

**Friends of Northwest Park  
Executive Committee / Trustees Meeting  
January 9, 2007**

**Minutes**

**Trustees Present:** W. Jay Melley (President), Lesley Morgan Thompson, Dawn Morgan, Bill Schoner, Michael Novak, Kate Ferris-Morrell, Ann Allen, Nancy Taylor, Randy Lee, Florence Barlow, Chuck Drake,

**Staff Present:** Ford Parker

**Regrets received from:** Mickey Mattei

**Absent:** Linda Alexander, Chris Alford, Al Boehm, Vivian Cicero, Lisa Bress, John Carmon, Tim Curtis, Dick Dolliver, Linda Kollmorgan, Carol MacMullen, Lon Pelton, Mary Hogan, Terry Langevin, Debby Silliman, George Slate.

The meeting was called to order at 7:04 pm by President Jay Melley.

**1) Staff Report (Ford Parker):** Ford presented a park update. The park received an \$8800 Whip Grant for habitat improvement. It will allow improvement of the butterfly garden and the all-persons trail.

Jeff Boglisch (Site & Facilities Manager) and community service volunteers have done a great job cleaning up.

Ford discussed program planning:

NWP at Night is ready to go

Artists in the Park is in process with cooperation from the Rockwell Museum.

New exhibits have been completed. Tony Semeneck has completed the stairway.

New Birds of Prey from Below is ready.

The weather station will be on the Town of Windsor web site live very soon.

Ford discussed the current status of past, current and future projects funded by the Friends. A detailed Excel spreadsheet is attached. Discussion centered on how to allocate the already-approved \$17,250 in funding from the Friends for the current year.

**MOVED** (Novak, Schoner seconding): The Friends approve a sum of \$360.57 to cover overruns for the turtle pen and bird mobile.

**APPROVED** unanimously.

**MOVED:** (Morgan, Barlow seconding): The following items in the Strategic Spending Plan be approved: Youth Conservation Corps (\$3000), Internships (\$3600), Garmin GPS (\$1050), Trail System Directional Signs (\$1125), Butterfly Garden Seeding (\$300), and Organic Gardening and Composting Information Signs (\$2500). (The other 3 items are deferred: New program seed funding, Ecotourism Program, All-Persons Trail Signs).

**APPROVED** unanimously.

2) **Pancake Breakfast** (Chuck Drake): Will be March 24. Hope for cold. Chuck and Nancy Taylor will coordinate. Excel sheet of volunteers is available.

3) **Concert Series** (Chuck Drake): Attendance last week was 82. Complete schedule is on the web.

4) **Volunteers** (Dawn Morgan): The back room in the Nature Center has had its second coat of paint and looks excellent, thanks to 14 volunteers and 76 person-hours.

5) **Newsletter** will be going out soon. Complimentary mailing list should include the Town Council, Board of Education, state and local representatives and senators.

6) **Treasurer** (Randy Lee): No report. Books are being transferred to Randy Lee. Randy announced several new procedures regarding our accounting, recommended by the accounting firm that is doing our financial review:

A) Effective January 1, anyone incurring expenses on behalf of the Friends will need to submit an original receipt for reimbursement. You should, of course, indicate the reason for the expense, which should be pre-approved by the Executive Committee or the Treasurer.

B) For those who may receive checks for deposit to the Friends' account, effective January 1, we need to have a photocopy of the checks prior to deposit. Those authorized to make deposits on behalf of the Friends, should give the Treasurer copies of the checks, and a listing of the reason for each deposit item (scholarship donation, membership dues, concert ticket, etc.). In the case of cash deposits, we simply need the total amount broken down by reason for the deposit.

7) **New Business:**

A) Randy Lee suggested the possibility of a liaison with the Park staff to help facilitate the presentation of requests for funds and to be sure all appropriate information is available to the Board at the meeting. No specific action was recommended.

B) Nancy Taylor noted that there is an anonymous group interested in providing matching funds for a significant memorial to Libby. This will be discussed at a later meeting.

C) Chuck Drake suggested we consider making the Nature Center green. There was discussion of options. Kate Ferris-Morrell expressed interest in being involved with this.

MOVED (Taylor, Lee seconding): ADJOURNMENT.

Approved unanimously.

Respectfully submitted,

Randolph Lee, Secretary *pro tempore*

Attached: Funding detail spreadsheet.