

## **Salem SPACE Board Meeting**

**May 16<sup>th</sup>, 2011**

**7:00pm, Park & Recreation Dept, Salem, MA**

Start: 7:00pm

End: 8:51pm

Board Members Present: Bart Hoskins, Elaine McCormack, Sarah Cressman, Shawn Brady, Mike O'Brien, Alex Lawner, Bill Beal, Ann Brady, Andrew Gagnon

Board Members Absent: None

### **Proceedings**

#### **Minutes from Last Meeting**

-Minutes approved – Shawn motion, Andrew 2<sup>nd</sup>

-Sarah to change # of bricks purchased from 12 to 6

#### **Treasurer's Report**

-Donation of \$19 from weekend pass sale event to be deposited for next month's report

-Ending balance \$461.65 for May meeting

#### **Small Dog Park**

-\$6-7k cost, not confirmed yet – hopefully includes getting rid of the posts

-Bill to put together an email to Doug regarding budget and questions for the fence company

-June 1 estimate for fence to be put in

#### **Website**

-Still needs several Board member's introductions

-page is created – just not live

-For now, start with names and positions of Board members

-Dog of the Month – to go live later this month

-Sarah owes Alex information asap

-Alex to send Sarah a quick introduction to Good Search so an email blast can be sent advertising that aspect of our website

-Ann to begin to create a blog entry for the website – will send to Alex

-Any Board member can submit topics and information for blogs

-Goal to have a new blog every other week

### **Weekend Pass Sale Event**

-10 passes sold

-Dreary weather weekend – Sunday's hours cut short due to weather

-For next time, we will not issue receipts until a tracking system is implemented

-Possibly issue barking ticket to those without passes

-We will keep holding pass sale events and analyze how many people we educate. Based on the results we can revisit the receipt idea

-Andrew motion, Alex second

-Next Pass Sale Event – June 10<sup>th</sup> 4-7pm

### **By-Laws**

-1<sup>st</sup> change – Mike motion, Shawn 2<sup>nd</sup>

-2<sup>nd</sup> change – Mike motion, Sarah 2<sup>nd</sup>

-3<sup>rd</sup> change – Mike motion, Bill 2<sup>nd</sup>

-4<sup>th</sup> change – Mike motion, Shawn 2<sup>nd</sup>

-5<sup>th</sup> change – Mike motion, Shawn 2<sup>nd</sup>

-Mike – please provide Alex with an updated copy of the by-laws with the changes so that it can be updated on our website

-All Board members received print copies of the changes

### **Policies and Procedures Manual**

-Goal is to introduce a member to SPACE

-Sections to include: About SPACE, Do's and Don'ts, Responsibilities of Directors, Accounting Procedures, Form 990, Important Documents, City Ordinances, Web-Links, Annual Filing Requirements

-Bart request to add a 10<sup>th</sup> section: Administrative Maintenance Schedule

### **UNO's**

-Proposal of a fundraiser at the UNO's in Vinnen Square in Swampscott

-15% of proceeds to come directly to SPACE – if sales over \$1000 then 20% of proceeds are donated to SPACE

-Guests will have to present a ticket provided by UNO's for their bill to be counted towards our fundraiser

-Proposal of either June 23<sup>rd</sup> or June 16<sup>th</sup>

-Bart to contact UNO's to confirm date and time

**All other agenda items are tabled to next meeting**

**Next Meeting**

-June 20<sup>th</sup> , 7pm, Parks & Recreation, Salem, MA