

# February BOG Meeting Agenda/Minutes (Thurs., 18th, 7:00 PM)

BOG members Present:

<b>Item</b>	<b>Start of Meeting: 7:03 pm</b>  <b>In Attendance: Rina Hicks, Janice Roderick, Kim Roy, Linda Phillips, Paul O’Hearn, Ann Marie Mack, Paul White, Stephanie Mazur</b>
Secretaries Report: Approve January 2021 Minutes	5 Minutes- Minutes approved unanimously
Treasurer’s Report: Approve 2021 Report(s)	5 Minutes- Report approved unanimously

January 2021 Action Item Follow-Up

1. ACTION:

Stephanie M. will finalize an Updated membership Spreadsheet

2. ACTION

Communications Committee- Linda/Kim will post the Approved Dec 2020 Minutes And budget to website and Send email with Jan 2021 Newsletter and CAP Registration form

3. ACTION

Paul White will clarify what An "at risk road" is with Regard tp Wilson, Ridgely And Diggs Roads and Determine what we have to do to get them accepted as County Roads. Paul clarified that speed bumps could not be put on county roads, because they would not maintain them. Paul was advised to talk to John Morrison. Virginia will email contact information to Paul.

ACTION:

4. Paul White will contact project committee members (Matt Stover, Molly Heist, and Holly Estrada) and host A meeting to begin work on Storm-water mitigation, Taking into consideration Comments suggested by Janice .

ACTION:

5. President will schedule Meetings according to need. The Board only has to meet 10 to 12 months of the year.

Action Item Follow-up

1. Stephanie is in the process of updating the membership spreadsheet.

2. Dec 2020 Minutes are uploaded. Budget files will be uploaded once Linda speaks with Tim. Email with attached newsletter was not sent.

3. Paul White will continue to research.

4. Paul White designated March 13th as the first Project Committee meeting.

5. The President suggested that the Board use July as their month to skip (Board Meetings are to occur at least 10 of the 12 months).

6. The Secretary and Membership Chair are keeping this on their ToDo List.

7. Stephanie will address this when she is able.

8. Sign proposal is ongoing and will be further addressed during New Business in this Board Meeting.

9. May 1st will be the Beach Work Day with a backup date of May 8th. 9-noonish. No prep night will be necessary.

10. Janice emailed Mark Lister to let him know we don't have permission to give out emails, and that he could contact Linda if he wanted something in the newsletter.

11. Virginia is getting further in the process, but it is not yet complete.

12. Stephanie has received the application forms from Virginia and will scan them in.

ACTION:

6. The Secretary and Membership Chair should Start writing down ideas for Their prospective manuals.

ACTION:

7. Stephanie will talk to John about learning the Process for the membership Payment module and credit card linkages between Power R, Wix, etc.

ACTION:

8. BOG will discuss revision of sign Proposal

ACTION:

9. Paul O will decide on Spring clean up day, April 24th or May 1, are Suggested dates

ACTION:

10. Janice R. will email Mark Lister that we cannot give out emails. Put in the next newsletter Mark's concern along with His name/email if he would like.

ACTION:

11. Virginia White will find out From Bank of Glen Burnie The procedure for changing Signing for bank accounts.

ACTION:

12. Virginia W. will give Stephanie all the application forms from last year and this year to be scanned in.

ACTION:

13. Stephanie will talk to John M. about taking over the CAP website

<p>ACTION: 14. Janice, Kim and Virginia go to the Bank of Glen Burnie to do signatures for changing over the account</p> <p>ACTION: 15. Ann Marie and Kim to work on Secretary and Communication manuals</p>	
<p>Committee Reports:</p> <ol style="list-style-type: none"> <li>1. Membership</li> <li>2. Communications</li> <li>3. External Affairs</li> <li>4. Property Maintenance</li> <li>5. Social</li> </ol>	<p>Committee Reports</p> <ol style="list-style-type: none"> <li>1. Membership- nothing to report.</li> <li>2. Communications-Final newsletter needs to be reviewed after changes made based on this meeting discussion.</li> <li>3. External Affairs- Paul is not sure if Wilson and Ridgely are on the list of at risk roads. Will continue to pursue.</li> <li>4. Property Maintenance- Paul will focus on who to hire for Spring clean up and summer yard maintenance.</li> <li>5. Social- July 14-16 is Dumpster Day. Easter will be at 11 am and include snacks and drinks. Easter eggs will be handled as usual by Stephanie.</li> </ol>
<p>Old Business:</p> <ol style="list-style-type: none"> <li>1. Item</li> <li>2. Item</li> </ol>	<p>X minutes X minutes</p>

<p>New Business:</p> <ol style="list-style-type: none"> <li>1. Determine Beach Work day date; Is it okay to add Friday night prep day as requested by the members?</li> <li>2. Form a committee to address pavilion repair</li> <li>3. Discuss revamp of beach sign and determine budget/??beach budget; note: all info currently on sign should remain</li> <li>4. BOG Vacancies</li> </ol>	<p>New Business</p> <ol style="list-style-type: none"> <li>1. Beach Work Day has been designated for May 1 with a rain date of May 8th.</li> <li>2. Paul O’Hearn will take the lead to form a committee to address pavilion upgrade.</li> <li>3. Janice requested that we address the sign replacement as soon as possible. Ann Marie suggested that the sign be done again exactly as it was done before. Paul suggested weather resistant material with a sealed protectant. Virginia suggested a marine wood.</li> </ol>
<p>Generate Agenda for &lt;next Month&gt;</p>	
<p>Other time-sensitive discussion</p>	
<p>Action Item Summary</p> <ol style="list-style-type: none"> <li>1. Linda will send an email blast to ask for people to sign up for membership at the same time that sign boards will go out: Verbiage such as “Please Join CAP now! See email and website for details”. Kim will take the lead and let Tim and Paul know when and what she has posted.</li> <li>2. Linda will contactTim for budget file names to upload on the website.</li> <li>3. Stephanie will scan application forms received from the Treasurer.</li> <li>4. Paul W. will contact the County to see if Ridgely and Wilson are on list for being plowed during winter.</li> <li>5. Paul and Paul will meet on the 13th of March to start work on the Project Committee and will invite Holly, Molly, Matt, and Mark.</li> <li>6. Social committee will come up with what snacks to supply for the Easter party. Stephanie will set up and be in charge of the Easter Egg Hunt.</li> </ol>	

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| <ol style="list-style-type: none"><li>7.</li><li>8. Paul O'Hearn will draw together a committee for the pavilion upgrade and will obtain a copy of the original pavilion plans from Stephanie.</li><li>9. The beach sign should be done as a weather resistant sign with sealant to keep it looking nice. Current verbiage should all be included. Paul O'Hearn will take the lead on this. Virginia will make some suggestions regarding what wood to use.</li><li>10. Linda will add a call for President in the Spring newsletter as well as a computer savy volunteer.</li></ol> |  |
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Total Scheduled Time: 60 minutes

Meeting Adjourned 7:58 pm