



Ferry Beach Park Association

5 Morris Avenue, Saco, Maine 04072

207-282-4489 www.ferrybeach.org

MINUTES, FBPA Board meeting April 8, 2017 via Internet Zoom platform

Commenced 1:01 p.m.

Minutes recorded by Board Secy. Ron Willett

Participating : E.D. Cathy Stackpole, Directors Barbara Crowley, Marty Burgess, David Beseda, Deb Best, Janet Bringola, Lydia Gibb, Carolyn Hodges, Cyd Melcher, Caitlin Peale Sloan and Ron Willett. No visitors participating.

* Board President Barbara Crowley opened the meeting with welcoming comments.

* The **Agenda** offered by Cathy Stackpole was approved.

* **Minutes:** The Minutes of the Board's meeting of Jan. 29, 2017 were approved with no changes.

* **Financials:**

(1) Carolyn Hodges offered comments on the auditor's letter for the final 2016 annual audit. The audit surfaced two exceptions: Cathy Stackpole confirmed procedural adjustments are now in place in response to the cited weaknesses around credit card revenue reconciliation and payroll review procedures. Brief discussion ensued.

(2) Carolyn commented on the need to review and possibly update the FB gift acceptance policy, noting that a question has been raised about restrictions on gifts and the state law applicable to restricted gifts. **Further research requested before the Board is to consider further action.**

* **President's Report:** Barbara Crowley reported on the status of the relationship with the campus tenant and she commented on a letter (copies distributed to the Board) from legal counsel advising that issues involved in a threatened arbitration appear to have been resolved.

Barbara noted the upcoming Annual Meeting on June 11 and that an agenda will be needed. She also noted May 1 as the date of the next Executive Committee meeting.

* **Executive Director's report:** Cathy Stackpole addressed current management issues and offered information and comments on each.

- Facilities:
 - Rowland: Cathy comments on a list of costs (copies provided to the Board) involved in addressing safety issues.
 - Construction, maintenance and repair: Cathy commented on a list (copies provided to the Board) of campus facility projects undertaken October to April.
- Youth camps: Cathy reported that a successful and positive planning meeting recently occurred.
- Covenant: Cathy offered comments on a written Covenant she is proposing for signature by all staff, volunteers, coordinators, program leaders, ministers, chaplains and musicians as a way of

furthering the Board's intention to maintain Ferry Beach as a mission-driven enterprise. Discussion ensued. Ron offered a suggestion to avoid the verb "pledge" given the use of that word and concept in other contexts quite different than FB. Cathy will work on a potential alternative.

- Organization members: Cathy commented on a proposed policy on membership of organizations (copies provided to the Board). Discussion ensued but no action was taken.
- H.R. manual amendments: Cathy offered comments on some additions to the Human Resources Manual that have been in process with the Board for some time, relating to grievance recourse procedure and confidentiality. The additions were **approved unanimously** after motion by Marty Burgess and second by Cyd Melcher.
- Nominating Committee: Cathy related a recent conversation with committee chair Paul Provencher in which he offered names of prospects for the committee.
- Marketing: Cathy reported that she has hired Brian Johnson as the new Marketing and Development Coordinator and she described his background.
- Strategic Goals: Cathy distributed a copy of staff-generated strategic goals and offered brief comments. Barbara noted that some of the items seem to be more in the nature of strategies instead of goals and will work with Cathy and staff to articulate goals in those areas.

* **Bylaws amendments:** Discussion commenced on a set of proposed amendments to the Ferry Beach Bylaws that Ron and Cyd have been working on. Ron moved the Directors through a review of the proposed amendments, noting that almost all of the changes would be in the nature of language updating and that the most substantive change would be in Article II which would articulated the newly-announced Mission Statement and identify Ferry Beach's purposes and activities in up-to-date terms.

After substantial discussion it was agreed (without a formal vote) that Ron and Cyd will develop a final copy of Bylaws amendments and that the amendments should be approved by the Board before being offered to the membership for review prior to approval at the Annual Meeting.

It was agreed that reasoning for by-law changes will be provided for the membership to understand why the changes are being proposed.

The amendment proposal will have to be made available for review by the membership no later than May 11 and it was agreed that the May 1 meeting of the Executive Committee will undertake a preliminary final review before submission for full Board review and decision.

ADJOURNMENT was moved, duly seconded and approved at 3:38 p.m.