



Ferry Beach Park Association

5 Morris Avenue, Saco, Maine 04072

207-282-4489 www.ferrybeach.org

MINUTES, FBPA Board meeting Jan. 29, 2017

Commenced 8:12 a.m., DeWolfe Dining Hall
Minutes recorded by Board Secy. Ron Willett

In attendance: E.D. Cathy Stackpole, Directors Barbara Crowley, Marty Burgess, David Beseda, Steve Fogg, Lydia Gibb, Carolyn Hodges, Cyd Melcher, Caitlin Peale Sloan and Ron Willett. No visitors in attendance.

* Board President Barbara Crowley opened the meeting with welcoming comments and a reading from writings of Clarissa Pinkola Estes.

* **Deputizing the Secretary:** In his capacity as legally-registered Clerk of the Association, Marty Burgess executed a retroactive document deputizing and authorizing Board Secretary Ron Willett to record Minutes of the Board's meetings pursuant to a requirement in our Bylaws which comply with Maine State law in this regard. (copy available from Ron upon request)

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

* **Minutes:** A draft copy of Minutes of the Board's meeting of Nov. 12 2016 was approved with correction of a typographical error.

* **Financial reports:** Carolyn Hodges offered explanations and comments on charts she had distributed, offering financial data on 2016 cash flow/budget. She also distributed copies of the 2017 budget she and Cathy Stackpole are proposing for approval today.

STAFFING: Cathy Stackpole offered additional comments on the staffing costs forecasts for 2017, within the proposed 2017 budget.

RESERVE FUND: Discussion ensued about intentions to maintain and continue contributions to a **reserve fund for post-2018 operations.**

It was duly moved and seconded that the Treasurer be authorized and directed to open a separate reserve account at Bangor Savings Bank for this fund and commence with a first deposit thereto. The motion was approved with one abstention.

BUDGET: Discussion ensued about the **proposed budget for 2017. Approval of the proposed budget was duly moved and seconded and approved unanimously.** (copy of 2017 budget available upon request to Ron Willett, Carolyn Hodges, or Cathy Stackpole)

ANNUAL AUDIT: Carolyn reported that the annual financial statements should be ready by the Board's April meeting for approval to submit for audit. Thus, it is very important to have a quorum for that meeting, and she noted that the April meeting has been set to be a Zoom (electronic) meeting. Carolyn stated that there will be a need to issue an RFP for a new lead auditor this year (noting a 7-year cycle), likely about May and definitely before December.

* **President's Report:** Barbara Crowley reported that there has been no reportable movement on the issues with the tenant, noting that she will speak with a representative of the tenant this evening and will keep the Officers and the E.D. apprised of any developments. Cathy Stackpole had previously distributed copies of a set of options for the Rowland Hall safety issues. Discussion ensued but no Board action was proposed.

* **Executive Director's report:** Cathy Stackpole distributed an outline of management issues and offered information and comments on each.

- Facilities update:
 - Rowland: Cathy commented on the various options open to FB in the event the tenant rejects the offer to share expenses of the modifications necessary for tenant's legal use of the facility.
 - DeWolfe: Cathy reported that a new epoxy surface will be applied to the concrete floor in the dining hall on Feb. 11 and she referenced information she had previously e-mailed to the Directors regarding the HVAC challenges and the proposals for separate thermostats and heat-pump systems for the kitchen and dining room.
 - Grove: Cathy reported that the electrical improvements have been completed and she notes the need for removal of some problematic trees.
 - Memorial Garden: Ron Willett noted that the Board previously approved guidelines with an amendment to read as follows under the heading Memorials: **"The FBPA Executive Director must arrange for any memorial markers."** Ron requests a copy of the finalized guidelines and asked if the final version will be posted on the FB website. Cathy will follow up.
- Budget: Cathy noted that the 2017 budget (just approved) includes **salary increases for key staff** and she offered comments thereon.
- Youth Camps: New youth-program coordinator Roberta Altamara has commenced outreach and coordination relating to setup of summer Youth Camps.
- Outreach & Strategic Partnerships: Cathy continues to monitor local City Council processes with potential for FB and to seek development of local partnerships.
- Programming:
 - Cathy reported a successful **winter conference schedule**: Setting Intentions, Gayla's mid-year reunion, Quilting, interfaith ministers' retreat, an ecology conference, and a writing workshop).
 - Cathy reported that a new coordinator is sought for the **FB 12-step conference** that Roger has previously coordinated, occurring in late August. The Directors are asked to keep this need in mind and to put forward any recommendations.
- HR:
 - Staff: Before Cathy proceeded with comments on a recent resignation by a full-time staff member, **it was duly moved, seconded, and approved unanimously for the meeting to shift into Executive Session.**
 - After about 20 minutes **the Executive Session was ended by duly seconded and unanimously approved motion.**
 - Cathy noted that our new **food services manager (chef) Chris Loftus** is now on board and has been received very positively by conferees thus far. Chris is preparing all meals for the Board's current retreat and meeting weekend.

- Cathy reported that three full-time staff are in the category of exempt for purposes of the FLSA standards for payment of overtime: Cathy, Glen and Chris.
- Cathy reported that she is hiring Laura Vickery as a part-time staffer as summer art director and to help Sally in the office as needed.
- Cathy reported that she has commenced a search for a seasoned marketing professional with experience, skills, and an interest in FB mission.

*** E.D. Evaluation report, Marty Burgess: Marty moved, Steven Fogg seconded, and it was approved unanimously for the meeting to shift into Executive Session.** After completion of business, including approval of a 3% increase in the E.D. salary, **the Executive Session was ended by duly-seconded and unanimously-approved motion.**

Ron noted that at some times the Board enters an Executive Session with the E.D. attending/participating and at other times excluding the E.D. Barbara stated that the Board should probably clarify the term, "Executive Session."

ADJOURNMENT was moved, duly seconded and approved at 9:50 a.m.