

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.
BOARD OF DIRECTORS
MINUTES OF JULY 11, 2018 MEETING

Present: *Bonnie Casper, Phil Fabrizio, Chris Fromboluti (by phone), Ted Geier, Dan Hanlon, Ken Hartman, Les Mardiks, Mara Mayor, Neeraj Mistry, Martha Morris, Willem Polak, Susan Stern, Ana Rasmussen, Bob Reaves, Eric Nelson (by phone), Genevieve Twomey, Mike Zangwill*

Absent: *Roy Green, Warren Hansen (representing Councilmember Roger Berliner), Mike Moran, Irena Savakova*

Staff present: *Katey Boerner, Jenni Cloud, Meredith Forster*

1. Vice President Bonnie Casper called the meeting to order at 7:05pm.

Mike Zangwill introduced Anthony Hyatt, who is donating a totem pole that was part of the Jungle ride in the amusement park during the 1950s. He received it after the original owner (who purchased it in a fundraiser) willed it to him. He has donated it back to the Park for our use as a display item or to resell. Board members were able to look at the totem pole in the office lobby. After an appropriate stand is created, it will be on display there for the time being.

Bonnie Casper introduced new board members Susan Stern and members introduced themselves.

2. Approval of Minutes – Minutes were brought forth for approval; One edit was suggested to clarify Susan Stern's title and the minutes were amended. **VOTE: The amended minutes from the June meeting were approved unanimously.**

3. Financial Report – Katey Boerner

The Profit and Loss Statement and Balance Sheet as of May 2018 were distributed. May's statement shows assets of \$2.2M, including \$1.6M in cash, which consists of board and NPS designated funds totaling \$630K, restricted funds of approximately \$100K and tuition paid of approximately \$450K being held for future payment. Income through May totaled \$1.84M and expenses totaled \$1.82M for a net of \$30k.

Katey walked through the projected year-end figures as presented, noting that we expect to be in the black, earning \$2.1M in operating revenue, netting approximately \$100K. She noted major revenue items such as Resident Cooperator fees, including rent and utilities (budgeted \$610K), will be lower due to ATMTC rent forgiveness. Foundation revenue will be higher due to timing of two \$50K contributions both ending up in FY18. Fundraising events still includes the scholarship funds raised, which will shift to restricted funds after the audit. Individual

contributions are higher. Overall we are in good range of the budget and will present final numbers once they are available. The auditors are scheduled to come in September.

Katey noted that there will be adjustments for fiscal year end as there are capital funds that will be expended, and grant money received that will be adjusted in other parts of the budget before these figures are final. Overall we are in similar strong position as last year.

Scholarship and Transportation Fund – Eric Nelson (via phone)

A motion was brought forth (and a hand out circulated) on the establishment of a scholarship and transportation fund as previously discussed when the fund-a-need cause was established for the Gala earlier in the year. **VOTE: The board voted unanimously to establish the scholarship and transportation fund.**

4. Report on NPS-Montgomery County Agreement - Ken Hartman

The signing of the new agreement between NPS and Montgomery County is imminent (now scheduled for July 20), with a media event. The agreement is a 10 year agreement which assigns the entirety of the Park to the County to manage. The prior agreement only assigned buildings, but this agreement includes the buildings, land, maintenance area and the upper parking lot. NPS and MOCO have joint responsibility for the main parking lot, with some dedicated parking spaces for the Clara Barton House. The expectation is that the County will exercise more oversight and direct involvement in the Park than before. While the County is already very involved in facility support, now the County will be the primary interface between Park and NPS. The Partnership will continue in essentially the same role and responsibility, not as Designated Management Entity (DME), but “Primary Cooperator.”

There will be a contract between the County and the Partnership that replaces the current MOA. One additional requirement is an Annual Work Plan and we will aim to bundle required permits in advance for events and activities. A priority in this agreement is a clear accounting of the flow of funds through the Park, with money generated here reinvested back into the Park. Next steps include structuring the contract between the County and the Partnership and developing the work plan, with an aim to streamline existing data into relevant reports. The County will now also be a co-signatory on any sub-agreements, which also must be reviewed by NPS. NPS will provide a uniformed ranger on a pre-agreed to schedule for interpretive programs and will be vacating office spaces, but both NPS and County representatives will need a space to work within the Park when on site. Key County representatives are named in the agreement along with NPS representatives. NPS will continue to be invited and included in Partnership board meetings.

Questions were raised about property insurance, and Ken clarified that all buildings are government property and self-insured by the federal government; the County is not able to add these buildings to their list of self-insured properties. Coverage for any loss of buildings would end up in capital improvements appropriation requests. One important adjustment is that the Park may remain open and operational in the event of a federal government shutdown.

Bonnie Casper and Chris Fromboluti thanked all the key players for this major accomplishment. Katey will be summarizing key points of the new agreement and will share that with board members. She will then present the information to our resident groups and partners. The County and the Partnership will aim to have an agreement worked out by the end of the summer, and then the Partnership can create new sub-agreements with groups. We anticipate NPS presence to continue at the same level through the end of their fiscal year, and then may see transitions.

5. Executive Director Report – Katey Boerner

Katey offered several highlights in addition to the staff reports that were posted. In program highlights we will be offering a series of parent/child classes with the PAGE program while we look at getting the classroom facility permitted and licensed for a preschool age drop-off program. This program has received grant funding, which is helping to support a coordinator position. We are working with the same instructors as originally planned, to offer classes starting this fall, if enrollment minimums are met.

Summer camp programs are very active this year with generally strong enrollment throughout. Summer concerts are offered regularly on Thursday evenings with a nice mix of programs. The Aquarium has had a strong summer so far with new camp programs as well as birthday parties.

Meredith described outreach programs with Horizons Greater Washington which include both pottery programs for low income DC middle school students as well as Puppet Co. field trips for 1st and 2nd graders. Adventure Theatre is busy with camps and fully back into their office and classroom space. New catalogs for Fall/Winter programs just arrived and registration will begin August 4.

In the facilities report, she highlighted that NPS is making some movement on contracting the carousel roof replacement and fire suppression system work.

Meredith reminded the Board to save the date for Labor Day weekend events, which include the 48th Annual Labor Day Art Show and related Member/Donor preview Friday night, an Open House for Classes on Saturday and an Irish Music and Dance Showcase on Monday.

See the Social Dance report for highlights from recent dance events.

Board Business – Please let Katey know if you can't access drop box files, etc. Contact lists, calendars and calendar link were sent out prior to this meeting. The Board Commitment form was also sent out previously and is due back in September.

Chris Fromboluti explained that there will be changes to the committees for FY19. The Executive Committee will take over monitoring Strategic Plan goals and there will likely be task forces created for Innovation and for the County Agreement/Sub-agreements process. Chris

has appointed most committee chairs and will be talking with them over the summer. He welcomes feedback and interest in particular committee assignments.

6. Board Governance Report - Mara Mayor

Mara Mayor noted that the committee has not met since the last Board meeting but reminded members to turn in their surveys, which include the personal view of their board role and feedback on overall board performance. The Committee will also be working on an orientation for new members, but open to all members, to be scheduled in early September.

7. Old Business/New Business

The Board thanked Bob Reaves for his service to the Board as President and presented him with a glass award made by resident glassblower Paul Swartwood.

The meeting was adjourned at 8:30pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.
BOARD OF DIRECTORS
MINUTES OF SEPTEMBER 12, 2018 MEETING

Present: *Bonnie Casper, Chris Fromboluti, Ted Geier, Roy Green, Dan Hanlon, Ken Hartman, Les Mardiks, Mara Mayor, Martha Morris, Willem Polak, Ana Rasmussen, Susan Stern, Mike Zangwill*

Absent: *Phil Fabrizio, Warren Hansen (representing Councilmember Roger Berliner), Neeraj Mistry, Eric Nelson, Bob Reaves, Irena Savakova, Genevieve Twomey*

Guest: Greg Grant, GE Partnership General Counsel from Shulman Rogers

Staff Present: *Katey Boerner, Meredith Forster, Debbie Mueller*

1. President Chris Fromboluti called the meeting to order at 7:05pm with introductions around the room.
2. Approval of Minutes – **VOTE: The minutes from July meeting were approved unanimously.**
3. Treasurer's Report – Katey Boerner

Katey noted that the auditors conducted their review at the Partnership office this week. There will be some revisions to FY18 final financial reports based on pledges receivable for capital grants. Katey reviewed the P&L statement, which is in-line with Budget vs. Actual for unrestricted income for fiscal year end 2018 (June 30, 2018). She also reviewed restricted fund balances for year-end FY18 as projected now. The Partnership ended FY18 in a strong position with a net of \$60k plus additional funds being held for upcoming projects.
4. Montgomery County Report – Ken Hartman

Ken Hartman and David Dise (Director of General Services for Montgomery County) met with National Park Service (NPS) representatives on August 14. There have been some changes in the NPS reps. Superintendent of the GW Parkway, Alex Romero, has been transferred to Fire Island and Chief of Staff for GW Parkway, Aaron LaRocca, has been temporary detailed to serve as Acting Regional Chief of Partnerships from August through mid-October. Our current NPS contact is Acting Deputy Superintendent Josh Nadas.

Ken reported on several next steps in the agreement process. The NPS and the County have yet to write the details of the agreement arrangements up in the first Annual Plan which will be an attachment to the agreement. That is expected to be developed and finalized soon.

The County is working on drafting the cooperative agreement with GEPPAC and updating the template for contracts with resident organizations. This process will be completed by early November.

The Clara Barton House will remain with NPS. The main parking lot will be maintained by the County, with spaces closest to Clara Barton House reserved for its use.
5. President's Report – Chris Fromboluti

After consulting with Board members this summer, Chris has made Board Committee assignments. The Strategic Plan is available on Dropbox and Committee tasks should relate to the plan. The Governance Committee is considering planning a Board Retreat in the spring. Feedback from the Board surveys will be topics for the retreat. Chris also noted that the Executive Director review process has begun.

6. Executive Director's Report – Katey Boerner

Katey announced that we have two new staff members: Laura Doyle and Rebecca Sherman will serve as our events and venue management team. Social dance program and rentals are now in one department that reports to Emily Rogers. These changes were made as Dance and Events Program Manager Reuven Eitan will be leaving.

The Partnership launched preschool programs this fall with a parent/child model and an arts/environmental education focus. Programs serve two age groups (1-2 and 3-4 years) with a maximum of 8 child/adult pairs per class. We are still working to pursue license issues for a drop off program; we need an occupancy permit for educational use for young children. We received two contributions totaling \$27,000 restricted to the preschool program. We are expending a portion of these funds on the program coordinator.

The Labor Day Art Show was a success with gross sales of \$24,250, comparable to last year. This year's show featured the highest number of two-dimensional works. Other programs during the holiday weekend included an Open House for classes, free dances, and the Irish Music & Dance Showcase. Town resident and councilmember Nancy Long curated the show once again and did a fantastic job. Nancy will celebrate her 90th birthday in October 2018.

Katey highlighted two other exhibitions. The Puppet Co.'s 35th anniversary exhibition of puppets in the Park View Gallery attracted many visitors from our summer camp programs and families with young children. "Vessels From Our Trees," in the Popcorn Gallery, features work by 50 wood-turners and honors well-known artist Phil Brown, who passed away in July 2018.

The Art Walk season runs on the first Friday of the month from May through September. The Partnership is considering adding an Art Walk event during Small Business Saturday on November 24 with open studios and demonstrations.

7. Committee Updates – NOTE: most Committees have not met

Fundraising – Bonnie Casper thanked everyone who will be serving on the Committee. She noted that past Board President Rachelle Cherol will be helping with the Gala. Bonnie asked all Board Members to keep a list of contacts to whom we can reach out for Year End Appeal, Membership, and the Gala.

Facilities – Dan Hanlon reported that he had just received the draft assessment report on the Spanish Ballroom floor. The Committee will review the report and look at options for heating/cooling for the Ballroom. Upcoming Park facility projects include upgrading the carousel fire suppression system, replacing the carousel roof, and renovating the carousel band organ room.

Governance – Martha Morris asked Board Members to complete the Conflict of Interest form. She reported that the results of the Board surveys (personal survey and assessment of the Board overall) were very positive. Her two-page report will be on Dropbox. The outcomes will be useful in planning the Board retreat in the spring. Possible topics include understanding the new Montgomery County/NPS agreement, understanding the strategic plan and how it relates to the work of the Board Committees, and refining how the Board makes decisions.

Agreements – Roy Green will work on the Annual Work Plan for NPS, the agreement between the County and GEPPAC, and the agreements with cooperators.

Master Planning – Chris Fromboluti noted that the Committee will meet on September 27. The Committee will look at what can be done in the short term (2-3 years) with regard to the Spanish Ballroom, Crystal Pool area and maintenance pen area. The Committee would also look into developing a landscape master plan.

Innovation – Chris Fromboluti noted that, as per the Strategic Plan, we will have a Task Force led by Bob Reaves to consider innovation at the Park with regard to technology, programs, allocation of funds, inclusion/diversity, and other issues.

GEPPAC needs to conduct a visitor survey since the last was in 2009 – but funding for this project was not included in the budget. We would like to determine costs and organize this for the spring season.

8. Old Business/New Business

Willem Polak mentioned that the Town of Glen Echo is looking at selling the property on Tulane Avenue. The property is currently zoned for residential use, but the Town would like to get it rezoned for commercial use and then sell it to developers. The Town is conducting a feasibility study that will include a review of parking options.

The meeting was adjourned at 8:33pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.
BOARD OF DIRECTORS
MINUTES OF NOVEMBER 14, 2018 MEETING

Present: *Councilmember Roger Berliner, Bonnie Casper, Phil Fabrizio, Chris Fromboluti, Roy Green, Warren Hansen (representing Councilmember Roger Berliner), Les Mardiks, Mara Mayor (via phone), Neeraj Mistry, Eric Nelson, Willem Polak, Bob Reaves, Irena Savakova, Susan Stern, Mike Zangwill*

Absent: *Ted Geier, Dan Hanlon, Ken Hartman, Martha Morris, Ana Rasmussen, Genevieve Twomey*

Staff Present: *Katey Boerner, Meredith Forster, Debbie Mueller*

1. President Chris Fromboluti called the meeting to order at 7:03pm.
2. Katey Boerner presented Councilmember Roger Berliner with a framed graphic of Glen Echo Park to thank him for 12 years of service on our Board.
3. Approval of Minutes – **VOTE: The minutes from the September meeting were approved unanimously.**
4. Montgomery County Report – Katey Boerner
Katey reported that County representatives met with National Park Service (NPS) in October to discuss various items, including office space, the annual work plan (needs to be finalized), addendums to the agreement (still working on this), snow removal, etc.

We would like to have an agreement signed with the County as soon as possible. The Partnership's Agreements Task Force will meet on Friday, November 16.

Bonnie Casper gave a brief overview of the outcomes of the County elections. Marc Elrich will be sworn in on December 3 as the new County Executive. Elrich's transition team is in place and he is conducting listening sessions with residents. Andrew Friedson was elected as Councilmember for District 1. Cindy Gibson will continue to work with Friedson as Chief of Staff. Other staff will stay on as well but Warren Hansen will be leaving. Committee assignments will be announced by Dec. 3.

Katey Boerner and select Board Members will plan to go to the County Council Building in January 2019 for 10-15 minute "meet and greets" with each Council Member and invite them to come to the Park in the spring for a tour.

5. Executive Director's Report – Katey Boerner
Katey reported that we are working with a firm on a code analysis of the Arcade Building to investigate a change of use to accommodate a preschool age program. The firm will review requirements under several codes for the Arcade second floor classrooms to accommodate preschool age children in a drop-off program. The outcomes may require changes to the building which would require funds to implement. Katey will share results of the report with Chris Fromboluti and Irena Savokova from our board for their input as architects. While the parent/child program is going well, the bottom line is that it will be some time (more than a year) before the preschool drop-off program can start. In the meantime we have been operating a relatively successful parent/child arts program which is permitted in our current facility. We will be reviewing the feasibility of continuing the parent/child program into next year.

Katey is trying to raise the level of awareness of speeding/traffic issue caused by people trying to cut-through the upper parking lot to avoid traffic on MacArthur Blvd. The Park Police are the security force for the Park, but NPS does not have the manpower for this. The topic is on hold at the request of Ken Hartman as plans are underway to install a traffic light to replace the three-way stop. This may or may not resolve the issue of speeding through the upper lot. One suggestion was to install a gate with a card reader. Katey will send Park Police contact phone number to Board Members so that they can call to register concern for this issue. Neeraj Mistry suggested the possibility of a speed camera. Willem Polak noted that speed cameras are tied to revenue projections and the Park was not a good candidate for this.

Katey asked for feedback from the Board on raising Carousel ticket price from \$1.25 to \$1.50 or \$2 with group pricing options. Board agreed to defer this decision to Katey and the staff.

Katey mentioned that Then & Wow Festival (September 30) and Fall Frolic (October 27) were well attended. Also, there was significant diversity among attendees for Fall Frolic.

Reminders:

1. Ana Rasmussen arranged for a special opportunity for Board Members to tour the Jim Sanborn exhibition at the American University's Katzen Arts Center on Sunday, December 2, 3-4pm with Curator/Director Jack Rasmussen and Jim Sanborn.
 2. Executive's Ball – car raffle tickets still available. This is a fantastic fundraiser for the Park.
 3. Holiday Art Show opens on November 17; the Park will promote gallery sales throughout the Park with "Shop Arts Saturday" event on November 24 (Small Business Saturday).
 4. Winter's Eve Festival will take place on Saturday, December 8, 4-7pm.
 5. Glen Echo Park Holiday Party will take place on Wednesday, December 12, 5-7pm.
6. Fundraising Committee – Bonnie Casper
Bonnie Casper noted that Partnership staff are working on the Year End Appeal. Board Members were asked to write personal notes on the letters prepared to their contacts and return them to staff to mail. Bonnie also mentioned that we are moving forward with new ideas for honorees for the Gala that will take place on May 18, 2019
7. Master Planning – Chris Fromboluti
Chris noted that the Committee's goals come out of the Strategic Plan. The Committee is working to complete meetings with cooperators to learn about their needs and start planning for ways to help meet their needs. We are working to create a 3-dimensional base plan to get a new map of the Park. This will help with landscaping and plans for accurately placing new buildings in the Crystal Pool and maintenance area. Committee is also working on the Ballroom floor assessment and plans for HVAC and renovating the second floor. Irena Savakova has recommended one of her contacts at an engineering firm to look at the Crystal Pool retaining wall. Dan Hanlon is looking at developing a plan for the Park's infrastructure needs, including electrical, gas lines, and HVAC.
- Katey mentioned that there will be a pre-construction meeting on November 15 to discuss the Carousel roof and fire suppression system. We must use grant funds by June 30.
8. Governance Committee – Katey Boerner
The Committee is working to engage Board in getting to know the cooperators and their spaces and getting Board together for other opportunities, such as the Katzen Center event with Jim Sanborn.

9. Executive Session

The Board came out of Executive Session and Chris Fromboluti reported that the Executive Director's compensation had been voted on and approved.

10. New Business/Old Business

Bob Reaves mentioned that the Innovation Task Force will meet on Monday, November 19.

The meeting was adjourned at 8:35pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.
BOARD OF DIRECTORS
MINUTES OF JANUARY 9, 2019 MEETING

Present: *Bonnie Casper, Chris Fromboluti, Ted Geier, Roy Green, Dan Hanlon, Ken Hartman, Mara Mayor, Neeraj Mistry, Martha Morris, Eric Nelson (via phone), Willem Polak, Ana Rasmussen, Bob Reaves, Irena Savakova, Susan Stern, Mike Zangwill*

Absent: *Phil Fabrizio, Les Mardiks, Genevieve Twomey*

Staff Present: *Katey Boerner, Meredith Forster, Debbie Mueller*

Guests: Greg Grant, General Counsel

1. President Chris Fromboluti called the meeting to order at 7:01pm.
2. Approval of Minutes – **VOTE: The minutes from November meeting were approved unanimously.**
3. Treasurer's Report – Eric Nelson
Eric recommended that the Board accept the FY2018 Financial Audit.
VOTE: The Board unanimously approved the FY2018 Financial Audit.

The Finance Committee reviewed the organization's monthly financial reports. One concern is how a new County/Partnership agreement will impact maintenance and utilities expenses. The Partnership is holding utilities payments from resident groups in an account until this is resolved. It will be closing some bank accounts and moving money into a treasury money market fund that will earn interest while still being low risk as required by our investment policies.

4. President's Report – Chris Fromboluti
Genevieve Twomey will be resigning from the Board at the end of FY19. She will no longer serve on the Executive Committee; Martha Morris will serve as the At-Large member of the Executive Committee

FY19 Board Tasks and Timeline by Committee spreadsheet was distributed.

5. Executive Director Report – Katey Boerner
Katey, Bonnie Casper, and Chris Fromboluti visited with the new County Executive, Marc Elrich. The agenda focused on the need to have a new agreement with the County signed as well as the attachments to the NPS-Montgomery County agreement completed. He is supportive of the arrangement and agreed to direct his staff to complete the agreement with us in a timely fashion.

Katey noted that the Park has been able to remain open during the partial government shutdown due to the terms negotiated in the new NPS/County agreement. Board Members wanted to express support to our NPS partners who are impacted by the shutdown.

Katey and Bonnie are also planning briefing meetings with individual County Councilmembers to raise awareness of the Park's agreement and get their support/involvement. Andrew Friedson may attend the next Board Meeting; he will assign a representative from his staff to serve on our Board.

The 2019 carousel season will be limited to May and June. Construction will extend from July through September to replace the roof of the carousel building, upgrade the fire detection/suppression

system, and renovate the band organ room. NPS will cover approximately \$650k for the cost of the roof. The Partnership is also matching NPS Centennial funds (\$172k) with grants from the Montgomery County and Maryland Heritage Areas Authority (MHAA). NPS originally contracted construction to begin in May which would have closed the carousel for the entire 2019 season but, as noted, this has now been modified.

NPS George Washington parkway has a new superintendent – Charles Cuvelier. Ken Hartman will be the primary County contact with NPS.

Katey provided brief program updates which are also in the printed staff program report.

6. Governance Committee – Martha Morris

In addition to Genevieve Twomey's resignation, Ted Geier will have served two terms and be term limited and will therefore leave the Board at the end of FY19. Three others will be at the end of their first three-year terms and can be reappointed (Les Mardiks, Chris Fromboluti and Eric Nelson). Mara Mayor and Martha Morris will complete their first County appointed terms and be eligible for re-appointment.

Martha encouraged Board Members to nominate candidates for open Board positions. The Committee is looking for candidates with skills in advocacy and fundraising; we are also looking for diversity in age and ethnicity. The next Committee Meeting will take place on January 20.

Board discussed the possibility of creating an Advisory Board of past Board Members and Gala honorees that could work with the Board. This was referred to the Fundraising/Development planning committee.

The Governance Committee is discussing hosting a Board Retreat in October.

7. Fundraising Committee – Bonnie Casper

Bonnie Casper noted that the summary of the fundraising strategy committee meeting is in Dropbox. The Committee is considering applying for capacity building grants to help pull together a long-term fundraising plan. Katey and Bonnie met with consultants who might be able to assist with marketing efforts in conjunction with the 100th anniversary of the carousel, which is in 2021.

House Tour Fundraiser will take place on Saturday, April 6, 12pm-4pm, rain or shine, [NOTE – date has now been moved to June 8] and will feature unique homes in Cabin John. Former Board President Rachelle Cherol and Eleanor Balaban, local realtor who helped sponsor last year's House Tour, are helping to identify homes and reach out to homeowners.

Gala in the Park will take place on Saturday, May 18, 6pm-midnight. Mr. Tim Hwang has agreed to serve as Honorary Chair. He is the 26-year old co-founder and CEO of FiscalNote. His interests include after-school programs which tie in to our efforts to launch the scholarship and transportation fund for underserved youth to attend programs at the Park. Gala will also honor Senator Chris Van Hollen with the GEP Advocacy Award for his work on the new NPS/County agreement. The Committee is working on finding the emcee.

8. Facilities Committee – Dan Hanlon

The Committee is finalizing the assessment report on the Spanish Ballroom floor. The Committee is working to determine options for HVAC that they will present to the Board. Other projects include work on the Crystal Pool area, landscaping work, expanding the playground, and exterior lights for the Bumper Car Pavilion.

Dan Hanlon has been in touch with the University of Maryland's (UMD) civil engineering department to consider a graduate student project to create an infrastructure plan for the Park to include water, sewer, gas, and utilities (possibly in 2020).

9. Master Planning – Chris Fromboluti

Chris noted that the Committee has completed interviews with 7 of the Park's 9 resident organizations/artists. The Committee will use this information to create a matrix on what the resident programs need and work with staff to prioritize this into a list. The Committee is also working to turn the master plan projects created by the UMD students last spring into a 3D model. Irena Savakova presented an early version of the interactive map with hyperlinks that her team has developed on an in-kind basis.

Near term capital projects that could be pursued include the Ballroom floor/HVAC/mezzanine and working with a structural engineer to evaluate the condition of the Crystal Pool retaining wall. All projects need to be vetted by the County and the NPS.

10. Innovation Task Force – Bob Reaves

The Committee is working to provide overall structure for how to promote/evaluate innovation ideas – determining the process for introducing new ideas and evaluate fit with the organization's mission and its current facilities. It is also considering financial implications.

The meeting was adjourned at 8:40pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.
BOARD OF DIRECTORS
MINUTES OF March 13, 2019 MEETING

Present: *Bonnie Casper, Phil Fabrizio (via phone), Chris Fromboluti, Roy Green (via phone), Rose Hacking (representing Councilmember Friedson), Ken Hartman, Les Mardiks (via phone), Mara Mayor, Neeraj Mistry (via phone), Martha Morris, Eric Nelson, Ana Rasmussen, Irena Savakova, Susan Stern, Mike Zangwill*

Absent: *Ted Geier, Dan Hanlon, Willem Polak, Bob Reaves, Genevieve Twomey*

Staff Present: *Katey Boerner, Meredith Forster, Debbie Mueller*

Guests: Greg Grant, General Counsel, Shulman, Rogers, Gandal, Pordy & Ecker, P.A.

1. President Chris Fromboluti called the meeting to order at 7:04pm.
2. Approval of Minutes – **VOTE: The minutes from January meeting were approved unanimously.**
3. Montgomery County Agreement Update – Ken Hartman
GEPPAC is currently reviewing the draft agreement received from Montgomery County attorneys. A draft Annual Work Plan will be sent to NPS from Montgomery County by the end of March, which GEPPAC staff have helped to write. The GEPPAC Board Agreements Task Force will meet on March 24 to review the draft Montgomery County/GEPPAC agreement.

Ken noted that, thanks to the agreement, Glen Echo Park did not have to close during the recent government shutdown. A significant financial loss was thus avoided.

Katey Boerner noted that the County recently replaced the Park's chiller, a major expense. The new chiller should last for 10-15 years.

4. Government Advocacy Update – Bonnie Casper
Bonnie and Katey have met with several County Councilmembers and staffers to discuss the Park's needs from the County. To date there have been meetings with Councilmembers Friedson, Alborno, Glass, Riemer, Jawando, and a staff member for Navarro. Bonnie reported on some specifics about each meeting, noting that overall the Council is very enthusiastic about the future of Glen Echo Park and the County's involvement.. Meetings with Councilmembers Rice and Katz are now scheduled and one with Councilmember Hucker should be shortly..

Bonnie and Katey shared the Master Planning efforts that are on-going and the nature of the County/NPS agreement with each of the Councilmembers.

Bonnie noted that Congressman Jamie Raskin and Maryland Senator Susan Lee have already RSVP'd to attend the Gala.

5. President's Report/Master Planning Update – Chris Fromboluti
Chris talked about the procedure for appointing new Board Members and upcoming vacancies. Mike Moran, a candidate who was approved last year but then deferred for one year, has decided that he will not be joining the Board due to scheduling difficulties. He will remain on the Finance Committee

of the Board. Ted Geier and Bob Reaves will be leaving the Board in June 2019 so their two At-Large seats will be available. Martha Morris and Mara Mayor will apply to renew their County appointee terms. Genevieve Twomey will not complete her County appointee term (which would have ended next year), which represents one County partial-term appointee seat to fill.

Chris announced that he will not be running to serve as Board President next year. Given the new agreement with NPS and Montgomery County, he thinks it would be better for him, as a DC Resident, to step aside and have someone who lives in the County assume that role. He will remain on the Executive Committee as Past Board President and he will continue to chair the Master Planning Task Force.

Master Planning: Last year the Task Force placed a hold on its work until the negotiations for the new NPS/County agreement were complete. This year, the Task Force is moving forward with clarifying the list of functional spaces in the Park. The Task Force has met with all cooperators; feedback included the need for better signage and lighting throughout the Park as well as more space for programs. The Task Force is conducting a survey of Board and staff to get more input on large-scale, long-term planning.

The Task Force is focusing on the following near-term projects: (1) Spanish Ballroom floor assessment and HVAC study and (2) new construction options for the Crystal Pool area. In addition, as part of the University of Maryland's collaboration on the Master Plan, they will incorporate civil engineering and landscape planning as components. The Task Force is also working on getting the digital, 3D Park plans by the end of this year to help with some of the planning models.

6. Governance Committee – Martha Morris

The Committee is looking for candidates to fill the three positions mentioned previously – 2 At-Large and 1 County appointee. The Committee will meet in mid-March to review nominees. The goal is to have the slate of officers and at-large board candidates ready to present to the Board at the May Meeting. The Board will then vote on At-Large candidates and officers in June.

Board members can nominate themselves or fellow Board Members to serve as officers or at-large member on the Executive Committee. Nominations should be emailed to Martha Morris by April 1.

Martha also noted that the self-evaluation survey regarding board performance will be distributed in June.

7. Fundraising Committee – Bonnie Casper

Bonnie reported that \$87,000 was raised through the Year End Appeal.

The House Tour Fundraiser will take place on Saturday, June 8 (12pm-4pm) and will feature up to 6 homes in Cabin John. Board members are encouraged to attend and/or help as volunteer House Monitors.

The Gala will honor U.S. Senator Chris Van Hollen with the first-ever Glen Echo Park Advocacy Award. Board Members are asked to support the Gala as Table Sponsors or to encourage friends to purchase tickets.

There is a Member & Donor Appreciation Event on March 30 which will feature a reception in the Ballroom Back Room (7pm-9pm) followed by a swing dance session featuring Marc Shepanek and Ellen Engle.

Grant applications have been submitted to the Arts and Humanities Council of Montgomery County (AHCMC) and the Maryland Heritage Areas Authority for a capital project to restore the exterior of the Spanish Ballroom (total project budget of approximately \$200k).

8. Facilities Committee – Katey Boerner

Work on the carousel is slated to begin July 1 and is expected to take 6 months. Work includes replacing the roof and repainting the carousel building, upgrading the fire detection/suppression system, and renovating the band organ room. Roof expenses will be covered by NPS (approximately \$630k) and an AHCMC capital grant of \$250k. The fire suppression system and band organ room will be paid for through a combination of federal, state and county grants. Partnership will consider creative ideas for making the construction zone fencing more attractive. Partnership needs to follow-up with NPS on timeline for construction.

It was noted that Montgomery County did a fantastic job with snow removal this winter.

9. Innovation Task Force – Meredith Forster

The Task Force members met in February and they are working to define innovation and what innovation means for the Park. They are also working on developing ways to capture innovative ideas/suggestions from the Park's visitors and patrons. The Task Force has developed a list of ways that the Park can gather new ideas and how we can encourage innovation within existing programs.

10. Executive Director Report – Katey Boerner

Meredith provided an update on programs and classes:

--PAGE (parent/child) program is steadily growing. We plan to continue PAGE programs while also looking at long-term possibilities to expand to a drop-off program.

--Glen Echo Park Aquarium has experienced strong camp registration.

--Exhibitions – Three new shows have opened in Partnership galleries and Board Members were invited to view after the Board Meeting.

Katey announced that Carousel Day is coming up on Saturday, April 27. We will also highlight camp activities in the Cuddle-Up during this event.

Katey also mentioned that the Park hosted day-long meetings for the Board and staff of the Maryland State Arts Council and directors of local arts councils from across the state of Maryland.

County Executive's budget, including arts funding, will be released on Friday, March 15.

[Please see posted committee and staff reports for greater detail.]

The meeting was adjourned at 8:15pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.
BOARD OF DIRECTORS
MINUTES OF May 8, 2019 MEETING

Present: *Bonnie Casper, Phil Fabrizio, Chris Fromboluti, Ted Geier, Roy Green (via phone), Rose Hacking (via phone; representing Councilmember Friedson), Les Mardiks, Mara Mayor, Neeraj Mistry, Martha Morris, Eric Nelson (via phone), Willem Polak, Ana Rasmussen, Bob Reaves (via phone), Irena Savakova, Susan Stern*

Absent: *Dan Hanlon, Ken Hartman, Mike Zangwill*

Staff Present: *Katey Boerner, Meredith Forster, Debbie Mueller*

1. President Chris Fromboluti called the meeting to order at 7pm.
2. Approval of Minutes – **VOTE: The minutes from March meeting were approved unanimously.**

3. Fundraising Committee – Bonnie Casper

Bonnie provided an update on the Gala. Attendance will be approximately 300 people, compared to 346 guests in 2018. Bonnie asked Board Members to engage with elected officials at the Gala and help promote the Gala Silent Auction online in advance of the event.

The House Tour Fundraiser will take place on Saturday, June 8 (12pm-4pm) and will feature 7 homes in Cabin John. Bonnie encouraged Board to attend and/or help as volunteer House Monitors.

4. Finance Report – Katey Boerner

The March financial report was distributed. We expect to end the year in the black if everything goes as projected. Katey reviewed details within the report.

The Partnership closed accounts at Eagle Bank and Congressional Bank and moved money to Merrill Lynch Investment Account in order to earn interest.

The carousel project is not part of our budget as NPS is managing this project and will expend the funds. The carousel will close at the end of June, which will result in a loss of revenue as well as lower staffing costs.

For FY20 the draft budget was presented. Income is not that different from the prior year. The total budget is \$2M, with contributed income basically the same and interest income increased by \$20k.

For FY20 on the expenses side, major change items include the Partnership's new financial responsibility for contracting grounds keeping/maintenance services (trash, mulching, bathrooms, mowing, etc.) and staffing for parking for events. In addition to utilities, the County has taken over housekeeping services. The County is also responsible for snow removal.

Chris Fromboluti noted that cooperators often complained during the Master Planning interviews about the maintenance of the grounds. Hopefully, now that the Partnership and the County have control over this, the Park should improve in appearance.

The salary line reflects the addition of a full-time facilities supervisor to replace Jim Manley, who was a part-time consultant. The Partnership will add one staff person to manage galleries/exhibitions and will hire a full-time staff person to oversee education programs to replace Meredith Forster, who is leaving. The Partnership will also need to budget approximately \$15k for the visitor survey project.

The FY20 operating budget with any revisions will be presented at the next Board Meeting.

5. Governance Committee – Martha Morris

The Committee interviewed three candidates to fill the two at-large positions (currently held by Ted Geier and Bob Reaves). The Committee is recommending Polly Hahn and Frankie Stanovic to join the Board, noting their experience in event planning and fundraising/marketing. Their resumes were distributed to the Board.

The Committee is still waiting to hear when the County position application process will be posted. There are three openings. Martha Morris and Mara Mayor will apply to renew their County appointed board terms. The other position, to replace Genevieve Twomey who has resigned from the Board, will be filled through an interview process.

The Board Governance Committee agreed to nominate the following Executive Committee slate: Bonnie Casper as President, Martha Morris as Vice President, Susan Stern as Secretary, Eric Nelson as Treasurer, and Dan Hanlon as At-Large. Chris Fromboluti would automatically serve on Executive Committee as Immediate Past President. The Partnership Board will vote on the slate at its next meeting.

Chris Fromboluti, Les Mardiks, and Eric Nelson are all seeking to renew their terms on the Board. That decision will also be made at the next Board meeting.

6. Executive Director Report – Katey Boerner

We hosted a successful Carousel Day on April 27 with attendance at approximately 4,000 people. We presented multicultural family-oriented performers on two stages.

The first Art Walk of the year on May 3 was very busy. Art Walk events take place on the first Friday of every month from May through September.

Summer Concerts will start on June 6 with free performances scheduled every Thursday evening through August 29.

The Washington Folk Festival presenting international multicultural performances on seven stages will take place on Saturday and Sunday, June 1-2.

On Sunday, June 23, the Partnership is hosting a family day for the LGBTQ community in collaboration with County Councilmember Evan Glass as part of Pride Month.

On Sunday, June 30, the Partnership will participate in county-wide Heritage Days with a program highlighting the civil rights history at the Park.

Summer camp enrollment is strong, especially for the 4-7 age group. Young Artist Camps for older youth are almost at capacity. The Partnership is still hiring for after-camp staff.

Staff changes: Meredith Forster will be leaving at the end of June after 14 years of service and moving to California. Facilities consultant Jim Manley and staff William Lee are retiring. Marketing and Gallery Assistant Allison Garner is leaving in mid-July and moving to Norfolk, Virginia.

The meeting was adjourned at 8pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.
BOARD OF DIRECTORS
MINUTES OF JUNE 5, 2019 MEETING

Present: *Bonnie Casper, Phil Fabrizio, Chris Fromboluti, Ted Geier, Roy Green, Rose Hacking (representing Councilmember Friedson), Les Mardiks, Mara Mayor, Neeraj Mistry, Martha Morris, Willem Polak, Ana Rasmussen, Bob Reaves, Susan Stern, Mike Zangwill*

Absent: *Dan Hanlon, Ken Hartman, Eric Nelson, Irena Savakova*

Staff Present: *Katey Boerner, Meredith Forster*

[A brief reception was held prior to the meeting at which outgoing board members Ted Geier and Bob Reaves were recognized for their service and Chris Fromboluti was recognized for his service as Board Chair. Meredith Forster was also recognized for 14 years' service as head of the Visual Arts and Education Programs. She is departing at the end of June to move to California.]

1. President Chris Fromboluti called the meeting to order at 7:15 pm.
2. Approval of Minutes – **VOTE: The minutes from the May meeting were approved unanimously.**

3. Gala/Fundraising Report – Bonnie Casper

Bonnie provided a report on the Gala. The event was a success although attendance and overall revenue were lower than last year. The ballroom was hot, which the public representatives noticed, making them aware of need for HVAC. Bonnie thanked the staff and Board for all their work on the event and in support of the event. There was strong political representation at the event, particularly with Senator Chris Van Hollen being honored.

The House Tour Fundraiser will take place on Saturday, June 8 (12pm-4pm) and will feature 7 homes in Cabin John. Bonnie encouraged Board members to attend and/or help as volunteer House Monitors.

4. Finance Report – Katey Boerner

The operating and major maintenance budgets for FY20 were presented with a revision to include the expense of the survey and slightly higher foundation income. **The Board approved both budgets unanimously.**

5. Innovation Task Force Report – Bob Reaves

Bob Reaves presented the final recommendations from the Innovation Task Force (please see full memorandum to the Board). The recommendation proposes gathering ideas from stakeholders and the public, supporting the innovation of our partners/cooperators, and reviewing ideas through a qualified panel on a regular basis. Discussion took place regarding the budgetary implications which remain unresolved now but will be an issue when we seek to move forward and commit resources. Implementation of these recommendations should lead to an evolving operation and program structure as well as expanded service to a diverse population. **The Board approved the recommendations unanimously.**

6. Facility Committee Report

Katey Boerner reported for Dan Hanlon regarding facilities (please see written committee report).

7. Master Planning Report – Chris Fromboluti

Chris Fromboluti reported that the committee is moving toward a summary document that could be used to appeal for funds and excite the County's interest in the Park's future. A map has been developed by Irena Savokova's firm and interviews are completed with stakeholders. (See committee report for more detail).

8. Governance Committee – Martha Morris

Martha reported that two questionnaires are being sent to the Board to evaluate the board's performance and individual board members' experience with the board. A Board retreat will be held October 5th during the day.

Nominees for Executive Committee, as proposed at the last Board meeting, were presented for a vote. They are:

Bonnie Casper, President

Martha Morris, Vice President

Eric Nelson, Treasurer

Susan Stern, Secretary

Dan Hanlon, At-large

[and Chris Fromboluti automatically serves as Past President]

The proposed slate was approved by the Board unanimously.

Nominations for new board members were presented.

Frankie Stankovic and Polly Hahn were unanimously elected to three year terms as regular at-large board members.

9. Executive Director Report – Katey Boerner

Katey provided a report (please see written staff reports) regarding programs, facilities and staffing.

The carousel will be closed as of July 1 for repairs that the National Park Service will oversee.

The Washington Folk Festival had good weather and went well.

The meeting was adjourned at 8:30pm.