

MINUTES FOR CCBC BOARD OF DIRECTORS PLANNING MEETING
2-4 pm AUGUST 21, 2020 (via Zoom)

1. Welcome to Attendees (Bono)

- a. Peter welcomed all board members.
- b. Advised that Fran has resigned as Secretary.
- c. Peter's term as President ends this coming June; his 3rd term; is willing to stand for Secretary in the next year if a replacement not found.
- d. In terms of Acting Secretary, we need someone to fill out the 2020-2021 term.
- e. Maria has volunteered to be Acting Secretary until a replacement has been found.
- f. It is against Massachusetts law for the President to serve as Acting Secretary.
- g. Peter will ask Jean Warneke. [Update: Jean has accepted and has been voted in as new Secretary, via email communication. Change in Secretary has been filed with the Commonwealth (Corporate Filings Division).]

Present: Bono, Clapp, Curley, Faherty, Fang, Floyd, Foti, Goodchild, Raffaele

Absent:

2. Appoint Acting Secretary due to Fran Raleigh's Resignation (Bono)

Maria Curley was unanimously appointed as Acting Secretary until a replacement is found.

3. Minutes of Past Meetings (Bono).

- a. May Board minutes approved by email vote.
- b. May General Meeting minutes approved by email vote.
 - i. We had enough passing votes to approve the May Annual Meeting minutes.

4. Treasurer's Report (Curley)

- a. Final 2020 income and expenses (through the end of June)
 - i. FY 2019-2020 ended with \$7,007 in Total Income and \$6430 in expenses, resulting in a \$577 net gain.
 - ii. Dues and donations remain strong, with both coming in just below the projected budget goal.
 - iii. We had fewer expenses than usual, with fewer expenditures on speakers and museum rental.
 - iv. We also did not pay for the Costa Rica Audubon summer scholarship (deferred to next year).
 - v. Not all grant awards were paid out in this fiscal year either, so \$3402 will be added to next year's fiscal budget (5000-\$1598 paid out).
 - vi. Fiscal year 2019-2020 ended with a strong checkbook balance of \$23,095.
- b. IRS Form 990-N filed in July
- c. Membership totals for 2020 (see Curley email of Aug 10)
- d. All non-renewing 2020 members were not set to Inactive due to pandemic.
 - i. We decided not to "unenroll" members who were inactive for FY 2020-2021.
- e. **Multi-year Memberships: allow? If so, for how long and cost? (Bono)**
 - i. Peter and Maria researched and had an email exchange about multi-year memberships back in late May/early June.
 - ii. Currently there are only 13 members who have paid their membership beyond 2021 (both inadvertently or by design).

- iii. Some specifically have requested two years of dues but many just accidentally pay each year, not knowing they are paying ahead.
- iv. We are not using an accrual bookkeeping system (where we post deferred income for future dues payments).
- v. Gina Nichol was the only member who has specifically requested a multi-year membership.
- vi. Our recommendation is to advise any member who wants to pay ahead, that they can do so (up to 3 years).
- vii. Unanimous agreement from the Board that we will allow members to pay in advance up to 3 years but we will not advertise it.
- viii. Peter will advise Gina that she can pay ahead.
- ix. It was brought up that only Peter and Eldon really know the ins-and-outs of the Sequel database that the CCBC uses for its membership database.
- x. Peter advised the Board that if other board members want to learn it, they will schedule a training at a future date.

5. Merchandise (Goodchild):

- a. **Online store opened for 2 weeks in July; poor response. When do we try again?**
 - i. John advised that only 2 orders were made from the on-line store in July.
 - ii. Peter noted that he did not send out a specific email blast to advertised it, so that may have had an effect.
 - iii. It was advertised on the website and Facebook page.
 - iv. We will be sending out an email blast when we send out an email about the September meeting.
 - v. Peter recommends we open the merchandise store and open it for 2-week windows in Sept, Oct, and Nov.
 - vi. He will put a note in the President's message about it.
 - vii. The Board unanimously agreed.
 - viii. Next question: should we add/remove items from the list?
 - ix. John recommends we put winter items for the Fall. He will look at it and choose items that could be added seasonally.
 - x. Anyone can go on-line to Cape Cod Embroidery and if they find something they think should be added, contact John with suggestions.
 - xi. Store will open on day of Sept meeting = Sept 14, 2020.
- b. **Checklist distribution status: we sell in bulk @55 cents per checklist.**
- c. **Blair Nikula progress on new checklist: budget \$900 to print 2000 (Bono)**
 - i. Per Peter, we printed 2000, we have about 200 left; it took about 6 years to deplete stock.
 - ii. Blair is working on a new checklist; Peter emailed him so awaiting a response. He had previously checked with the printers and the cost would be approx. \$900 to print 2000 of them.
 - iii. Per John, we still have hundreds of old checklists left.
 - iv. Discussion ensued about need for the checklist; opinion varied; feedback from Birdwatcher's General Store & Mass Audubon are that customers like the checklist.
 - v. Everyone agreed that we can make decisions about numbers once we know more about the trajectory of the pandemic.

6. Young Birder Scholarship (Faherty/Curley):

- a. We made 3 awards: one Costa Rica, one Hog Island Teen Birding, one Hog Island adult camp
- b. Camp closed due to virus, so rolling over our payments to 2021
- c. **Should we run the scholarship competition again this year? If so, how many awards?**

- i. If we look at last year's competition, all the awardees came from one school, BHS, and it was due in part to on-site presence / Maria doing presentations at her school.
- ii. Herb moved that we not run a competition this Fiscal Year and the Board agreed; no new scholarships will be offered this FY, with all the effort going into ensuring the 3 students who won last year attend and have a good experience.
- iii. The proposed 2020-2021 Budget will be adjusted to reflect only amounts needing to be paid out for FY 2020-2021 scholarships (\$1460). **[Update: budget has been adjusted and will be reflected in August Treasurer's Report.]**

7. Teach the Teachers initiative (Curley):

- a. Options were being explored with Bridget Burger on a *virtual* on-line birding/bird ecology teacher professional development course opportunity. **Should we put on hold or continue to push?**
 - i. Peter moves to defer the teach-the-teacher initiative. Board agrees.
 - ii. Maria will talk with other science teachers on what accreditation other teachers might need and want.

8. Conservation and Education Fund (Raffaele):

- a. **Status of first round projects (some finished and some on hold)**
 - i. Herb updated the group on the 2018-2020 projects:
 - 1. Haiti is on hold – another report will come when they can get the work done.
 - 2. Jamaica – no contact on the poster creation; Herb will follow-up with the project lead.
 - 3. Puerto Rico – is on hold.
 - 4. Antigua-Barbuda completed their project.
- b. **Status of 3 second round (approved June 2020) projects**
 - i. 2 Cuba approvals; they are on hold since no travel to Cuba now due to pandemic; monies have been sent but project will begin when travel resumes.
 - ii. 1 British Virgin Islands has not yet been funded; waiting to hear from awardee; Herb will try to call her to find out.
 - iii. Awarded 3 grants in the 1st round; 3 grants in the 2nd round; 2 grants in the 3rd round; for a total of 8 grants.
 - iv. We have 2 more that we can approve for this FY 2020-2021.
 - v. Herb will follow-up on the West Indies one.
- c. **Vote on 2 third round (received August 2020) projects**
 - i. Most of Board has responded favorably for both projects (art plastics project & Sue's bird banding).
 - ii. Sue has mostly volunteers, so cost is not an issue, mostly for just materials (mist-nets, which are expensive).
 - iii. By consensus both projects were funded.
 - iv. Herb approves the seabird one but not the bird banding.
 - v. Peter recommends that we should get Sue's approval to get an educational video.
 - vi. The Board decided that the video would be a request not a requirement of the grant award.
- d. **Open Issue:**
 - i. Rolling or ongoing grant proposals; are we looking at specifics of the grants; are we hitting our grant requirements?

- ii. Do we need to modify the criteria; and how do we tailor grant requirements to local requests?
- iii. The timing – continue to seek proposals and award them as they come in with a 2-week evaluation window or only certain times (such as 2x/year).
- iv. Question about grant awarding: is there a certain % of the Board that must approve? Per Peter – thus far has been by consensus.
- v. We also need to come up with a process by which we make decisions.
- vi. Per Herb, he also concurred that we have voted and discussed by consensus.
- vii. Should it be 2/3rd vote? Whatever we decide it should be explicit.
- viii. We still need to have agreed-upon grant criteria.
- ix. The Board agreed that we probably need a subcommittee to discuss the guidelines for our education and conservation initiatives.

9. Walks: (Foti)

- a. Walks cancelled indefinitely
- b. **Resuming walks: When: should we offer a limited number of walks in Sept through Dec? If so, under what conditions and how advertised (e.g., members only)?**
 - i. MJ advised many of the bird clubs are being extremely cautious; she recommends suspend bird walks until the end of the year.
 - ii. MJ is concerned about impact of COVID on role of walk leader, such as contact tracing if someone from the walk contacts her as a walk leader if they become ill.
 - iii. Mark indicated Mass Audubon is doing walks; doing kayak trips; unsure why the bird clubs are being so cautious.
 - iv. The Board agreed it is most likely because of the work involved to ensure everyone is registered for the walk, following the guidelines, ensuring a safe walk, contact tracing if a COVID case happens from a walk participant, etc.
 - v. Peter advised there are two scenarios: administrative end (such as pre-registration); and the actual walk itself, such as what do you do if a participant arrives and does not wear a mask? Complex situation.
 - vi. The Board agreed we will make no plans to run walks as of now; but MJ will send a list of recommended self-led walks based on migratory hot spots, safe social-distancing, etc., for the website, Facebook page and Newsletter.
 - vii. If things change we will offer walks going forward.

10. Kingfisher mailings (Bono for Warneke and Kennedy):

- a. Next Kingfisher produced, emailed, and online by Sept 30
 - i. Keelin Miller sent in an article on Thailand.
 - ii. Herb sent info on the grants.
 - iii. MJ will send Carolyn the walk information.
 - iv. Peter will write his President's Message.
- b. Next Kingfisher mailed after Oct 1

11. Programs (Zoom Speakers): (Faherty)

- a. September
 - i. Herb gave Mark a contact from the British Virgin Islands (Susan); Stephanie may be able to switch and do Sept instead of October and November. Herb will check with her.
 - ii. Stephanie Ellis's Galapagos talk will be the talk if Susan from BVI cannot make it.

- iii. Peter asked Mark if he reached out to Alice Berry's daughter; per Mark, it is a tenuous lead; works for a state agency – the Coastal Zone Management (CZM); on the Cape a lot; he will pursue it.
- b. October
 - i. Will need to get October pinned down by Sept.
 - ii. Jean Warneke is tied into Victor Emmanuel Birding Tours.
 - iii. Possibility for a talk from Jean.
- c. November (Dana and Bob Fox: Ethiopia)
 - i. They have agreed to give the talk on Zoom.
- d. December

12. Publicity/Public Awareness Status Report (Clapp, Curley, Fang, Foti):

- a. **Status of "Rack Cards" (Clapp)? Put printing costs in Budget?**
 - i. Per David, he has gone back and forth about design, what to include what not to include; will work more on this in future once we know more about what is going on with COVID.
- b. Social Media--Facebook; what else? (Curley, Fang)
- c. Some items on Facebook should become Website news items and vice versa (Fang)
- d. Local Media and Event Sites, plus CCMNH "Tidings" (Fang)
- e. **Latest from Association of Mass Bird Clubs (Foti)**
 - i. MJ reported that she continues to stay in contact / attend meetings / walks with other bird clubs; all are being extremely cautious and either have suspended walks or have strict guidelines.
 - ii. MJ emailed the walk policies that Brookline Bird Club are following.
 - iii. If / when we resume walks in the future, we can look to these clubs for good guidelines to follow for our walks.
- f. Local event presence? (on hold)
- g. *Anything else?*

13. Miscellaneous Donations (Bono)

- a. Donation of books and other items?
 - i. Forbush 3 volumes; Phil Kyle is not in position to buy now (\$50); *what to do?*
 - 1. Peter Bono asked if Rick Floyd would be interested; Rick already has his info.
 - 2. CCBC is asking \$50 for the CCBC.
 - a. MJ expressed interest in seeing them; Peter will contact her after the meeting. [Ed: MJ purchased the books and sent a check to the CCBC. Thank you, MJ!]

14. New Business

- a. **Concept of "Student Chapter" (Curley)**
 - i. Discussion ensued regarding the guidelines for approving – was it based on grants? Or something different?
 - ii. Peter advised the criteria for the grants is different from this Student Chapter concept.
 - iii. The student chapter is a bird club at a school (Maria to start with her school) and to get younger people interested in birding.
 - iv. Peter suggested \$50-100 as a donation for supplies to get the chapter started and offset costs.
 - v. MJ contributed that she has known other teachers that have paid out of pocket for their own supplies or gotten donations, etc.

- vi. Peter advised that Maria had not asked for any start-up funds, that she was simply asking for Board approval to start a Student Chapter.
 - vii. Peter thought that since Maria was going to be using her own money and also asking local organizations for donations (like WBU, BWGS, etc.), he thought it would be nice if the Club gave a small start-up amount in good faith.
 - viii. Maria summarized for the group that yes, she had run a Bird Club at her former middle school in Taunton and only gotten a nominal stipend from her school 1 of those 4 years she ran the Club; she used a lot of her own money, and got donations of seed and feeders from a company called Perky Pet. But, this time she wants it to have a bigger impact, by having it be a more formal student chapter of the CCBC, it will have multiple benefits: it will get students interested in birding and conservation; it will link students to a community organization (CCBC); and it will link students to knowledgeable adults in the birding community who can act as mentors; the benefits will have a far greater reach than just running it as a school club.
 - ix. Maria advised that she has not spoken to her school (Barnstable Intermediate School) Principal or Sci Dept head yet about the idea but wanted to get the approval of the Board first before asking them.
 - x. She would like to start the Student Chapter after the first of the year. **[Update: BIS Principal has approved feeder set-up on campus & student chapter of bird club; timing TBD based on school reopening results in Oct.]**
 - xi. The Board agreed to move forward the concept and to delay the start of it until after the first of the year (Jan/Feb timeframe).
 - xii. Maria will wait to put it on the FY 2020-2021 Budget when it has begun.
- b. Nominating Committee: prepare for transition to new President (Bono)**
- i. **Peter's term ends in June; someone will need to step forward; recommends a nominating committee.**
 - 1. Peter mentioned that his term ends at the end of FY 2020-2021, and it will have been his 3rd term.
 - 2. He is hoping that David Clapp will be his successor, but that this is something we can discuss going forward.
- c. Annual Fundraising in December: what might that look like?**
- i. Need to think about the December event and what that might look like.
 - ii. This meeting is the only fundraiser during the year; no others during the year.
 - iii. We do a bake sale, raffle, and silent auction; need to discuss how we are going to fundraise.
 - iv. David volunteered to lead the committee.
 - v. Rick agreed to donate a piece of art for the silent auction.
 - vi. Peter mentioned that higher priced items were not received well.
 - vii. Maria offered to serve on the subcommittee also.
 - viii. It was discussed that some groups have done a "virtual" bake sale where you buy bake sale items but you do not actually get them.
 - ix. More discussion will happen in the coming months. Please share any ideas with David. **[Update: planning has begun via email communications!]**
- d. Need for Membership Chair (Curley)**
- e. Approve FY21 Budget (Bono).**
- i. Peter advised that Maria emailed out the budget, so we would not review each line item.
 - ii. Maria did a brief review advising the following:
 - 1. 200 less budgeted in for Operating Fund income but increase Conservation & Education Fund by 200 since we are getting more in C&E donations.

2. We reduced the museum rental expenses since we will be meeting via Zoom for a while still (est 3 mos).
 3. Maria proposed adding The Hummingbird Society as another organization we support annually with a donation.
 - a. Discussion ensued and it was agreed that we would not add this organization, as worthy as it may be, as there are so many other worthy organizations out there, so best to stay with local organizations.
 4. Maria's last item to review was the grant expenses – advising that the amount funded for FY 2020-2021 will be \$8402, due to \$5000 standard amount we fund annually + 3402 carryover from monies awarded but not paid out in previous fiscal year.
- iii. Peter recommended that we consider using Ludlow Griscom Award for recognition this FY, as it has not been used in a while.
 - iv. Peter also noted that the budget shows we will run a deficit, but he is comfortable running a deficit budget due to healthy checkbook.
 - v. The FY 2020-2021 Budget was unanimously approved.
- f. **Other new business?**
- i. Rack card; 500 for \$250; still going back and forth as to what should be on the rack card
 - ii. Peter proposed putting \$250 into the budget for when we are able to resume it.
 - iii. The Board agreed.

15. Adjourn.

- a. The Meeting was adjourned at 3:59pm.