



# Ferry Beach Park Association

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## MINUTES

### FBPA Board meeting of October 19, 2019 at Ferry Beach

(Minutes prepared by Bd. Secy. Ron Willett)

**Attending:** Executive Director Cathy Stackpole, Directors Marty Burgess, Ron Willett, Doug Atkins, Kathleen Dziadzio, Cyd Melcher, Caitlin Peale Sloan, Dee Wilbur, Pamela Emery, and Richard Plumb.

Board President Marty Burgess called the meeting to order at 10:05 a.m.

\* An **Agenda** had prepared in advance by Marty and Cathy and accessible on the Board's drive. No additions were proposed.

\* **Covenant and check-in:** The first order of business was a review of principles in the Board's agreed covenant, followed by check-in by each Director.

\* **Minutes:** Draft Copies of Minutes of the Board's meeting of July 20, 2019 and the notes of the Board's conference of Sept. 9 had been distributed and corrected in advance and were approved via motion to approve by Doug A. and seconded by Kathleen D. (unanimous approval).

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

- **Fall Festival:** Marty prompted Dee Wilbur for a briefing on preparations for this evening's Fall Festival, including expectations for the Directors' active participation. Marty noted the current need for a truck for grounds staff use in winter weather and his current campaign and hope to raise the necessary funds this evening.
- **Vision Statement:** Marty noted that an important task for the Board remains in process, the development of a Vision Statement that would be a sentence or phrase to capture and express the Board's vision of the future of Ferry Beach, building on our Mission Statement and our declared Values. Discussion ensued and it was noted that draft proposals are on file in the Board Annex file in the Board's drive, submitted by Richard, Caitlin, Ron and Cathy. Caitlin agreed to circulate those anew to the Directors, and Richard asked that review focus on #2 of the listed proposals.
- **Strategic Planning Retreat** Marty led off discussion about the Board's retreat in January, and was joined by Cathy in noting that the Board is currently in a transition phase between some recent accomplishments and an open future ready for new work, projects and ideas, including and centered on the formation of a Vision Statement. Marty encouraged the Directors to reflect on our strategic plan for 2018 and beyond and reflect on what has been done and what

remains. Cathy confirmed that the Board's retreat facilitator is well aware of the Board's current status and is preparing to assist during the January retreat.

**\* Financial Report (Treasurer Doug Atkins)**

- Doug submitted charts reporting the data on current fiscal standing among key revenue driving accounts and key expense driving accounts. The charts also reported the status of the Association's baseline budget, cash flow, and debt service. There was some discussion, no action was taken.
- Doug noted that while there is now the beginning of a Finance Committee, he remains watchful for more volunteers to serve in that capacity.

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

- Facilities: Caretaker cabin: Noting the recent vacancy in the caretaker cabin in Metz Village, Cathy stated that staff is evaluating the caretaker role and what arrangement will work best for our situation.
- ADA retrofit: Cathy reported that staff has developed a plan to retrofit paths and walkways between buildings to render them accessible, noting several places on campus where the surfaces are too rough for wheelchairs, accessibility scooters and walkers with limited mobility. Cathy said she will keep the Directors updated on this plan.
- Grants: Cathy reported briefly on some grant programs she has targeted for application.
- UUACC: Cathy reported that she and two staffers are traveling to North Carolina this week to attend a conference of the UUA Camps and Conference Centers.
- Personnel:
  - Caretaker: Cathy offered an update on the status of the former campus caretaker and chauffeur, noting that he will be at the event this evening.
  - Roberta Altimari is stepping down from her part-time position due to demands in her family life.
  - Chef: Cathy hopes to develop an off-season plan for the head of the dining operations.
  - Cathy discussed various events and programs currently under development.

**\* Committee Reports:**

- Governance: Caitlin Peale Sloan reported that the remaining Governance action items and the Governance aspects of the Board's strategic plans will be under review in preparation or the January planning retreat.
- Philanthropy Committee: Dee Wilbur reported a need to identify the current members of the Philanthropy Committee, perhaps before or during the January retreat.
- Nominating Committee: Marty reported that he has been in touch with Committee chair Claudia Sienko, who expressed a need for assistance and clarification about the role and tasks of the Committee.

\*Executive Session: At 12:00 p.m., it was duly moved, seconded, and approved to move the meeting into Executive Session for a discussion of staff evaluation, at which time Cathy excused herself from the room. Discussion ensued about various aspects of and points in the evaluation now in process. Caitlin

will provide the Directors with color copies of the evaluation summary which was now before the Directors in black and white. Caitlin noted that formal approval of the evaluation will occur at the Board's next meeting.

\* At 12:15 p.m. it was moved, duly seconded and approved to adjourn the meeting.