

9/11/07 FRIENDS OF NORTHWEST PARK MINUTES
submitted by T. Langevin, Secretary

Meeting began 7:05 pm in the Nature Center.

Present: Chris Alford, Lon Pelton, Jay Melley, Ford Parker, Vivian Cicero, Florence Barlow, Kathryn Grimshaw, Ann Allen, Chuck Drake, Kate Morrell, Carol MacMullen, Dawn Morgan, Nancy Taylor, Mike Novak, Terry Langevin

Regrets: Mary Hogan, Al Boehm, Mickey Mattei, Randy Lee, Linda Alexander, Lisa Bress

Absent: John Carmon, Linda Kollmorgen, Timothy Curtis, Dick Dolliver, Leslie Morgan Thompson, Bill Schoner, Debby Silliman

Minutes were unanimously approved from June with a clarification that Charlet Parker coordinated the Organic Garden this year.

Treasurers Report was submitted by Randy Lee and handed out at the meeting. A copy is attached. Nancy Taylor suggested a clarification of the funds donated to the Friends in the name of Libby Taylor and wished them to be designated as a separate line item since it wasn't clear in the Report. The Treasurer will provide formal documentation at the Annual meeting.

Thomas Krikawa, a long time supporter of Northwest Park passed away and donations of \$2300 were received. Nancy Taylor agreed to write thank-you notes to all the donors. Jay will write a thank-you to the Krikawa family.

Chuck Drake brought up the resistance to using credit cards for the coffee houses. He agreed to table the issue until the October meeting. He also stated internet information hasn't been correct.

Staff Report was discussed by Ford Parker. Attached is the already funded project status report. All projects are completed with the exception of the organic garden, a spring intern and butterfly garden work.

Three internships were completed this summer with new exhibits and assigned projects including the planning for a continued organic garden. Six GPS units were purchased and organic gardening signs made. Eric continues to work on land management. YCC was the best yet.

Northwest Park along with the DEP will host the 2008 Envirothon. Two to three hundred high school students will compete with the winners participating in the national competition and on to the international competition.

Thanks to Kathryn for a banner summer camp this summer. A new fall exhibit will be up soon explaining why leaves change color. The rugs were professionally cleaned last weekend. The east side of the picnic pavilion was shingled with the west side being scheduled for next year. A project is in the works to remove all scrap metal from the Park. Due to not finding volunteers for x-country skiing, three public programs will be held this winter instead of the ongoing rentals. It's not too late to volunteer! Indian corn and stalks for country fair.

Concert series: Still working on a schedule per Chuck.

Brochures: Since we were out of brochures, a summer "card" was utilized and handed out to all nature camp parents. None have been returned. The group would like 300 copies of a brochure which Debby Silliman has kindly updated for the Fair. Dawn will contact Debby Silliman for the electronic copy which she and Chuck agreed to review.

Newsletter: Deadline is October 20th for the fall issue. Kathryn Grimshaw would like YCC, Coffee House, Country Fair articles and a volunteer corner. Please submit all items to Kathryn in a timely manner.

Country Fair: Kate posted a Poster at Price Chopper. Per Nancy and Kate, everything is scheduled and booked. The book was turned in last Friday morning thanks to Kate. Thanks to Al Boehm for doing the cover. Nancy & Kate to e-mail needed volunteer list to the Trustees. Kate to send Randy the Country Fair Booklet minus adds for posting on the web site.

New Business: Vivian reported on the poor cleanliness of the Park, particularly the rest room. Ford Parker's response via email stated:

The bathrooms were untidy due to a number of factors, which were corrected.

(1) Juan retired in June. We interviewed a number of candidates for the position of which only one was acceptable. However, he never returned to complete the hiring requirements.

(2) The camper numbers were very high, which kept the bathrooms very busy all day. This was the main problem.

(3) I hired a young man to clean until I was able to find more candidates for the Janitor position. Jeff and I worked on him hard to improve his cleaning. We also had him clean the bathrooms twice a day instead of once (mid-day and afternoon). This improved the situation greatly.

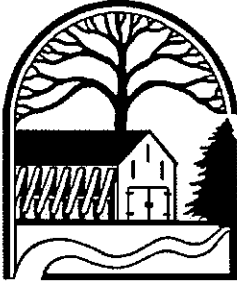
(4) We are bringing an experienced janitor on board in a week, which will be great.

*I thank all of those for their concerns, which we shared.
Ford Parker*

Thanks to Lon and Jane Pelton, Freight house is open for artists display, called the Windsor Art Center. Brochures were handed out.

Volunteers : Dawn is working on positions needed which include anyone available to help Jeff “in the yard” to prepare for the Country Fair, cross country skiing rental coordinator, Sunday Ambassadors (4 hours every 8th Sunday at the Park), and the Creatures of the Night on October 27th (one creature and several group guides). Either call Jen at the Park 285-1886 if you wish to volunteer or e-mail Dawn Morgan.

We unanimously adjourned at 8:15 pm. See you in two weeks at the Fair.



Friends of Northwest Park, Inc.
Randolph M. Lee, Treasurer

TREASURER'S REPORT – SEPTEMBER 11, 2007

We are finally getting the data fully compiled and the transition of treasurers is nearly complete. The attached data is somewhat discrepant from the previously distributed report in June, but I am now quite confident that the account balances are correct on the attached. Our overall current balance including all funds was \$84,637.09 at the close of our fiscal year on June 30, 2007.

The exact breakdown of items is still subject to revision as I continue to piece together the data from various sources. I have also discovered that several checks were sent to the Friends from Aetna Foundation as matching gifts before I became treasurer (May, 2006), and Aetna wrote that they stopped payment since the checks had not been cashed. I have asked Aetna to reissue them, so there will be some adjustments to the figures. I will have a full and detailed report on the just-completed fiscal year (7/1/06-6/30/07), including a comparison with the preceding one (7/1/05-6/30/06), at the Annual Meeting.

The accounting firm has been working to correct our tax return for fiscal 2006 (year ended 6/30/06) which had been returned to us with missing data. That process is now complete and they are beginning work on our financial review of the past 2 years. I hope to have that review in hand at the annual meeting. As we approved, the accountants will also prepare our return for this fiscal year.

I have very much appreciated everyone's flexibility in complying with the new reporting requirements for check and deposit requests, and again, I know that change is not easy. We are now in compliance with federal and state requirements, at least as far as I know.

Country Fair: People who need checks for items on or before the Country Fair should get me a check request or invoice and I will see that you have the checks as soon as possible or to deliver on Fair Day. Items like start-up cash have already been worked out with Nancy. I will be back in Windsor by about 4:30 pm on the day of the fair, so I can connect with those of you that have money to be deposited.

Credit Cards: By September 20 the web site will allow people to join the Friends or renew membership on-line with their credit card. We will pay no monthly fee and only a very small percentage (<3%) for this service through Pay Pal. Also, concert reservations will now be made with Pay Pal as well, making that process even smoother.

I apologize for not being able to be at the meeting tonight.

Randy Lee

Cash Flow

7/1/2006 through 6/30/2007

9/9/2007

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Category Description	7/1/2006- 6/30/2007
INFLOWS	
Div Income	428.46
Dues Income	6,308.00
Gift Income	
Matching Gifts	612.48
Taylor Scholarship Fund	675.00
Unrestricted Gifts	1,015.00
TOTAL Gift Income	2,302.48
Interest Inc	743.37
Other Inc	3,989.40
Program Income	
Concert Income	5,048.00
Country Fair Income	
Country Fair Admission	4,000.00
Country Fair Misc Income	1,040.00
Country Fair-Auction	6,000.00
Country Fair-Book Ads	1,810.00
Country Fair-Tickets	6,600.00
TOTAL Country Fair Income	19,450.00
Pancake Breakfast Income	2,149.00
TOTAL Program Income	26,647.00
TOTAL INFLOWS	40,418.71
OUTFLOWS	
Awards and Gifts Given	202.36
Bank Charge	77.00
Computer and Web Site Expenses	200.00
Fees and Permits	160.00
Insurance	1,383.00
Nature Center Equipment	276.55
Northwest Passage	
NW Passage - Postage	53.36
NW Passage - Print	117.50
TOTAL Northwest Passage	170.86
NWP Projects Funded	
Other NWP Projects Funded	10,140.27
TOTAL NWP Projects Funded	10,140.27
Postage	56.00
Program Expenses	
Country Fair Expense	
Country Fair Misc.	2,000.00
Country Fair Supplies	3,295.77
Country Fair Vendors	5,434.99
TOTAL Country Fair Expense	10,730.76
Pancake Breakfast Expense	340.97
Shad Derby	125.00
TOTAL Program Expenses	11,196.73
Scholarship Fund Payments	5,625.00
TOTAL OUTFLOWS	29,487.77
OVERALL TOTAL	10,930.94

*Net Worth on
reverse side...*

Net Worth - As of 9/9/2007

As of 9/9/2007

9/9/2007

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Account	9/9/2007 Balance
ASSETS	
Cash and Bank Accounts	
Fidelity Investments	46,553.82
Small Business Checking	15,642.10
Webster CDs	22,225.83
Webster MM Savings	0.00
Windsor Federal	0.00
USPS Postage - Permit	215.34
TOTAL Cash and Bank Accounts	84,637.09
TOTAL ASSETS	84,637.09
LIABILITIES	0.00
OVERALL TOTAL	84,637.09

**Friends of Northwest Park Funding Support
FY07 Projects: 7/1/2007-6/30/2008**

Project Approval Total: 16,020

Project YCC **Completed**

<u>Item</u>		<u>Date</u>	<u>Item</u>	<u>Funding</u>
<u>Purchased</u>	<u>Company</u>	<u>Purchased</u>	<u>Cost</u>	<u>Balance</u>
				3000
Support for 3 youth	NWP	7/5-8/17	3000	0

Project Internships (Summer 07/ Spring 08)

<u>Item</u>		<u>Dates</u>	<u>Item</u>	<u>Funding</u>
<u>Purchased</u>	<u>Company</u>	<u>Employed</u>	<u>Cost</u>	<u>Balance</u>
				3600
Bridgett Horan (summer intern)	NWP	6/30-8/23	1930.43	1669.57

Project (6 GPS Units)

<u>Item</u>		<u>Date</u>	<u>Item</u>	<u>Funding</u>
<u>Purchased</u>	<u>Company</u>	<u>Purchased</u>	<u>Cost</u>	<u>Balance</u>
				1050
7 GPS Unots	CDW-G	8/29/2007	1008	42

Project Butterfly Garden Seed (spring of 2008)

<u>Item</u>		<u>Date</u>	<u>Item</u>	<u>Funding</u>
<u>Purchased</u>	<u>Company</u>	<u>Purchased</u>	<u>Cost</u>	<u>Balance</u>
				300
				0
				300

Project Organic Gardening Signs

<u>Item</u>		<u>Date</u>	<u>Item</u>	<u>Funding</u>
<u>Purchased</u>	<u>Company</u>	<u>Purchased</u>	<u>Cost</u>	<u>Balance</u>
				2500
Sign	Pannier		719	1781

Project Sensory Saunter Trail Signs and MP3 Players

<u>Item</u>		<u>Date</u>	<u>Item</u>	<u>Funding</u>
<u>Purchased</u>	<u>Company</u>	<u>Purchased</u>	<u>Cost</u>	<u>Balance</u>
				4445
2 MP3 Players	Ind. Living Aids	8/14/2007	756.95	3688.05
Sensory Trail and Garden Signs	Pannier Graphics	8/31/2007	3037.96	650.09
	Semenuck Landscaping			

Total FY07 Funding: 16020
Remaining Funding: 16020
Funding Used: 0

Project Eric Davison: Habitat Fields (Ongoing from FY 06)

<u>Item</u>		<u>Date</u>	<u>Item</u>	<u>Funding</u>
<u>Purchased</u>	<u>Company</u>	<u>Purchased</u>	<u>Cost</u>	<u>Balance</u>
				4,200
Field Visit	Eric Davison	10/17/2006	332.5	3867.5
Wildlife Observation	Eric Davison	11/1/2006	122.5	3745
Grant Writing	Eric Davison	11/1/2006	157.5	3587.5
Grant Revisions	Eric Davison	11/16/2006	105	3482.5
Vernal Pool Survey	Eric Davison	4/30/2007	262.5	3220 Just entered
Grant work and Surveys	Eric Davison	6/11/2007	542.5	2677.5
Wildlife Observation/Grant Work	Eric Davison	7/6/2007	350	2327.5 Transfer from
Invasive Species Control, etc.	Eric Davison	9/7/2007	385	1942.5