

FRIENDS OF MARSHALL SQUARE PARK

Minutes of Meeting on March 8, 2018

The meeting was called to order by Jeff Beitel at 7:05 p.m. In attendance were Linda Scott, Glen Sweet, Jenn Long, Chantelle Fieldhouse, Holly Brown and Veronica Balassone.

--The minutes of the last meeting were approved as written.

--Linda Scott gave the Treasurer's report. The balance sheet showed \$21,213 total in checking and savings, which includes amounts from Paypal, deposits and funds received through Friends of West Chester Parks and Recreation. The Accounts Receivable amount of \$2730 included payment owed for a fountain stone or park bench reduced by advance payments of membership dues. The negative \$14,130 in Fountain Funds is the total of fountain expenses that are paid through the general fund at this time. The Balance Sheet shows no liabilities at this time.

The Receipts and Disbursements statement showed receipts from the Progressive Dinner totaled \$7944 which was comprised of membership dues and dinner charge as well as a donation. Expenses incurred by the hosts of \$1370 were generously donated.

--Jeff reported that the brick sidewalk repair project will begin as soon as the weather breaks. The stairs on North Matlack will be rebuilt first, then the Matlack sidewalk, followed by the Biddle sidewalk. FMSP is funding the removal costs. The old bricks will be placed on pallets and kept secure with a chainlink fence in a corral on the street and locked. It is hoped that the project will be completed by the end of May.

--Jeff will create additional construction drawings for the Restroom repair. He believes that it may be necessary for FMSP to contribute some funding in order to complete the project without a bidding delay. Chantelle reported her attendance at a Parks and Recreation meeting. In order to install new programmable locks on the restroom, a new door would have to be installed and all three parks – Marshall, Hoopes and Everhardt – would need to be included. Only \$1500 was allotted in the budget, but each door actually costs \$2500. She stated her intention to attend a Public Works meeting and advocate for the door/lock replacement.

--The Swiss Cottage roof repair is yet to be completed. There are some funds in the budget, but this project will be addressed after the restroom repairs are done.

--Linda reported on the progress of applying for 501c3 status. Pat Loew's lawyer filed FMSP's Articles of Incorporation with Pennsylvania's Bureau of Corporations and Charitable Organizations in February. This will be followed by a Form 1023 application prepared by Linda to be filed with the IRS. Linda is hoping the process will be complete by mid to late summer. In the interim the Chester County Community Foundation will act as a conduit for donations supporting the fountain costs in the park. The foundation will also produce acknowledgement letters in a timely manner.

--Jeff strongly recommends the creation of an Events and Meeting (Global) Calendar for the year as well as a Communication Schedule in order to achieve a more efficient rollout of meeting, marketing and event notices.

--Spring clean-up in the park is scheduled for Saturday, April 21st at 9:00 a.m. This will include mulching as well as leaf clean-up.

--There was no report from the Events Committee.

--Jenn Long reported for the Membership Committee. Another reprint of the membership brochure was done and now includes an insert facilitating membership application. The brochures will be distributed to nearby apartment complexes. A presentation will be scheduled at a future Wine & Cheese gathering at the Chestnut Square apartments.

Plans for Little Buddies activities in the park include participation in the Spring Park Clean-up with distribution of "Buddie's Burgers" coupons. On Saturday, May 12th, a Puppies and Popsicles event will take place and \$100 will be donated to PAWS. Parachute and play activities will be planned. On Saturday, October 13th, a fall activity will be planned and will include leaf rubbing.

--An important Tree Commission meeting on April 4th at 6:00 will determine whether Anne Walters' landscaping plan for the fountain area will come to fruition. The plan requires removal of trees which must be approved by the commission. Good attendance by FMSP members to show their support of the plan is critical and encouraged.

--It has been suggested that a fourth Summer Concert in the park be added to this year's schedule. After some discussion, Linda made a motion that a fourth concert not be added in May this year in light of the brick sidewalk work not likely to be completed by that time. Pat Loew seconded and the motion carried.

--The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Veronica Balassone, Recording Secretary