

CARROLL COUNTY FORESTRY BOARD MEETING MINUTES

DATE: Wednesday, November 3, 2021

PLACE: Westminster Senior Center. 125 Stoner Ave., Westminster, MD 21157

TIME: 6:15 PM to 8 PM

- **Call to Order:** The meeting was called to order by Chairman Chris Spaur at 6:30PM
- **Attendance** – Chair Chris Spaur, Vice-chair Laura O’Callaghan, Treasurer Geary Schwemmer, Secretary Donna Davis, Roland Fish (via GoogleMeets), Bryan Shumaker, Watershed Forester Jamie Weaver, interns Sydney Barrett and Danielle Wendt, guest Jean-Marc Henriette.

Administration-

- **Review/Approval of October 2021 meeting minutes:** The “catch the typo in the minutes” challenge was won by Bryan Shumaker this month (Geary Schwemmer won the challenge last month). Bryan noted that the spelling of “Allegheny ” in the minutes should be “Allegany” (Allegheny refers to the county in PA, Allegany is the county in MD). Laura O’Callaghan moved to approve the minutes as corrected. The motion was seconded by Chris Spaur and passed.
- **Treasury Report:** Treasurer Geary Schwemmer-
 - Provided members with the FY 2021 transaction spreadsheet
 - Included a printed report of FY 2022 expenses/deposits to date
 - Financial activity for October: Beginning balance was \$3,868.61.
 - Ending balance (includes cash locked in the cashbox) is \$3, 995.62
 - The treasury owes Laura O’Callaghan a \$58.80 reimbursements for two books purchased for intern Sydney Barrett.
 - Request to purchase a new cashbox.

Bank Activity ending October 29, 2021: *Post meeting note: the corrected data below includes the funds in the cash box.*

Statement balance =\$3,815.62

Total checks = \$112.99

Total deposits = \$60.00

10/12/21 Deposit State Fair check for Judging Christmas Trees;	\$60.00	\$3,928.61
10/12/21 Withdrawal petty cash for change at Piney Run Fall Fest	\$60.00	\$3,868.61
10/14/21 #1077 Staples – 50 tri-fold Big Tree Brochures	\$52.99	\$3,815.62
10/16/21 Fall Fest tree sales +\$120 to petty cash (PC now \$180 total)	\$-	\$3,995.62
10/16/21 Fall Fest tree IOU (Geary)	\$5.00.....	\$4,000.62

(note: bank statement balance does not include cash in the cash box)

- Laura O’Callaghan made a motion to purchase a new cashbox to replace the current, broken box. The motion was seconded by Chris Spaur and passed.
- The Board listed the following anticipated future program expenses: NRCC/Poster Contest/yearly Website fee/Workshop/ Intern stipends. Possible revenue streams: Tree and shelter sales/ Workshop. Chris Spaur expressed the need to create a flow sheet for planning purposes in order to track sources of income and anticipated expenses.

Programs/Updates:

- **Fallfest Debrief:** Laura O'Callaghan felt the event was a great success. Trees were sold and information disseminated to those visiting the tent. Roland Fish said a number of folks wanted larger trees available for purchase. The Board briefly discussed the logistics of repotting the seedlings into larger pots, which would then need to be grown out and cared for over a longer period of time. Laura suggested asking local nurseries for donations of a few larger potted trees. Geary Schwemmer suggested planning for more games. The little kids liked the FireWise game. It was big and visible. The tree ID game was good but could be enhanced to attract more attention.
- **BYB:** Brief discussion on planning a spring event tied to BYB tree distribution. This item will be covid dependent and can be revisited at a future meeting.
- **Social Media Discussion:** Bryan Shumaker explained how he uses his Carroll County Public Schools Twitter account. This is as an example of how social media can be used to reach an expanding audience. He recently did a citizen science-type project with students, collecting data on a seven year old school forest site. He tweeted out the event on his CCPS account, it was picked up by the superintendent and re-tweeted widely to a CCPS audience. Danielle Wendt explained how Instagram works.
- The Board discussed Twitter vs Instagram vs Facebook. The Board has an old FaceBook page that was set up by a former Volunteer Maryland Coordinator. We do not have access to the page. The consensus was to have the page taken down and focus on using Twitter. Twitter can be linked to the website. Goals: to share what the Board is doing/ to guide Twitter followers to the website/ to attract new members. Our interns could generate posting ideas. One or two designated Board members would approve the postings and then post them. Bryan Shumaker agreed to help run the Twitter account.
- **Workshop:** Chris Spaur did an extensive study of pavilions available for rent in the county. The pavilion at Watkins Park seems to have the best amenities: good bathrooms, large capacity, electric, amplification is allowed, good location. He and Geary will check the light conditions for using a projector and screen. Next steps are to determine rental cost and availability, pick a workshop date, lock in speakers. Roland Fish requested a vote be taken on the location of the workshop (outdoor pavilion). Those in favor: 5. Those opposed: 0. The Board approved the location of the workshop to be Watkins Park, if the venue is sufficient (lighting, availability).
- **Big Tree Report:** Geary Schwemmer reported that, due to the rainstorm, the October outing is rescheduled for this Friday, November 5 at 9AM. There are 12 trees to measure in Sykesville and Finksburg. He and the interns will be measuring trees that have not been visited for 30+ years, including some on the Springfield Hospital grounds.
- **Intern Activity Updates:** Danielle Wendt is working on a report on how climate change affects trees/forests. Sydney Barrett is working on a tree brochure and has done some tree survival field work with Jamie Weaver.

- **Sponsorship:** Laura O'Callaghan is putting the finishing touches on a sponsorship request outreach letter and is creating a list of possible sponsors to reach out to. Geary Schwemmer had pulled donation records from old checkbook entries and sent the list of benefactors out to Board members in a prior email. Bryan Shumaker suggested to name the sponsor request for NRCC a "scholarship" or "tuition" in the letters.
- **Membership:** Three Board members recently resigned. The Board held a brief discussion on how to reach out to, and identify, possible new members to fill the open positions.

8:15 PM: Motion to adjourn was made by Laura O'Callaghan, seconded by Geary Schwemmer and passed.

- **Action Items:**
 - **Board members continue to help develop a list of possible local sponsors.**
 - **Open a Forestry Board Twitter account**
 - **Check lighting/projector suitability at Watkins Park/check pavilion availability and set a workshop date**
 - **Create a flow sheet for planning expenses and income**
 - **Complete sponsor letter**
 - **Reach out to prospective members**
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- **Next meeting:** Wednesday, December 1, 6PM Place TBD