



# Winooski Valley Park District

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## Minutes May 22, 2018 Board of Trustees Winooski Valley Park District

The meeting began 4:35 PM May 22, 2018.

**Present:** Erin Dupuis (Winooski), David Crawford (South Burlington), Tom Malinowski (Essex), Sonja Schuyler (Jericho), Nick Warner (Executive Director), Rita Dessau (Williston) Aaron Keech (Burlington) Susan Gilfillan (Colchester), Lauren Chicote (Programs Director) .

**Minutes:** Minutes of April 17, 2018 meeting were reviewed, and accepted after a correction was made.

**Public Comment Period:** No members of public were present.

**Agenda changes:** Sonja requested that we add a discussion of improving publicity of WVPD's work. Aaron suggested that we make publicity a standing agenda item at every meeting. Dave requested that we review the audit report. Nick has information to give, and the audit report will be fully discussed at next meeting. Board members accepted changes to agenda.

**Financial Reports:** EAHM Profit and Loss Statement of Jan-April 2018, as well as Balance Sheet of April 30, 2018 were reviewed by board members and discussed. The museum continues to demonstrate improved financial status. There are more school group tours, and generally high utilization. Income Jan-April was \$9,585 and expenses were \$4,242. Please see WVPD budget summary of May 16, 2018, generated by Mary Stuessy. The membership support payments are now being deposited, including a partial payment from Winooski. We await reimbursements of expenses at Rivers End and Wild Ways. Winooski is discussing possible full member payment due, in the city council in June, as part of the consideration of WVPD acquiring Memorial Park in Winooski. After review and discussion, board unanimously voted to accept the budget.

Nick distributed a partial list of audit report items that require improvement. There were no major deficiencies discovered in the audit. Our personnel policies will need to be updated this year. Susan cautioned that we must make sure that seasonal workers work only the number of hours allowed for those who are not covered in our health insurance plan. Dave said that since the audit has a lot of financial information, board members should all have electronic copies of the audit. He said continued focus on our strategic plan is important, and should be an agenda item at least yearly.

**Report of Programs Director Lauren Chicote:** We have completed the 32nd annual Conservation Field Day, with 350 students from 5 towns participating. Williston will have a service learning day in autumn. Winooski has difficulty supplying transportation and chaperones. Sonja suggested that college students already vetted as volunteers might provide chaperoning in future. Tom commended Lauren on finding replacement workshops for ones that were no longer available each year. Tom took many fine photos of the event.

S.O.L.E. camp is also a great success; enrollment is full, with a growing waitlist. If more indoor space were available in future, an additional session would be possible. Staff is returning from last year, including Remy who is now hired, in addition to an AmeriCorps volunteer. Fees are at the lower end of customary local day camp charges, and the sessions are held at optimal times for working parents. Visits to other parks in addition to EAH are being planned.

**Updates from Executive Director:** Please see report of WVPD activities of May 18, 2018, prepared by Nick Warner. Report was reviewed, along with photos of WVPD activities such as repair of the Intervale bridge damaged by ice this winter. WVPD's Woodside Natural Area is now listed in Birdwatcher Magazine. Nick planted trees at Muddy Brook Wetland Reserve, along with other conservation personnel and volunteers, to prevent erosion. The Vermont New Americans Community Garden is replacing its shade structure, and Nick displayed their well-engineered plans, for which Nick will obtain a permit.

**Executive Session to discuss real estate acquisition issues:** Erin moved to enter executive session at 5:30 PM, in anticipation of need to discuss a real estate and personnel matters. This was seconded and passed unanimously. At 6:13 PM, the board completed the executive session.

**Next Meeting:** The board voted to postpone next meeting for a week, to allow time for Winooski City Council to deliberate about Memorial Park and their aim to provide full member payment this year. The board meeting will be June 26, 2018 at 4:30 PM.

**Adjournment:** It was moved, seconded, and passed to adjourn at 6:14 PM.

Respectfully prepared by,

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Rita Dessau, Secretary