons Policy. The Agenda was approved unanimously.

* **Minutes:** Draft Copies of Minutes of the Board's meeting of January 28, 2017 were distributed in advance. Ron noted that the current copy incorporates edits and corrections made after previous distribution. The Minutes were approved unanimously without edits.

* **President's Report (Barbara Crowley):**

- **Strategic One-Page:** Barbara led a discussion around a one-page document assembled by Jessie Washington after the Board's retreat in January. Barbara stated that the Board should view the bullet points within each "pillar" as a list of items for accomplishment in 2018 and 2019.
 - Discussion ensued about the intended and potential uses and exposure of the document and its value both as a Board tool and a potential membership motivational graphic
 - Some minor edits and adjustments were discussed.
 - Barbara asked the Directors to submit suggestions to Jessie Washington and Cathy Stackpole a.s.a.p. and to finalize the document at the April 7 meeting.
- **Board Evaluation Form:** Barbara discussed the Board Evaluation Form that she had distributed previously, noting that it was assembled from her prior experiences on other Boards. She asked the Directors to review the Form closely to determine whether there are areas that need more or less emphasis or any other suggestions.
 - Barbara asked the Directors to continue review of the Form and submit comments, edits or suggestions to herself and Marty Burgess by April 1.
 - Some discussion involved consideration of the evaluation period/year for the Board evaluation and whether to follow the same year as the Executive Director evaluation, the Association's fiscal year, or a calendar year. No decision was made except that this first Evaluation will match the E.D. evaluation year.
 - Process: Discussion & completion of the Form at April 7 Board meeting, finalized Form to be sent to Directors on June 1 with evaluation responses due no later than July 15, final action at November 10 meeting.

* **Amended calendar of 2018 Board meetings:** The following calendar was discussed, with Barbara noting that it now includes a Zoom meeting on September 8:

- Executive Committee, February 19, 8pm Zoom
- March 3, Full Board, 2-5pm **Zoom**
- April 7, Full Board, 2-5pm **Zoom**
- Executive Committee April 16, 8pm **Zoom**
- June 9, Full Board 1-5pm – Attend Volunteer Awards after 5:30-7?
- June 10, Annual Meeting and Town Hall – 11am Town Hall, 1pm Annual Meeting
- July 21: Full Board, at Ferry Beach 1-5pm
- September 8, Full Board **Zoom**, 2-5pm
- Executive Committee, October 15, 8pm – 9pm
- November 10, Full Board, at Ferry Beach (before Art Auction), 8 a.m.-noon

* **Financial Report:** Carolyn Hodges

- Annual Audit: Carolyn reported that final details are in process with completion of the Audit likely by March 15. She will report back at the April 7 meeting.
- Endowment: Carolyn reported that the Request For Proposals (RFP) has been sent to six recipients with responses due by March 9. She will prepare a matrix of responses for the Board meeting on April 7.

* **Management Report:** Executive Director Cathy Stackpole

- Arbitration: Management and counsel are coordinating final preparations for the formal session on March 28.
- Rudis property (Manning Cottage): There has been no success so far with efforts to interest private parties supportive of Ferry Beach's potential use of the property. The owner will list the property formally about mid-March. Some discussion ensued about factors that could potentially lower the price to make it more feasible for some investors
- Early-March Nor'easter: The storm took out the boardwalk and hit the dunes fairly hard, with water on the streets and in yards adjacent to FB property. The small screen house lost screens but there did not appear to be damage to any of the buildings, although inspections continue.
- Summer conference booklet: It has been distributed to congregations and others and is also accessible at ferrybeach.org. Additional hard copies can be requested from FB staff.
- MeToo movement: Cathy stated that Ferry Beach should address the issues of sexual and physical predation and harassment in some way, noting that the UUA is not offering a leadership model in this issue area. Some discussion focused on the need to ensure that the FB HR Manual adequately addresses this issue and that the Coordinators of FB conferences are advised that leaders of any programs involving physical touch or activity maintain adequate boundaries.

* **Committees:**

- Governance:
 - Policies review: The Directors discussed at length a set of new policies drafted by staff and previously submitted for review and comment. The policies address the following issue areas: Weapons, Substance Use, Membership and Disaster. A variety of suggestions were made for revisions and/or additions to the policies, and Ron stated that his notes on the discussion will be submitted to Caitlin, Jessie and the Executive Committee. Barbara emphasized that the Board should act on the policies at its April 7 meeting. Accordingly, all comments and

suggestions regarding any of the policies should be submitted to Cathy Stackpole within one week of today's meeting (i.e., by March 10).

- Articles and By-Laws: Caitlin noted recent work by herself, Ron and Cathy to finalize a new Articles of Incorporation and a set of corresponding revisions to the By-Laws, with focus on creating the Association's ability to establish categories of membership, including a distinction between voting members and other members. All of these proposals will have to be approved by the Board and then by the membership at the next Annual Meeting.
- Barbara emphasized that approval of the new policies, the new Articles of Incorporation and the proposed By-Laws revision will be on the agenda for Board action during the meeting on April 7.
- Facilities: Nothing to report at present, awaiting a final inspection after the recent storm.
- Development:
 - Database management: Cathy reported that staff is working on proposals from three firms, she hopes to have a report by April.
 - Sustaining donors: Discussion developed around ideas for encouraging and supporting sustaining donors and potential for outreach by the Directors. Cyd offered to work on a set of talking points for such personal conversations.

* **In summary**, Barbara Crowley noted that the following actions will be required during the Board's next meeting on April 7:

- Approval of Strategic Planning one-pager (copy remains on Board's Team Drive in Google Drive, submit comments, suggestions to Jessie Washington & Cathy Stackpole);
- Approval of new draft policies on Weapons, Substance Use, Membership and Disaster (copies remain on Board's Team Drive in Google Drive, submit comments & suggestions to Cathy Stackpole and Barbara Crowley);
- Approval of proposed new Articles of Incorporation and By-Laws revisions for submission to action at Annual Meeting (copies remain on Board's Team Drive in Google Drive, submit comments & suggestions to Caitlin Peale Sloan, Ron Willett and Cathy Stackpole);

* **Adjournment** was moved and approved at 5:05 p.m.