



Meeting Minutes
December 7, 2023, 7pm

In-person at BBNC with a virtual option. A link was sent out prior to the meeting. friendsofhbb@gmail.com

Attendance

In person:

- Kristin Darby, Chairperson
- Michelle Scott, Vice Chair
- Chris Markle, Treasurer
- Maggie Kunz, Secretary
- Rachel Hall, Social Media
- Jenna Mele, BBNC
- Dawn Harry, Hashawha
- Nicole Bowman
- Ken Harris, MTBMD
- Pam Harris
- Jason Irla, MTBMD
- Alison Malichowski
- Beth Scott
- Rob Scott
- Beth Shaw, Garden Coordinator

Virtual:

- Jessica Horning
- Harold Scott

1. Call to Order

- a) Welcome and Introductions
- b) November meeting minutes approved unanimously.

2. Reports

- a) Treasurer Update
 - i. Review of funds for each category. Less funds in account because the check was written for the butterfly house.
 - ii. 501c3 status approved



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- iii. Taxes completed, due November 15th.

Beth Scott - Looking into Venmo account to allow for easier donations. Few cons but there is a fee of 10 cents plus 1.9% for each donation. Once you create the account you can't change the phone, address, etc so would need a consistent address. PayPal owns venmo. There are a few different settings that are good for charities.

Chris wants to see if he can get Square changed to nonprofit not business; will look into Venmo as well.

b) Park Operations Update - Dawn

- i. New Parks Program Associate, Holly. She plans to attend the next FHBB meeting.
- ii. CCRP park maintenance team that can float throughout the county. The foreman has been hired, Steve; he has been working for Rec and Parks for 18 years.
- iii. Winter nature experience is a go, 27 kids; usually have 60 but this is the first time since COVID, will work their way back up.

c) Nature Center Update - Jenna

- i. All the animals are relatively ok, Marty is on a lot of meds but doing well.
- ii. Two big trout were released yesterday, babies to big tank, eggs coming tomorrow.

3. Old Business

A. Butterfly House - Michelle

- i. Gave a check to Rec and Parks, waiting on accounting for Will to set up an account. Once that is situated, we get project codes and the county can start to pay things out.
- ii. Michelle will then contact the contractor to set up a meeting. Would like interested people to come to a meeting. Email her if you are interested and she will email the group to find a date.
- iii. Fundraising - Beth Scott has some ideas and will help organize. Now would be a good time to start planning while we don't have events. Kristin will put that under new business for next month.



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B. Duck Hunt - Nicole

- i. Went fairly well, but some changes needed for next year if we have it
- ii. Last year everyone followed directions, this year people didn't follow directions and took more ducks, same # ducks, etc. Not sure why it wasn't clear. Next year we can send out instructions in advance and then reiterate a few times.
- iii. Some small ducks and glitter ducks disappeared. Will have to purchase more ducks if we have it again next year.
- iv. Everyone seemed to have a great time despite the confusion. Probably made \$300-\$500 and gets people in the park.

C. Gardens - Beth Shaw

- i. Gardens are sleeping, emailed everyone who has an adopted garden to say hello.

D. Trails - Ken

- i. This Saturday, will be in Hashawha BBNC since hunting is going on, to work on clearing trails.
- ii. MTBMD is applying to MD for a significant grant that would be matched by MORE for trail maintenance.

E. Exhibits - Alison

- i. Pricing display case they want to be built, with funds from us or the county. Glass will be the most expensive. For community members to put up displays.

F. Social media - Rachel

- i. Not as much because we don't have as much going on
- ii. Sharing MTBMD news, winter nature experience, other filler
- iii. Got approved for Canva Pro for nonprofits



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New business

A. Gift shop - Pam

- i. Has a lot of potential but needs some work. She is going to inventory
- ii. She and Ken donated some new things like plush animals that she made.
- iii. Pam can give Chris the receipts for materials she needs to make more animals. But it may be good to wait until after maple syrup has been purchased for the festival.
- iv. Requests for baseball caps and honey. No honey in the gift shop because beekeepers didn't have any.
- v. Beth will make new signs using Canva pro.
- vi. Ken will replace racks as he is able.

By-laws

A. A few financial actions need to be reviewed and possibly added to bylaws:

- i. Spending vote on items over \$100, vote not needed for budgeted items under \$100
- ii. New spending requests must be presented at a monthly meeting, unless it is an emergency, in which case the executive board (which actually include all committee leaders like gardens and exhibits) needs to vote and present spending at next meeting
- iii. Acceptance of electronic payments and deposits (donations, such as Venmo)
- iv. Those with check signature authority should also have access to online payment processes
- v. Payments via credit card and/or debit card (currently just says credit card)

Motioned and seconded that Chris will update these items and send them to the group for approval.

B. Need to add a conflict resolution policy. Piney Run's bylaws just says that conflict has to be presented to board before Rec and Parks

- i. Michelle and Rob created a draft with Chat GPT. Will send out the draft for an internal conflict resolution procedure for the board to review.

Next month, focus on new committees. Please try to volunteer for something or be voluntary. Kristin will send out her list soon. Beth S has made a document with each event.

Next meeting January 4th, 2024



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