

Friends of Hashawha and Bear Branch (FHBB)
FINAL Meeting Minutes
March 3, 2022, 7pm
friendshbb@gmail.com

Attendees:

Michelle Scott (Chairperson)	Harold Scott
Nicole Bowman (Vice Chairperson)	Robert Scott
Chris Markle (Treasurer)	Rachel Hall
Sarah Franz (Secretary)	Diana Devers
Maggie Kunz (Public Affairs Officer)	David Parker
Alison Malachowski	Kristin Darby
Will Horning	Jenna Mele (Bear Branch Nature Center)
Jessica Horning	Erick Lowe

Discussion/Action Items:

1. Call to order, welcome, introductions, roll call.
2. A motion was passed to approve the minutes of the February 3, 2022 meeting.
3. Reports:
 - a. Treasurer - Chris Markle
 - i. Chris gave a status report of current funds (attached).
 - ii. Received a \$1000 donation for general use by FHBB.
 - iii. Chris is working to obtain debit cards for immediate purchases.
 - iv. A tax exempt card for use of purchases will be obtained using the employer identification number (EIN) received from the IRS.
 - v. Asked if FHBB is required to file taxes or is it covered under the county? Does FHBB need to provide tax receipts for donations? Still waiting on answers from Friends of Carroll Rec and Parks.
 - b. Social Media – Maggie Kunz
 - i. Posts for the Maple Sugar Festival – will add information for hike sign-ups for “walk-ups” (those that did not pre-register), cost of hike, pancake breakfast. Will note that cash is preferred.
 - c. Park Operations – Jenna Mele
 - i. Contractor bids are ongoing for paving parking lots and driveways.
 - ii. Bluebird box monitoring training is scheduled for March 13th.
 - d. Nature Center - Jenna Mele

- i. Adopted a new animal – opossum. He was someone’s pet after coming from a rehabilitator. The nature center will apply for a AWA permit to use him in programs once he is acclimated to his new home.
- ii. The turtle tunnel is under construction as well as the woodland exhibit with new taxidermy displays.
- iii. Volunteers for helping with school field trips are needed.

4. Events:

- a. Maple Sugarin’ Festival – Nicole
 - i. All volunteers are ready, trained and everything is set for this weekend. All hikes have been booked so expect a busy weekend.
 - ii. Will send out an email to all volunteers regarding logistics for parking, appropriate dress, and arrival information.
- b. Adult Egg Hunt – Nicole
 - i. Several businesses have donated gift cards or merchandise. Nicole will continue reaching out to businesses in the coming weeks.
 - ii. Baskets are needed. Will ask for donations but FHBB can purchase any that are still needed with the expectation that they will be used in coming years.
- c. City Nature Challenge – Maggie
 - i. April 29-May 2, 2022. This is a citizen science project that FHBB can promote. Will need volunteers to support a kickoff event at the nature center.
- d. National Trail Day
 - i. June 4th. FHBB can promote this on social media.
- e. Raptor Run
 - i. October 2022 – running event to support the nature center raptors.
- f. Duck Hunt
 - i. November 2022 – To coincide with duck hunting season, rubber duckies will be hidden in the park for families to find. Details of structure and prizes yet to be determined.

5. Volunteer Outreach – Michelle Scott/Diana Devers

- a. McDaniel College’s chapter of Alpha Phi Omega contacted FHBB and would like to help with the garden projects and the Adult Egg Hunt.
- b. Michelle requested a list of volunteer opportunities that can be posted so we can advertise/recruit folks for specific projects. In addition, another list of active/interested volunteers can be used to match the appropriate person to a specific project. Diana recommended using a database because it can be manipulated to generate different lists based on specific parameters. The database can also track volunteer hours, previous projects, and other information. Diana will look into using Google Forms to create this. In the meantime, Chris volunteered to look into finding someone knowledgeable with MS Access to create this database.

6. Logo update - Kristin Darby

- a. Currently looking for a graphic designer
 - b. Open to suggestions for a design in addition to the designs given last fall.
7. Garden team update - Alison Malachowski
- a. March 19th weeding event 1-4pm
 - b. The gardens will be Nectar, native Medicinal, native edible and a moon garden.
 - c. We will also be laying down mulch there and around the waterfall pond area.
 - d. All gardens will be kept sized to be easily managed.
 - e. The gardens around the 3 signs leading to the nature center are being restored.
 - f. All of these small and easily managed gardens at BBNC can be adopted. Adopt a Garden program proposal - details need to be worked out.
 - g. A custom sign is being designed for the memorial garden, waiting for OK from the county.
 - h. Taxidermy: All mounts are being cleaned, checked for damage and repaired. Also being checked and monitored for dermestid activity. Appropriate steps are being taken to rid the mounts of live dermestids.
 - i. Entomology: Looking for volunteers to help collect insects which are currently out.
 - j. Native American Display: in the process of restoring the original text and the goal of this display which is to reflect the native peoples of Carroll County. Display of the broad spear projectile point is finished and on the wall.
8. Educational Programs – Jenna/Dawn
- a. Suggestions for educational programs are welcome. Volunteers for leading programs are also welcome.
 - b. Weed Warriors, Stream Surveys, Citizen Science Programs, “Pop-up” Booths for specific topics at the nature center for high traffic days.

Questions/Additional Items for Future Discussion:

1. It was agreed that guidance outlining purchases needs to be discussed and put in writing. Specifically, who can spend funds, how much, and when would purchases need to be elevated to the Board for approval.
 - a. Chris will create a petty cash report for the Board to review.
 - b. Determine specific project budgets so we can target how much time it will take to save.
 - c. Vet bills will come from the animal fund and not petty cash
2. Adopt a Garden Program - need to work out details.

Meeting adjourned at 8:10pm.

Next General Meeting April 7, 7pm at BBNC

February 2022 Treasurer Report

FHBB Treasurer Report				2/ 22/ 2022	
Date	Type	Amount	Total Funds	Animal Funds	Non-Animal Funds
12/09/2021	Misc. Donation	\$ 20.00	\$ 20.00	\$ -	\$ 20.00
12/09/2021	Misc. Donation	\$ 20.00	\$ 40.00	\$ -	\$ 40.00
12/23/2021	Animal Adoption	\$ 90.00	\$ 130.00	\$ 90.00	\$ 40.00
12/23/2021	Maple Syrup Sales	\$ 45.00	\$ 175.00	\$ 90.00	\$ 85.00
12/23/2021	Honey Sales	\$ 22.00	\$ 197.00	\$ 90.00	\$ 107.00
12/23/2021	Donation Box	\$ 54.00	\$ 251.00	\$ 90.00	\$ 161.00
1/26/2022	Honey Sales	\$ 12.00	\$ 263.00	\$ 90.00	\$ 173.00
1/26/2022	Animal Adoption	\$ 10.00	\$ 273.00	\$ 100.00	\$ 173.00
1/26/2022	Animal Adoption	\$ 45.00	\$ 318.00	\$ 145.00	\$ 173.00
1/26/2022	Animal Adoption	\$ 20.00	\$ 338.00	\$ 165.00	\$ 173.00
1/26/2022	Animal Adoption	\$ 25.00	\$ 363.00	\$ 190.00	\$ 173.00
1/26/2022	Animal Adoption	\$ 30.00	\$ 393.00	\$ 220.00	\$ 173.00
1/26/2022	Animal Adoption	\$ 10.00	\$ 403.00	\$ 230.00	\$ 173.00
1/26/2022	Misc. Donation	\$ 289.80	\$ 692.80	\$ 230.00	\$ 462.80
1/26/2022	Donation Box	\$ 125.00	\$ 817.80	\$ 230.00	\$ 587.80
1/31/2022	Petty Cash	\$ (2.00)	\$ 815.80	\$ 230.00	\$ 585.80
2/12/2022	Donation Box	\$ 175.00	\$ 990.80	\$ 230.00	\$ 760.80
2/22/2022	Maple Syrup Sales	\$ (500.00)	\$ 490.80	\$ 230.00	\$ 260.80

