

## **Candler Park Conservancy, Inc. Board of Directors Meeting**

Wednesday, May 18, 2016

7:00 pm

Rush Center Training Room

1530 Dekalb Ave NE, 30307

Present: Corey Anderson, Ken Edelstein, Amy Erwin, Stacy Funderburke, Dan Hanlon, Barbara Harper, Ben Klehr, Scott Lenhart, Randy Pimsler, Amy Stout, Doug Wetzel, and Jack White

Not Present: John Skach\* and Lauren Welsh\* (with \* denoting advance notice of absence provided)

*A motion to adopt the meeting agenda (included below) with two additions from that drafted by the Chair was unanimously approved.*

1. Ask for Timekeeper (1 minute)
2. Welcome/Introduction for New Board Member (5 minutes)
3. Review/Approve Minutes from Last Meeting and Review Action Items from Last Meeting (5 minutes)
4. Ratification of NPU-N Board Appointee (5 minutes)
5. Committee Reports/Updates/Action Items (10 minutes each)
  - Finance and Audit Committee (Ben)
  - Board Development and Governance Committee (Stacy)
  - Membership, Fundraising, and Communications Committee (Lauren)
  - Environment, Projects, and Programming Committee (John)
6. Update on Discussion with Mayor's Office of Special Events over Impacts and Remediation from Taco Fest (10 minutes) (Lauren)
7. Update on Golf Course Maintenance/Riparian Area Discussion with Parks Department (10 minutes) (Stacy/Jack)

### *Introduction of New Board Member*

The current board members that were present introduced themselves, and the new board member, Barb Harper, told the group a little about herself. Namely, she has lived in Cabbagetown for eight years; her family owns Milltown Arms; and she has much experience in fundraising through her involvement in various organizations.

### *Review and Approval of Minutes from Previous Meeting:*

A motion to adopt the draft minutes from the April meeting with no changes was unanimously approved. The list of action items from the April meeting was quickly reviewed. Outstanding items included (1) committee chairs to inform group of time and place of next scheduled meeting and submit written reports before next board meeting, (2) Ben to schedule meeting of all committee chairs for budget discussions, and (3) Lauren to forward three proposals from potential strategic planning facilitators.

### *Ratification of NPU-N Board Appointee:*

A motion to ratify Barbara Harper as the NPU-N appointee to the Candler Park Conservancy Board of Directors was unanimously approved. Barb indicated that she would like to join the Membership Committee.

### *Updates from Standing Committees:*

#### *Finance and Audit:*

This committee did not have a meeting in the previous month, and no written report was provided. Stacy indicated he will be joining this committee. Ben noted the following items:

- There has been no significant change in the group's finances since the last meeting.
- We will get a check from Park Pride to transfer funds from the golf course account (~\$1,500) and the playground account (~\$4,600).
- Our taxes were filed, and it was very easy. He will upload the tax return into Dropbox.

- He is still working on obtaining Directors and Officers coverage. His contact from the Georgia Center for Nonprofits has quit responding. He is filling out an application to submit to the contact that Jack provided.
- He reiterated that we are going forward with the purchase of D & O insurance at this time, but not liability coverage.
- Stacy confirmed that waivers were used at the Mulch Madness event in March.
- The budget meeting will be set up once the Projects Committee is farther along.
- We have not discussed an amount to keep in reserve.

*Board Development and Governance:*

This committee met 5/16/16, and a written report was provided. (See Appendices.) Stacy noted the following items:

- The main item of discussion at their recent meeting was how committee members are appointed.
- They like the idea of self-selection by members to standing committees with Committee Chairs appointing members after consultation with the Board Chair.
- It was noted that this is a change in policy and would likely require a bylaws amendment.
- It was decided to keep a running log of all suggested bylaws changes and then do a formal amendment process later when there are a significant number of things to change.
- Scott Lenhart will keep this log.
- Future meetings of this Committee will be scheduled as possible without a regularly re-occurring day and time, but Stacy will share with the group when they are scheduled.
- A motion to accept the Governance Committee's resolution that Committee Chairs appoint members to their Committees in consultation with the Board Chair was approved.
- A Chair can accept or reject someone who wants to join a Committee.
- Stacy requested that we try to keep committee discussions confined to the relevant group members and that not all emails/discussions should be shared with all Board members.

*Membership, Fundraising, and Communications:*

This committee met 5/10/16, and a written report was provided. (See Appendices.) Corey noted the following items:

- The recent Committee meeting focused primarily on membership.
- They like the idea of conducting a membership drive modeled after the Candler Park/Lake Claire Security Patrol's efforts in which new members are recruited mainly through notifications posted on NextDoor and with a kick-off event associated with FallFest.
- Corey met with Amy E. to learn about Salesforce and can start entering contacts into the database. (There are ~100 contacts to enter.)
- The group talked about communication and the need to post on Facebook and/or NextDoor.
- It was suggested that board members start recruiting friends to become CPC members via our website.
- However, there's an issue with Google redirect and getting to our website vs. the older CPC page that is part of the CPNO website.
- The Committee feels there needs to be a strong link between projects and communication/membership.

*Environment, Projects, and Programming:*

This committee met 5/10/16, and a written report was provided. (See Appendices.) Randy noted the following items:

- We are gaining traction with the Perkins + Will Social Responsibility Initiative proposal to get two staff to work on a vision plan for the park.
- We have been working on the Committee's budget – Dan in particular.

- Jack will be pricing and organizing planting projects for the fall.
- The group meets regularly on the second Tuesday of the month.
- Ben wanted to know when the budget would be ready for a meeting of the Committee Chairs.
- Ken said he feels the Committee is developing consensus guidelines to share with the Perkins + Will team. He talked about the resolution he has drafted. It will be a list of consensus projects, but it will not indicate prioritization.

*Regarding Taco Fest:*

Stacy reported that he felt Lauren had had some useful correspondence with City officials after this event. We discussed the remediation efforts, noting some concerns with completeness of the work and the requirement to use a vendor from an approved list. Ben shared his impressions regarding the perceived effectiveness of the Special Events Working Group that he serves on to create change. Randy expressed his concerns about having multiple board members communicating with the City on this topic. It was noted that event organizers do not have to work with the CPC since we do not have a memorandum of understanding with the City regarding the park. Amy S. expressed concerns about the impact of another large event scheduled for less than three weeks away. At Randy's suggestion, it was agreed to create an ad-hoc committee of Amy S., Randy, Ben, and Lauren to make recommendations on special events in Candler Park. Ken indicated he wanted to join the group as well.

*Regarding Golf Course Riparian Corridor Issues:*

Stacy indicated that he has not yet sent his letter to the Parks Dept regarding golf course maintenance crew members tampering with the beaver dams since a group of us are scheduled to meet with City representatives out there this Friday. Jack noted that he talked to the new golf course superintendent today and that he said no one on his staff is disturbing the dams and that Doug Voss and American Golf had emphasized that this was not allowed after Amy S. reported witnessing Javier breaking a dam. The group discussed concerns about increased mowing into the riparian corridor and discussed the potential use of cameras to monitor the corridor. Stacy's letter will include the outcomes of the discussion with Doug Voss on Friday.

## Appendices.

### CPC Board Development & Governance Committee Report

*Committee Members: Amy Erwin, Stacy Funderburke, Scott Lenhart*

The Governance Committee met on 5/16/16 – Attendees were Stacy Funderburke and Scott Lenhart

- Discussion of protocol for appointing new committee members
  - Recommendation and Board Action Item: Self-nomination with appointment by Committee Chairs, with consultation with CPC Board Chair to ensure balance across all committees
- Discussion of streamlining and managing future communications between and across committee discussions
- Potential adoption of committee charters where necessary to clarify roles, items requiring Committee vs. Board decision

*bylaw amendment?  
No*

## CPC Membership, Fundraising & Communications Committee Report

***Committee Members: Lauren Welsh, Corey Anderson, Scott Lenhart, Doug Wetzel***

The Membership, Fundraising & Communications Committee met on 5/10/16 – attendees were Lauren Welsh, Corey Anderson and Scott Lenhart

- *Membership*
  - Committee has chosen to prioritize membership over fundraising and marketing as the main focus
  - Corey Anderson has met with Amy Erwin to begin transition of taking over online membership
  - Committee will create a campaign similar to the CP/LC Safety Patrol through NextDoor and Facebook with an official “launch” at FallFest – focus on summer as the time to build a movement – shoot for 500 members by December. More members means bigger voice with city.
  - Would like to invest in magnets and tshirts for first time members
  - Need to work with the Projects Committee to create “small win” projects that encourage individuals to participate – create whimsical invitations to engage.
    - clean out the tree trail built by Sweetwater and put a small handmade gate there; possibly small signs on trees to indicate their species – call it “the preserve”
    - Stick creations like the one on the Beltline
    - Stump jump
    - Bluebird houses
    - Tree stands or ropes
- *Communications*
  - Committee members will all have Facebook login info to help with promotion
  - Volunteer Kelly Jackson will help upload new photos and logo to website
  - Recommendation to consider a monthly happy hour at a pavilion to have board members engage with anyone who’s in the park and wants to share ideas – need engagement outside of meetings and social media
- *Fundraising*
  - Focus for now will be on raising money through individual membership until we have capacity for a more strategic fundraising plan including events and an annual campaign

**Needs from Board Members:**

- All board members on FB need to “like” the Candler Park Conservancy page
- All board members should regularly send photos or any ideas for FB content to committee for quick posting
- Need a list of small visible projects to help encourage membership and fundraising efforts
- Need board members to encourage more individuals to sign up as members of CPC
- Choose one day a month that we can all make an effort to meet at the park for 2 hours to talk with people there and encourage participation – meet in different areas of park to highlight diversity

# **CANDLER PARK CONSERVANCY**

## **Environment, Projects and Programming Committee - Meeting Minutes**

### **05.10.2016**

Attending this meeting were Ken Edelstein, Dan Hanlon, Randy Pimsler, John Skach, Amy Stout, Jack White (Amy Erwin submitted a written report in advance of the committee meeting)

#### **Pricing Updates / Review**

Amy Erwin presented an update on the McLendon Entry Light Project. The grant application to Park Pride was submitted prior to the May 2, 2016 deadline and at this time we are awaiting comments.

#### **Visioning (Master) Plan Development**

John Skach presented an update on Perkins and Will Social Responsibility Initiative Project for the CPC. At this time the committee at PW that is reviewing the application has given a favorable review and a decision is pending. John needed to complete the initial application which Amy had started. Hopefully the project moves forward. John provided an update, following the meeting, which is attached to this report, as an addendum.

The committee hopes that if the project does move forward that there will be an opportunity for board input, that the plan will include project goals and budget. The group drifted briefly into a discussion on two areas that need attention – the wet area at the picnic pavilion and the golf course.

#### **Presentation to Park Design**

Jack White noted that the meeting with Andrew White with Park Pride, held on April 29, 2016 seemed positive and that Andrew seemed to agree with several projects identified for further consideration, including but not limited to the reduction of pavement in the parking area.

The group had a very productive conversation with regards to how best to engage and involve Park Design in CPC initiatives. It was noted that as of this date, meetings have taken place with the Commissioner (Amy Phong), Director (Doug Voss), Assistant Director (Walt Ray) and Park Pride (Andrew White). Park Design Planner (Dan Calvert) was involved in the community design charette, last year.

#### **Project Priorities**

A review of short term project goals had the committee in agreement with regards to moving forward with plantings in and around the pool house. Amy Erwin noted in her report that Ace Hardware has committed plant material to this endeavor and folks on the committee are glad to participate.

The notion of planting around the park entry lead to a discussion with regards to the pros and cons of having a volunteer group such as the Gardeners of Candler Park handle the design versus a landscape architect, such as Peter Frawley handle the design. Since Amy Erwin had initiated contact with GCP, Jack White volunteered to follow up with Peter Frawley and present a proposal to the committee at or prior to our next meeting.

The planting projects related to the storm water mitigation along the east side of the playing field and the south end of the tennis courts were noted as projects to be pursued in the fall, as the weather becomes appropriate. Jack White volunteered to coordinate dates and costs for review by the committee and the board, in advance of the proposed dates for implementation .

The group also discussed some additional short term projects including "drains to streams" - a program where stickers are placed on drain inlet grates to remind / educate the public of not placing pollutants in the public right of ways. There was a second project suggested which was to consider a Rivers Alive clean up, which would occur in the fall. Jack White agreed to follow up on both of these items. The group is to work on proposed dates for the two events and perhaps consider hosting both events on the same day.

continued

### **Project Priorities : continued**

Amy Erwin provided an update on the Pool House bathroom lock modifications, noting that in the short term, the bathrooms will be partially maintained by the lifeguards / staff at the pool. A longer term solution needs to be developed including securing the restroom doors, janitorial services and weatherization of the plumbing. Amy also met with the Regional Manager of American Pools on May 3, 2016 and walked through the pool area. She was pleased to report that the supervisor will be a returning lifeguard who is well liked and that only one piece of furniture was missing from the inventory.

Amy Erwin continues to work on obtaining park infrastructure maps related to storm piping and sanitary piping. Following the meeting, Amy distributed maps which she had obtained from the City of Atlanta Department of Watershed Management.

Doug Wetzel was not in attendance at this meeting, however the group did discuss the tennis court initiative that Doug is working on – securing matching funds for the resurfacing of the courts – as a high priority short term project.

The group also discussed two golf course related items – the degradation of the sixth hole tee as well as a no mow zone in the riparian corridor. Board members and committee members are following up on this important concern.

The discussion of long term project goals focused on the proposed resolution provided by Ken Edelstein for the group to comment on and review. It was noted that the resolution was perhaps a bit too long and then some commented on the notion that the group meeting to review and update projects for the conservancy, might not have lead to a clear consensus. With new board members on hand, the group did agree that a resolution was necessary and appropriate to provide a policy document for the committee and the board. With regards to the resolution Amy Stout and Ken were to review and update the resolution, provide comments to the committee and then the committee was to review and forward a final document to the board for consideration and eventual adoption.

A very brief discussion was held concerning the in kind contribution offer by Kelly Jordan. The committee will continue to work on suggested projects related to this offer in the hope of securing funding in the near future. Given Kelly's sustainability priorities, it was suggested that perhaps some of the storm water mitigation plantings could be considered for funding.

### **2016 Budget**

The budget discussion was extremely brief. Dan Hanlon indicated throughout the meeting that it was his opinion that projects could not be discussed without inclusion of costs. The group generally agreed with this statement. Dan has offered to update the budget spread sheet to include a list of projects, budget / costs, funding sources and / or strategies as well as some consideration fro sequencing of activities. The last item noted for the spread sheet was added as a productive conversation was held on the importance of beginning to understand that some projects are reliant on other projects being completed or that one project might impact another project moving forward.

### **Business Items**

The group confirmed that the next committee meeting will take place on June 14, 2016 at six thirty pm at the picnic pavilion in the park, weather permitting.

Submitted by Randy E. Pimsler, AIA, LEED AP



## **CANDLER PARK CONSERVANCY**

### **Environment, Projects and Programming Committee – Addendum**

05.18.2016

**The following update on the Perkins and Will Social Responsibility Initiative (SRI) Project has been provided by John Skach.**

- Complete the SRI application and provide to the PW committee – by next Monday (JS to do)
- Draft up a formal proposal for board approval / notice to proceed (latest our June meeting, but early would be better – perhaps by electronic vote)
- Background briefing on issues and opportunities including outreach to Matt Wilder (storm water info) in early June
- Kick-off charrette with us and select attendees (probably including Walt Ray) to review existing design input and brainstorm on key issues (late June / early July)
- Internal work on vision plan over July and into August
- Draft presentation to board / community working group in late August / early September
- Revision to vision plan, compilation of marketing booklet and other collateral in October
- Final presentation to board etc. in November for December discussion on 2017 fund raising projects

Chelsi Rome and Lauren Fraley would then be available to help us further define the key projects we want to fund raise around in 2017.

Chelsi and Lauren are also happy to work with Pond if we feel like a more robust technical analysis is beneficial. (Not certain if Micah Lipscomb is involved in the project, at this time – REP)

*Note : this is a pro bono effort, but if we want to allocate some funds toward professional printing or other hard costs it probably would help. We can assess what that would be as we move through the project.*