

Friends of Hashawha and Bear Branch (FHBB)  
Final Meeting Minutes  
April 7, 2022, 7pm  
In person at BBNC with a virtual option, link was sent out April 7th  
[friendshbb@gmail.com](mailto:friendshbb@gmail.com)

**Attendees:**

Michelle Scott (Chairperson)	Harold Scott
Nicole Bowman (Vice Chairperson)	Robert Scott
Chris Markle (Treasurer)	Rachel Hall
Maggie Kunz (Public Affairs Officer)	Diana Devers
Jim Malachowski	Kristin Darby
Alison Malachowski	Jenna Mele (Bear Branch Nature Center)
Jessica Horning	Dawn Harry (Bear Branch Nature Center)

**Discussion/Action Items:**

1. Call to Order, Welcome and Introductions
2. The draft minutes from the March 3, 2022 meeting were sent prior to the meeting. A motion was passed to approve March 3rd minutes
3. Reports
  - a. Treasurer- Chris Markle
    - i. Maple Fest - Spent \$500 on syrup & sold \$534 worth of syrup at Maple Fest. \$1,544.00 of syrup remains to be sold. \$1,227.60 will go to FHBB & \$316.40 will go to Carroll County Parks & Rec. We raised \$178 from Hikes & \$46 from activity bags.
    - ii. Adult Egg Hunt - \$11.06 spent on Baskets & \$57.04 spent on candy for the Adult Egg Hunt.
    - iii. Donations - \$1,000 donation from Friends of Carroll Rec & Parks has cleared.
  - b. Social Media- Maggie Kunz
    - i. Re-distributing information from Kerry Wixted
    - ii. Amphibian week in early May.
  - c. Park Operations- Dawn Harry
    - i. Projects delayed due to weather
    - ii. Paving & Pavilion - Accessibility walkway would dump people in parking lot. Location moved to the nature center side of the parking lot. Removing a maple tree from the new location.
    - iii. Master Naturalist - Class count now at 10, starts Tuesday April 12. Minor project of adding a swing set at Hashawha camp. Working to add additional speakers so returning master naturalists can earn credits.
  - d. Nature Center- Jenna Mele
    - i. New Exhibit. Credit to Jenna's Husband. Collection of Newts. Coming over the weekend.
    - ii. Egg Hunt. 700+ eggs prepped with tickets, pre-loaded in bags. Dawn bringing an additional 500+ unloaded eggs.
    - iii. Field Trips. Only 1 day in spring not yet booked. Looking for master naturalists to assist in herd management of children.
    - iv. Starting in the fall, field trips will be more consistent with time and pricing

## Old Business

4. Tax questions answered
  - a. FHBB is not required to file taxes.
  - b. Agreed to send tax receipts for adult egg hunt items as thank you letters. Monetary donations need to go through Friends of Carroll Rec & Parks.
  - c. Memberships to FHBB need to be done through Rec Desk. If we get emails Jenna can send them a direct link to the Rec Desk website.
5. Events
  - a. Maple Sugarin' Festival review - Dawn Harry
    - i. Really good event given out pivot from Covid restrictions to no restrictions.
    - ii. Ideas for next year: Waffles in addition to pancakes? Gluten free pancakes? Buffet style service? Smores and/or other campfire cooked foods. Maple Candy. Chili Cook-Off. Crafts & vendors? Recommend inviting a blacksmith guild, a quilting guild and a sewing guild for demonstrations instead of sales. Vendors normally don't make a profit.
    - iii. Will review in detail at a separate meeting.
  - b. Adult Egg Hunt progress - Nicole Bowman
    - i. 130 people booked. Fully booked. 1,200 eggs will be hidden. \$1,400.00 in donated prizes plus some FHBB & Carroll Rec & Parks donations.
    - ii. Plan to up the price next year. The only other egg hunt in MD is \$35 per person. It includes one drink, and food trucks are present. Mentioned Coppermine egg hunt is \$15 per person.
    - iii. Prize raffle at 8pm, must be present to win prizes.
6. Logo progress- Kristin Darby
  - a. Graphics arts teacher at Mount St. Mary's College wants to use our logo as the final project. Students are at introductory level. Teacher plans to help "finalize" drawings. We are already receiving submissions.
  - b. Heard another offer. Free color scheme, but otherwise \$18/hour.
  - c. A 3rd offer for a logo from another party.
  - d. Trish has left Carroll Parks & Rec and is no longer available as a resource for this effort.
7. Garden- Alison Malachowski and Dawn Harry
  - a. Butterfly Garden by Luna Moth memorial to be re-dedicated as a Tribute Garden to 1st responders and active military. Sign to be donated.
  - b. Next gardening event, April 16th, 1-4pm.
  - c. Waiting for warmer weather for planting.
  - d. We need more mulch. Dawn to acquire another truck load.
8. Purchasing procedure protocol draft- Chris Markle
  - a. Emergency Animal Care
    - i. Dawn and Jenna will each get a debit card for emergency animal expenses. April 20th at 3:30 pm
    - ii. Emergency Animal Expenses cannot exceed the FHBB funds reserved for animal care, rounded down to nearest \$100. Current cap is \$200.
  - b. Petty Cash – Procedure for Purchases and Reimbursements
    - i. A non-treasurer member of the board can request a reimbursement check payment not to exceed \$100. Effective immediately, an email must be sent to the Board **prior to purchase** indicating what exactly is being purchased, the reason, and the total cost to be reimbursed by FHBB. All reimbursements of \$100 or less will be documented in the next meeting minutes. Reimbursements over \$100 must be discussed and approved at a FHBB monthly meeting **prior to purchase**.
  - c. Both procedures were approved by FHBB.
9. CNC events update- Maggie Kunz

- a. Carroll county bird club, library, college, Alison's Garden club, Master Naturalists Facebook, all planning to share our fliers.
- 10. Volunteer record keeping update- Diana Devers
  - a. Backend access database work is done. Expect look & feel to be finished in May. Diana donated a computer for record storage.
  - b. Jenna will have to take reports from the storage computer and update her records manually. Expect it to be a once-a-month activity.

### **New Business**

1. Future event plans- Nicole Bowman
  - a. Nov Duck Hunt - Plans to repurpose egg hunt committee for duck hunt.
2. BBNC membership cards- Michelle Scott
  - a. We have membership cards now.
3. Electronic payment with Square- Chris Markle
  - a. NWSB's small business service is for total transactions less than \$50k per year & charges \$70 / month in fees. NWSB recommended using the Square for credit card transactions.
  - b. Square charges per transaction (\$0.1 + 2.6% of the purchase), but it should be cheaper than the bank's model as we have low volume. NWSB says Square is cheaper than paypal, does not charge for the 1st card reader (Paypal charges \$29), & always provides funds within 24 hours (Paypal is known to hold funds).
  - c. Security wise, Square is PCI compliant & has encrypted payments. These are the security bench marks according to NWSB.
  - d. Multiple people could have the square app installed & we could pass around the card reader. For liability it would be best to always have an FHBB board member operating the card reader.
  - e. There are two card reader versions, one for Apple (Lightning Port) & one for Android (headset jack). We need to pick one version.
  - f. FHBB approved Chris Markle to sign up for Square and order the Android card reader. Order will be placed this weekend.
  - g. A tablet was mentioned to possibly purchase in the future.
4. Master naturalists for pop up programs-Diana Devers
  - a. Master Naturalists conduct their own programs or schedule more events to get volunteer hours. Naturalists need 40 hours per year.
5. Adopt-a-Garden program- Alison Malachowski
  - a. Need garden adoptions. Alison working on adoption policy, pending approval.
6. Suggested change of email address- Michelle Scott
  - a. Current FriendsHBB, social media is FriendsOfHBB. Want to switch to add the "of".
  - b. Both emails are now available and [friendshbb@gmail.com](mailto:friendshbb@gmail.com) will automatically forward to [friendsofhbb@gmail.com](mailto:friendsofhbb@gmail.com) . Will notify people of the address change.

### **Mark Your Calendars:**

- Garden work day April 16, 1-4pm
- FoCRP meeting April 26, 7pm
- iNaturalist Training April 23, 10am-12pm
- Master Naturalist CNC/meet and greet May 1, 1-3pm
- Deadline for events and programs to be listed in County guide is June

**Meeting adjourned at 8:00pm. Next General Meeting is on May 5th at 7pm at BBNC.**

