

Fair Hill Environmental Foundation, Inc.
Board of Directors Meeting Notes
for March 11, 1998
Rising Sun Library
7 p.m.

FH Environmental Foundation
Areas of Activity

1. Grants

The Maryland Historical Trust grant was mailed on February 26, 1998. Total amount requested came to \$9,040. The grant requests funds to hire Linda Walls to help the Board:

- finalize the Center's strategic plan and put into place a short and long-term goals document and evaluation plan;
- create a fund-raising plan;
- begin working to complete up to six grant applications.

If funded, the project would start in July, with a tentative completion date of February, 1999.

2. Fund-raising

The **March For Parks** committee met on Wednesday, February 25. Jerry will give an update on activities on-going. He will be asking everyone to try and recruit a team captain or two--please be thinking or approach someone before the board meeting. To raise \$15,000 this year we need to have 50 teams each with 10 marchers raising a total of \$300 for the march. At present we have about 18 if all of the past team captains participate. I will have team captain packets to distribute at the meeting or send to anyone you have asked to help out.

Annual Campaign

It looks like we have a three-pronged focus for this year's annual campaign: 1) a mailing to businesses; 2) presentations to VFW's and similar organizations; and 3) direct presentations to some of the larger companies in the county and area. I will not be able to work on pulling together a presentation packet/slide show for use when board members go out to the various VFW organizations this spring until after Habitats comes out.

May Card Exchange

The best date for the card exchange for the staff is May 12, with a rain date of May 13. Dennis will confirm these dates (or talk of changes) at the board meeting.

3. Administrative/PR

The *Foreaker Memorial Fund* has a total of \$1595 (out of \$2100). The center has already purchased: plankton net, 3 microscopes, and books for the library.

The *Michael Runyons Memorial Fund* has a total of \$183.00. Nothing has been spent out of this money.

***I would like to produce an annual report this year in time for the June meeting, and would like some input on what should be included. If anyone is familiar with annual reports and would like to help me out with this project, I'd appreciate it.*

Dennis is reviewing our liability insurance policy--I have questions about whether our volunteers are covered when working at the Center, and if off-site programs or trips and overnight programs would be covered if we were to offer them. In other words, what exactly does our policy cover, and whom?

4. Volunteer Program

Sylvia, Helena, and I met on February 24 to talk about the volunteer program. It was decided to have a gathering of interested folks on the first weekend of April when the Nature Center will be open. We hope to offer a short program, perhaps with a guest speaker, and then discuss volunteer opportunities. This will be on Sunday afternoon from 2 to 3:30.

The Center will also have a volunteer "recruiting corner" which will have a display and materials to take as well as a sign-up sheet.

To promote this effort (and the open weekends coming up) we are preparing a special mailing to new members, an article in Habitats for all members, and will be trying to get local media coverage for our trail and spring cleaning day.

We are also developing a volunteer brochure which can be distributed through the Nature Center and at other locations.

***This is a great opportunity for the Board to show off the Center to friends or co-workers who might be interested in volunteering. Please talk it up so that we will have a showing at this program.*

In preparation for opening in April, the Center is having a trail day/spring cleaning day on Saturday, March 14 from 10 to 2 p.m. We have one scout troop coming and hopefully some high school students who will be earning student service hours. There's plenty of work to do; *if you can come for a couple of hours to help out, Helena, Sylvia and I would appreciate it!* We will be concentrating on general and deep cleaning (i.e. windows, baseboards and woodwork, floors, etc.). Outdoor work probably will be handled by the kids pretty well, but if you know of any gardeners who would like to tend to the gardens around the Center (raking out, weeding, and mulching), their help would be appreciated also. I will share our work list with you on Wednesday.

5. Members Programs/Special Events

March 14: Spring cleaning/trail day
April 3: DNR night hike, 7:30 p.m. (not a nature ctr. program)
April 5: Volunteer program, 2-3:30 p.m.
April 18: Wetlands program, 2-3 p.m.
April 19: MFP, 1-4 p.m.
April 25: Meet the Rangers, ~~11 noon~~ 1-2 pm
May: Wildflower walk (tentative)
June 13: Reptiles and Amphibians, 2-4 p.m.
June 14: Annual meeting

6. Building Maintenance and Projects

Jerry is going to be tackling a few building maintenance projects on the 14th for Holly and I. *If you think you can be of assistance or take the lead on a few of the items below, please let Jerry know:*

- take out old dishwasher and install shelving in the space created;
- fix one of the front outdoor lights;
- fix the outdoor security light which is located outside the back door.

Other projects we need to have done this spring include:

- building 2 new boot boxes,
- replacing the toilet in the bathroom off the field room (Jerry thinks we'll need a plumber for this one--anyone know of someone who will volunteer his labor?)

We have no budget for these projects--any help in getting materials or labor donated would be appreciated.

7. DNR Connections

- We are still waiting for the reimbursement check for the fencing to come from DNR. Ed and Carla have resubmitted the paperwork.
- Ed has told Jim and I that this spring he will fix the failing septic system to which the Nature Center is connected. Also on his list is the water fountain, one of our trail projects which may be funded with stewardship money.
- Ed has given the a-ok for us to do restoration programs at the Center which would involve projects such as tree plantings that students could complete on the Fair Hill property. This gives us the potential to offer the Center and park for projects which would fall under Chesapeake Bay Trust funding.
- Ed also informed us that we need to report to his office any grants and their amounts which we receive. He is required to report any money incoming to the property to Annapolis.
- Holly and I will be consulting with Mel as we review security procedures for the school and develop procedures for having the Nature Center open on weekends.
- Ed has offered to fund \$300 or so of program supplies for the Nature Center. Holly will be coming up with a list of things we need. We need to purchase them outright and submit receipts for reimbursement.

