



Ferry Beach Park Association

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MINUTES

FBPA Board meeting of July 20, 2019 at Ferry Beach

(Minutes prepared by Bd. Secy. Ron Willett)

Attending: Executive Director Cathy Stackpole, Directors Marty Burgess, Ron Willett, Doug Atkins, Jessie Washington, and Kathleen Dziadzio. Participating electronically via Zoom were Directors Caitlin Peale Sloan, Dee Wilbur, and Richard Plumb.

Board President Marty Burgess called the meeting to order at 10:04 a.m.

* The **Agenda** offered by Cathy Stackpole was distributed in advance and was approved without additions.

* **Minutes:** Draft Copies of Minutes of the Board's meeting of June 9, 2019 had been distributed and corrected in advance and were approved via motion to approve by Marty B. seconded by Doug A. unanimous approval, one abstention).

* **President's Report (Marty Burgess):**

- Marty noted that dates of the remaining Board meetings are posted in the Board's drive and that the next Board meeting will be a Zoom meeting at 7:00 p.m. on Sunday, Sept. 8. He offered a list of items to be addressed:
 - Overall Board goals. He encouraged the Directors to review the Board's goals as developed in the last planning retreat and bring thoughts to the next Board meeting for discussion.
 - Values Statement review and discussion: Marty deferred this topic to late in the meeting when the Board will hear from the Governance task force.
 - Review of Annual Meeting
 - Cathy Stackpole noted a need for the Directors and Management to review Robert's Rules of Order in advance of each Annual Meeting to prevent delays and misunderstandings about procedure during the Meeting. Caitlin reported that this will be an action item added to the list of Governance task force action items.
 - Cathy suggested that the Governance task force also consider development of a protocols for member actions and proposals regarding such matters as Bylaws changes and other issues appropriate for the Annual Meeting. She added that this should include addressing the **issue of proxy voting**.

- Cathy also suggested considering the **scheduling of the Annual Meeting for the first week in May**, noting some advantages and disadvantages of such a change. No formal action was taken.
- Board Development: Marty Noted that this is a challenge appropriate for the whole Board, with major involvement of the Nominating and Governance task forces.

*** Financial Report** (Treasurer Doug Atkins and Exec. Dir. Cathy Stackpole:)

- Doug submitted charts reporting the data on current fiscal standing among key revenue driving accounts and key expense driving accounts. The charts also reported that status of the Association's baseline budget, cash flow, and debt service.
- Doug reported that Ron Hiser is now a member of the Finance Committee. He is also eager to help with the analysis of financial data
- Doug led a brief discussion about protocol for maintenance and use of the endowment fund. No action was taken.

*** Management Report** (Executive Director Cathy Stackpole)

- Facilities:
 - Cathy noted that substantial work is in process on the new beach boardwalk. Ron noted that two Gayla conferees assisted with construction over the past week.
 - Cathy reported that the former medical station cabin is now stocked as the art room but she noted that a summer tent has been erected nearby due to a need for more art workspace.
 - Cathy noted the substantial renovation of the Rose Pavilion in the Grove.
 - Cathy expressed gratitude for the substantial number of improvements in Rowland and emphasized that several other key improvements are needed and await funding.
 - Cathy stated that some conference dates remain available for the remainder of the year and she encouraged the Directors to remain aware of groups in need of meeting space.
 - Beachfront: Cathy reported that the Army Corps of Engineers has submitted a proposal to the City of Saco for maintenance of the Saco Bay beachfront, currently under consideration by the City which is also considering a lawsuit against the Corp for damage to the beachfront over the years.
 - Grants: Cathy noted the Association's status vis-à-vis grants to York County nonprofits and she is working to enhance our position with respect to grants going to York Co. recipients.
- Philanthropy:
 - Cathy distributed an updated list of donors over the past two months.
 - Cathy reported her hope that staff and the Board can work to increase the number of sustaining donors. She noted a current initiative offered for sustaining donors to visit the campus.
- Program:
 - Cathy reported a successful first few weeks of the summer conference season, although there was a reduced number of participants in the first week of youth camp.

- RE Week, just concluded a week prior, was very successful although a staff challenge with 81 children accompanying conferees.
- Cathy reported the continuation of various challenges around Grove campers.
- H.R:
 - J-1 concern: Cathy reported that management experienced behavior problems with one of the J-1 program summer hires, who was returned to the contractor.
 - Contagions concern: Cathy reported that one of the summer conferees had contracted A-type hepatitis before arriving. Cathy reported that this matter was appropriately dealt with among staff and health officials. She stated that future briefing/training materials will include warnings and protocols regarding contagions.
- Finance:
 - Cathy reported that financial operations are still recovering from the expense of the necessary removal of the Quillen annex and she noted that the new siding is complete and the removal enabled substantial additional parking space.
 - Cathy stated that the expenses and income are currently on expected levels.

* Task Forces:

- Governance: Caitlin Peale Sloan reported that the remaining Governance action items have been posted to the Board drive:
 - Values Statement
 - Richard Plumb reported that he continues reviewing examples of organizations' values statements. Some discussion focused on the question of "why a values statement?" and Cathy cited some examples of situations within summer conferences that call for clarity about our values beyond our simple Mission Statement. **Richard suggests input from the current Directors about concepts desired in a values statement.**
 - Length of Board terms
 - Future of Life Memberships
 - Evolution of Board calendar (standardize? Zoom meeting questions, etc.)
 - Communications/E-mail policy (here, discussion ensued, and **Marty asked Dee Wilbur to develop some protocols for Board meetings and communications.**
 - **Ron Willett offered a reminder that the Directors should use their @ferrybeach.org e-mail for all Board business e-mails.**
 - Proxy voting
 - Enhanced democratic process for Annual Meeting
 - Review Roberts Rules and enable Directors to review for Annual Meetings
- Philanthropy Committee:
 - Dee Wilbur led a discussion about the donor list and the Board's outreach to donors. Marty asked Dee to divide the list into sections and send one section to each Director for calls to donors.
 - Some discussion ensued regarding the challenge of actually talking to some donors by phone and the potential enhanced value of an outreach via personal letter or card via postal service.

- Art auction: Cathy raised the question about who is heading up the auction this year, noting that Pam Emery has already been involved to a limited extent (and possibly Christine B?). No action was taken.
- Future fundraising events: Some discussion, no action taken.
- Nominating Committee: Kathleen Dziadzio reported on behalf of the Committee.
 - Kathleen reported that work continues on developing a set of skills and experiences needed for Board directorship. Some discussion ensued. She acknowledged a need to focus on the Board's future needs, such as Treasurer, in light of term limits.
 - Marty stated that the Directors should think about the skills we have on the Board now and those for which we have current and future needs, for discussion at the next Board meeting. Some discussion focused on an "ambassador" aspect of the Board.

*** At 12:12 p.m., adjournment of the Meeting was duly moved, seconded, and approved.**