

Friends of Northwest Park

Minutes

September 9, 2008 Meeting

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Attendees: Jay Melley, Chuck Drake, Randy Lee, Terry Langevin, Ford Parker, Bill Schoner, April Vines, Brian Vines, Valene Allgrove, Michael Novak, Ann Allen, Chris Alford, Lauren Grimshaw, Nancy Taylor, Al Boehm

Regrets: Florence Barlow, Heidi Lindberg, Lon Pelton, Kate Lange, Linda Alexander, Mickey Mattei, Vivian Lee

Absent: Debby Silliman, Dick Dolliver, Lesley Morgan Thompson, Tim Curtis, Kate Ferris-Morrell, Dawn Morgan, Carol MacMullen

The meeting started at 7:05pm in the Nature Center.

Presidents Report: Many thanks to Randy in helping the Friends achieve a good understanding of our financial situation. This great effort during the past two years has yielded an approved Review process and a great reporting system. We really appreciate this effort Randy.

Treasurers Report: All financial reports for this past fiscal year (July 1, 2007-June 30, 2008) are posted on the web site. The net income was about \$6,000 down mostly due to transitional accounting plus the deficit with the Country Fair. We continue to maintain stability by taking in about what we spend annually. Our assets are a little over \$100,000. The concert accounting page indicates approximately \$3,000 income from last year. Income and Expense pie charts are available on the web site. This Fiscal Year numbers are posted on the web site. All reports were unanimously approved.

Staff Report: See attached 2008 Summer Summary Report from Ford Parker who is happy to be back full time. The Friends gave \$15,950 to the Park last fiscal year with all project completed except the Organic Gardening Project being carried forth. It will be completed next Spring with a grand opening expected. Volunteers for stewards of the organic garden demonstration area are needed.

Pond and Green Committees will be meeting soon. Ford will contact the volunteers.

Discussion about the YCC ensued. The young people gain lots of experience and had a major impact on the beautification of the Park. Projects are planned each year and could not be completed without the program. It gives back to the community. The Park received \$8100 from various donors including the Lions Club, Civitans, Carmens Funeral home along with the \$3,000 from the Friends.

Attached is a picture showing the \$1000 donation of Johnson Controls, Inc. to the Park by April Vines, an employee of Johnson Controls, Inc.. April Vines took the initiative to secure funds after seeing the need for Northwest Park on the web site. In April, six employees of Johnson Controls, Inc. spent the entire day in the dirt, working on the organic garden area which was much appreciated.

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Country Fair Report: Nancy reported that she still needs **volunteers** for selling food tickets from 2-4 (4 people), to take tickets at the pony and hay rides all day long, and a face painter. The book is at the printers and should be out this week. It will be distributed to all the elementary schools. The DEP with their black bear exhibit and a conservation specialist will be present along with a representative from the Lower Farmington Wild and Scenic Farmington River designation committee.

Membership Committee: The annual letter went out in August. Thank-you cards were printed out on green paper. Yellow one page Join the Friends handouts were printed and expected to be used during the Country Fair. Your efforts are appreciated Lauren. Lauren agreed to make up Friends of Northwest Park thank-you notes for use in thanking people who donate to the Friends. Ford will provide pictures taken at the Park for the cover.

Annual Meeting: The date chosen is Sunday November 9th at 3pm at the Nature Center. Jay to ask WIN TV to come film the meeting. The agenda will include a staff report request

for funding, capital improvement project report, overall NWP presentation, treasurers report and presentation of the annual budget, Nominating committee, Pond Committee report, Concert report, and membership committee report. Steve Ryan will be asked by Ford to show his photographs of the Park.

Future Presentations: Valene Allgrove (688-6704; allgrove@hotmail.com) has agreed to provide a talk on "What's at the park.....botanically speaking" for approximately 50 minutes with 20 minutes discussion. A date and time will be discussed at the October meeting.

Mark your calendar: Creatures of the Night November 1st.

Concerts: Concerts begin on November 15th. See newsletter and web site for details. Chuck is looking for Jazz vocalists, trios and quartets.—see Chuck. Eleven concerts are being planned this year. Last year we had 10 concerts. Northwest Park concert series CD was discussed as a future possibility. Ford has an 800 people e-mail list and offered to put out a bulletin on the concerts.

The next meeting is October 14th.

We adjourned at 8:30pm.

Respectfully submitted,
Terry Langevin, Secretary

NORTHWEST PARK

2008 SUMMER SUMMARY REPORT

FORD PARKER, PARK MANAGER

Submitted, September 6, 2008

Introduction

Northwest Park was very busy this summer with Nature Day Camp, Youth Conservation Corp (YCC) work, internships, Park improvements and school, public and senior Programs. The staff and volunteers made this summer an exceptional one.

PROJECTS

Sensory Saunter Trail

This new 1/8 mile trail received much attention over the summer from the YCC workers and Jeff Boglisch. Thanks to their efforts, this trail is now open for public use. Their work included stretching the yellow guide rope, placing Braille plates on the four embedded fiberglass signs, placing a water/weed block material along the trail and covering it with a thick layer of stone dust. A date was set in September with "Crossroads" to film a discussion about the trail with the Yankee Council for the Blind and the Park Manger.

Heritage Breed Information Signs

The spring intern, Katie Horton, completed the new heritage breed sign information, which corrected the text on the worn signs currently in place. The Park Manager did the sign designs on Photoshop, which were then sent to Pannier Graphics for production. These nine signs were funded by the friends of Northwest Park for \$1,000. The signs will be placed in September.

Organic Garden Demonstration Area

The new Organic Garden Demonstration Area is ready for planting in the Spring of 2009 thanks to the efforts of our Spring Intern, the Organic Garden Area

Planning Committee, Katie Horton, Jeff Boglisch, the YCC crew, and volunteers (6) from Johnson Controls Inc. - a company that provided \$1,000 in funding for the compost area.

The Organic Garden Demonstration Area includes six raised beds, a 3-bin composting system, three mounds that will demonstrate companion planting using the "Three Sisters Method", handicap accessible walkways, an embedded fiberglass garden introduction sign, and space for a wildflower border and blueberry bushes.

Nature Center Sign

The Nature Center outdoor sign was removed from the building for reconditioning. A professional artist worked all summer on painting the sign in a realistic manner. It will be ready to go back in place just prior to the September 20 Country Fair.

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PROJECTS, CONT.

Water Line

Thanks to the efforts of Al Neumann, Public Works crew members and Jeff Boglisch, a 650' waterline was placed underground to the cow pasture and gardens. This project saved the Park thousands of dollars in backflow equipment expenses.

Nature Day Camp Manual

After four years of input, the Nature Day Camp Operating/Staff Manual was completed. This manual is based upon standards established by the American Camping Association and will serve to train future staff, while providing a source of public information for the clerical staff.

GRANTS/FUNDING

Additional funding was put to good use over the summer and allowed Northwest Park to continue serving the public, while beautifying the Park.

The Friends of Northwest Park continue to support the Park's efforts. During the summer, one intern was hired (\$1,800) who completed design work on the organic garden. Three specimens (Coyote, Eastern Bluebird, and a Cooper's Hawk) were taken to a taxidermist for mounting (\$1,300), and the Heritage Breed signs were completed (\$1,000). The Summer Nature Camp received eight brand new tents (\$1,500). The organic garden sign was fabricated and placed (\$2,100) and stone dust and building materials were purchased (\$1,400) for the garden.

The 2008 YCC program had a tremendous staff. Shane Semenuk served as the Field supervisor and Bonnie Govoni and Stewart Deland served as Youth Workers. Their work included construction of the Organic Garden Demonstration Area and Sensory Saunter Trail as well as, general Park and trail maintenance. This program was funded by the Friends of Northwest Park (\$3,000), The Historical Tobacco Association (\$3,000), The Civitans (\$1,000), Alstrom (\$500), Lions Club (\$300), Carmon Funeral Home (\$200) and Accutron (\$100).

The Hartford Foundation for Public Giving provided the balance of the grant (\$4,139.53), which will give a great boost to the FY09 Seniors at the Park program.

The Windsor Garden Society provided \$500 in funding for the Nature Day Camp Scholarship Fund.

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TRAINING

The camp staff was certified in CPR. First Aid and use of the AED. Town of Windsor and Northwest Park Nature Day Camp policies and operating procedures were covered.

Circular saw use training was provided to YCC Field Supervisor Shane Semenuk, so he could work on the raised beds and 3-bin compost system.

PLANNING

As mentioned before, The Organic Gardening Area Advisory Committee met and completed the construction plans for the new Organic Garden Demonstration Area.

PROGRAMS

School Programs

Five different subjects were offered at the end of the school year, which had 531 student participants from six different schools.

Summer Nature Camp

The main focus for summer was Nature Day Camp. Northwest Park had an outstanding year under the leadership of Kathryn Pelton (Grimshaw). The staff was well-trained and energetic.

The camp serviced 457 campers this summer, which is an outstanding number. The camper evaluations indicated that the campers enjoyed the program and the parents were happy with the price and activities. A new Excel spreadsheet was developed to statistically review responses and will be completed in September for review.

Only one grade 6-8 program was changed due to a severe weather forecast (Mount Monadnock, New Hampshire). The campers were taken to the Boston Science Center instead.

The Nature Day Camp Scholarship Fund provided awards to six youth totaling \$2,000.

Seniors at the Park

One Seniors at the Park Program was conducted in late August for a new senior center, Russell Mercier Senior Center (Hebron, CT). Nine seniors enjoyed a Wild Edibles, Butterflies and Birding program.

Scouts

One Girl Scout program (pond Study) was conducted for 18 scouts.

FACILITY AND GROUNDS

Jeff Boglisch did an outstanding job completing the following work items:

- The water line was completed to the cow pasture, organic garden demonstration area and the community gardens.
- The West Field edge was mowed to allow classroom access.
- The walkways and access road to "Oil City" were repaired after heavy storm damage.
- Repairs are underway to the back porch and steps to the Lang House, which suffered from carpenter ants.
- Damage was repaired on the main walkways that resulted from flooding rains.
- The walkways and access road to "Oil City" were repaired after heavy storm damage.
- Repairs were completed to the back porch and steps to the Lang House, which suffered from carpenter ants.
- The stone wall along the pond was taped off to keep people away from the section that is collapsing.
- Fall pruning was completed on all of the apple and pear trees
- Grass cutting continued at the Park.

PERFORMANCE EXCELLENCE

A big "hats off" to the entire Northwest Park staff for a very successful, productive and safe summer.

BUDGET DEPOSITS

| | <u>FY09</u> | <u>FY08</u> |
|----------------------|-------------|--------------|
| 01 General Fund: | \$2,195 | \$480 |
| 03 Project Accounts: | \$14,193.39 | \$20,602.22* |

* Includes a late \$3,000 donation to the YCC fund.

Income/Expense Comparison by Category

7/1/2006 through 6/30/2008 (Cash Basis)

9/6/2008

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| Category Description | 7/1/2006- 6/30/2007 | 7/1/2007- 6/30/2008 | Amount Difference |
|--------------------------------------|------------------------|------------------------|----------------------|
| INCOME | | | |
| Div Income | 428.46 | 1,830.45 | 1,401.99 |
| Dues Income | 6,825.00 | 6,025.00 | -800.00 |
| Gift Income | | | |
| Matching Gifts | 612.48 | 468.74 | -143.74 |
| Taylor Scholarship Fund | 675.00 | 400.00 | -275.00 |
| Unrestricted Gifts | | | |
| Memory of Libby Taylor Account | 1,057.00 | 0.00 | -1,057.00 |
| Other Gift Income:Unrestricted Gifts | 1,116.24 | 4,201.21 | 3,084.97 |
| TOTAL Unrestricted Gifts | 2,173.24 | 4,201.21 | 2,027.97 |
| TOTAL Gift Income | 3,460.72 | 5,069.95 | 1,609.23 |
| Interest Inc | 767.47 | 532.15 | -235.32 |
| Program Income | | | |
| Concert Income | 15,795.00 | 11,635.16 | -4,159.84 |
| Country Fair Income | | | |
| Country Fair Admission | 4,000.00 | 2,100.00 | -1,900.00 |
| Country Fair Misc Income | 1,040.00 | 288.00 | -752.00 |
| Country Fair-Auction | 6,000.00 | 5,890.00 | -110.00 |
| Country Fair-Book Ads | 1,810.00 | 2,050.00 | 240.00 |
| Country Fair-Tickets | 6,600.00 | 2,739.00 | -3,861.00 |
| Other Program Income:Country Fa... | 2,314.16 | 0.00 | -2,314.16 |
| TOTAL Country Fair Income | 21,764.16 | 13,067.00 | -8,697.16 |
| Pancake Breakfast Income | 2,149.00 | 2,081.00 | -68.00 |
| TOTAL Program Income | 39,708.16 | 26,783.16 | -12,925.00 |
| Syrup Sales | 0.00 | 520.00 | 520.00 |
| TOTAL INCOME | 51,189.81 | 40,760.71 | -10,429.10 |
| EXPENSES | | | |
| Awards and Gifts Given | 202.36 | 0.00 | 202.36 |
| Bank Charge | | | |
| PayPal Fees | 0.00 | 149.99 | -149.99 |
| Other Bank Charge | 77.00 | 7.00 | 70.00 |
| TOTAL Bank Charge | 77.00 | 156.99 | -79.99 |
| Computer and Web Site Expenses | 200.00 | 200.00 | 0.00 |
| Fees and Permits | 160.00 | 233.00 | -73.00 |
| Insurance | 1,383.00 | 1,479.00 | -96.00 |
| Nature Center Equipment | 276.55 | 0.00 | 276.55 |
| Northwest Passage | | | |
| NW Passage - Postage | 53.36 | 109.14 | -55.78 |
| NW Passage - Print | 117.50 | 129.20 | -11.70 |
| TOTAL Northwest Passage | 170.86 | 238.34 | -67.48 |
| NWP Projects Funded | | | |
| YCC | 0.00 | 3,000.00 | -3,000.00 |
| Other NWP Projects Funded | 10,140.27 | 12,201.10 | -2,060.83 |
| TOTAL NWP Projects Funded | 10,140.27 | 15,201.10 | -5,060.83 |
| Postage | 56.00 | 55.89 | 0.11 |
| Printing | 0.00 | 64.00 | -64.00 |
| Program Expenses | | | |
| Concert Expenses | | | |
| Concert Misc. | 389.00 | 142.80 | 246.20 |
| Concert Performer Fee | 8,993.00 | 7,567.30 | 1,425.70 |
| Concert Performer Hotel | 80.00 | 0.00 | 80.00 |
| Concert Sound | 1,285.00 | 900.00 | 385.00 |
| TOTAL Concert Expenses | 10,747.00 | 8,610.10 | 2,136.90 |
| Country Fair Expense | | | |
| Country Fair Misc. | 2,000.00 | 1,162.00 | 838.00 |
| Country Fair Supplies | 3,295.77 | 2,910.46 | 385.31 |

Income/Expense Comparison by Category

7/1/2006 through 6/30/2008 (Cash Basis)

9/6/2008

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| Category Description | 7/1/2006- 6/30/2007 | 7/1/2007- 6/30/2008 | Amount Difference |
|------------------------------------|------------------------|------------------------|----------------------|
| Country Fair Vendors | 5,434.99 | 4,626.96 | 808.03 |
| Other Program Expenses:Country ... | 0.00 | 664.19 | -664.19 |
| TOTAL Country Fair Expense | 10,730.76 | 9,363.61 | 1,367.15 |
| Pancake Breakfast Expense | 340.97 | 0.00 | 340.97 |
| Shad Derby | 125.00 | 125.00 | 0.00 |
| TOTAL Program Expenses | 21,943.73 | 18,098.71 | 3,845.02 |
| Scholarship Fund Payments | 5,625.00 | 0.00 | 5,625.00 |
| TOTAL EXPENSES | 40,234.77 | 35,727.03 | 4,507.74 |
| OVERALL TOTAL | 10,955.04 | 5,033.68 | -5,921.36 |

Net Worth - As of 9/6/2008

As of 9/6/2008

9/6/2008

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| Account | 9/6/2008 Balance |
|-------------------------------------|---------------------|
| ASSETS | |
| Cash and Bank Accounts | |
| Fidelity Investments | 0.00 |
| Webster CDs | 22,805.63 |
| Webster MM Savings | 0.00 |
| Webster SB Savings - Sugarhouse | 3,756.65 |
| Webster Small Business Checking | 48,646.99 |
| Windsor Federal | 0.00 |
| Windsor Federal Money MArket | 20,061.18 |
| Concert Cash | 1,941.00 |
| Pay Pal | 3,997.45 |
| USPS Postage - Permit | 104.34 |
| TOTAL Cash and Bank Accounts | 101,313.24 |
| TOTAL ASSETS | 101,313.24 |
| LIABILITIES | |
| | 0.00 |
| OVERALL TOTAL | 101,313.24 |

Concert Series Accounting, 2008-09

| | Door Cash | Door Checks | PayPal | PayPalFee | Total Income | Performer | Sound | Hotel | Publicity | Total Expense | Profit/Loss |
|--------------------|-----------------|-------------------|-------------------|------------------|--------------------|-------------------|-----------------|----------------|----------------|-------------------|-------------------|
| Meg Hutchinson | \$109.00 | \$561.00 | \$208.00 | -\$7.82 | \$870.18 | \$600.00 | \$100.00 | | | \$700.00 | \$170.18 |
| Yankee Notions | \$114.00 | \$560.00 | \$194.00 | -\$7.80 | \$860.20 | \$650.00 | \$100.00 | | | \$750.00 | \$110.20 |
| Zoe Darrow | \$62.00 | \$986.00 | \$1,065.00 | -\$38.78 | \$2,074.22 | \$900.00 | \$100.00 | | | \$1,000.00 | \$1,074.22 |
| Cliff Everhardt | \$10.00 | \$755.00 | \$60.00 | -\$2.45 | \$822.55 | \$659.00 | \$100.00 | \$54.00 | | \$813.00 | \$9.55 |
| Pendragon | \$35.00 | \$605.00 | \$590.00 | -\$21.50 | \$1,208.50 | \$799.50 | \$0.00 | | | \$799.50 | \$409.00 |
| Stacy Philips | \$28.00 | \$426.00 | \$204.00 | -\$7.70 | \$650.30 | \$750.00 | \$100.00 | | | \$850.00 | -\$199.70 |
| Sonny & Perley | \$28.00 | \$971.00 | \$112.00 | -\$4.44 | \$1,106.56 | \$750.00 | \$100.00 | | \$12.50 | \$862.50 | \$244.06 |
| Handler & Levesque | \$30.00 | \$790.00 | \$188.00 | -\$7.20 | \$1,000.80 | \$604.80 | \$0.00 | | | \$604.80 | \$396.00 |
| Rani Arbo | \$32.00 | \$1,488.00 | \$552.00 | -\$20.35 | \$2,051.65 | \$1,254.00 | \$100.00 | | | \$1,354.00 | \$697.65 |
| NorthernBound | \$22.00 | \$568.00 | \$174.00 | -\$6.55 | \$757.45 | \$600.00 | \$100.00 | | | \$700.00 | \$57.45 |
| TOTAL | \$470.00 | \$7,710.00 | \$3,347.00 | -\$124.59 | \$11,402.41 | \$7,567.30 | \$800.00 | \$54.00 | \$12.50 | \$8,433.80 | \$2,968.61 |

Cash in Concert Cash Account:

\$1,941

Net Worth - As of 9/6/2008

As of 9/6/2008

9/6/2008

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| Account | 9/6/2008 Balance |
|-------------------------------------|---------------------|
| ASSETS | |
| Cash and Bank Accounts | |
| Fidelity Investments | 0.00 |
| Webster CDs | 22,805.63 |
| Webster MM Savings | 0.00 |
| Webster SB Savings - Sugarhouse | 3,756.65 |
| Webster Small Business Checking | 48,646.99 |
| Windsor Federal | 0.00 |
| Windsor Federal Money MArket | 20,061.18 |
| Concert Cash | 1,941.00 |
| Pay Pal | 3,997.45 |
| USPS Postage - Permit | 104.34 |
| TOTAL Cash and Bank Accounts | 101,313.24 |
| TOTAL ASSETS | 101,313.24 |
| LIABILITIES | |
| | 0.00 |
| OVERALL TOTAL | 101,313.24 |