

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.  
BOARD OF DIRECTORS  
MINUTES OF JULY 12, 2017 MEETING

Present: *Debbie Beers, Bonnie Casper, Rachelle CheroI, Roy Green, Warren Hansen (representing Councilmember Roger Berliner), Ken Hartman, Les Mardiks, Mara Mayor, Neeraj Mistry, Martha Morris, Eric Nelson, Bob Reaves, Heidi Schadler, Genevieve Twomey, Mike Zangwill*

Absent: *Chris Fromboluti, Phil Fabrizio, Ted Geier, Dan Hanlon, Ana Rasmussen, Irena Savakova*

Staff Present: *Katey Boerner (Exec. Dir.), Jenni Cloud (Marketing Director), Meredith Forster (Education Program Mgr.)*

Guest: *Ethan Twomey (observing for Eagle Scout badge)*

1. President Bob Reaves called the meeting to order at 7:00pm.

2. Approval of Minutes – Mara Mayor

**VOTE: The minutes from June meeting were approved unanimously with no corrections or additions.** (*Attachment: June 2017 Minutes*)

3. Financial Report - Katey Boerner/Eric Nelson

May financial reports were provided. Year-end financial estimates were also provided for the fiscal year that ended June 30, 2017. They project approximately \$2.03M in revenue and \$1.95M in expenses with a net of approximately \$80k. We are still receiving bills and recording income from this time period, so there may be some adjustments. Further analysis will be provided when we have closer to final information and the Finance Committee has an opportunity to review and discuss the year-end information.

It appears that fundraising efforts came in far above budget due to grants and the gala as well as an unexpected foundation grant, while some earned income areas came in under budget such as dance, art sales and facility rentals. Regarding expenses, we appear to be under budget by about \$53k largely from unfilled staff positions during the year and also from utilities coming in lower than projected. The FY17 audit will take place in July with follow up and reporting taking place in September and October. (*Attachments: May 2017 Financial statements: June 2017 year-end projected Profit and Loss*)

4. Board Member Admin Items – Katey Boerner

Katey provided a review of accessing the Dropbox folder and staff will provide additional guidance for Board members as needed. The board calendar and the board contact list and calendar were handed out. Jenni Cloud also provided some information about how to access the online event calendar on our web site and how to support our efforts with social media.

Board members were asked to complete their individual commitment/work plan form and return it to Katey. (*Attachments: Board Contact List; Board Calendar; Board Member Individual Work Plan*)

5. President's Report – Bob Reaves

- Bob reviewed the committee assignments and committee tasks for the year. Committees and task forces include standing committees of Executive Committee, Finance Committee, Development/Fundraising Committee, Board Governance Committee and task forces for Strategic Planning, the Master Plan, and Agreements (both NPS/Moco and tenant). A special

project group to discuss the playground will be headed by Heidi Schadler and include Debbie Beers from the Town of Glen Echo.

- The list of tasks is a draft. Committee chairs are asked to review it, identify their list of items to work on for the year, and return this to the Executive Committee for review. Committee chairs should use the job descriptions developed by the Board Governance Committee last year to see what on-going tasks and responsibilities they have.
- Committee meetings will be scheduled by the committee chairs in conjunction with Katey, who will coordinate the overall schedule so meetings do not overlap.
- There will be a board orientation for new members, but the date needs to be confirmed. All board members will be invited to attend if they are available.
- There will be an Executive Director annual review process conducted by the Executive Committee, which will report back to the board when it is complete.
- Bob asked that board members complete the Board feedback form to provide information about priorities and performance of the organization. In addition, Genevieve mentioned that the Board Governance Committee will be providing feedback on the results of the board self-evaluation that was conducted through an online survey in June.
- Bob indicated his major priorities for the organization were to accomplish tasks that improved the organization along the lines of those outlined in the Strategic Plan. As for board members' experience, he hoped for 3 things; that the time spent should be rewarding, interesting, and enjoyable. He wants the board to consider staff time and the ROI so that we can use our staff resources more effectively, and he would like the board to be a sounding board for new ideas as well as for general feedback about ongoing operations.
- (*Attachment: Board Committee List; Board Committee Tasks: Board Feedback Form*)

6. Program Highlights – Meredith Forster

Meredith provided an overview of the summer camp program and the visual arts exhibition program at the Park by presenting a slide show. (*Attachment: Please see pdf of slide show for more information.*)

7. Executive Director's Report – Katey Boerner

- The NPS/Montgomery County Agreement has been extended one year and talks continue regarding a longer term agreement. Ken Hartman indicated the County will meet with NPS reps next month and there are five points they wish to discuss in greater detail, including permitting, parking lot, government shutdown, historic preservation and environmental protection laws, and law enforcement.
- The Spanish Ballroom roof was replaced by the NPS and we will be replacing surrounding perimeter roofing areas through an Emergency CIP grant from Montgomery County for \$170,000.
- The Band Organ Room and Carousel fire suppression system project has received matching funds to the NPS commitment of \$172,000 from the State of MD - MD Heritage Authorities grant (\$59k) and Montgomery County Arts CIP grant (\$98k), so it can proceed this year.
- Adventure Theatre-MTC and other groups in the Park have received one-year agreements. Discussions with AT-MTC are taking place, board to board, to discuss a longer-term arrangement.
- Reminder – there is a free concert series for the summer, 7:30pm on Thursdays through September 7 in the Bumper Car Pavilion.
- Highlighted – July 22<sup>nd</sup> Chopteeth dance/concert; August 19 Landau Murphy
- Washington Life Magazine had photos in their last edition from our gala.
- The Bumper Car Pavilion improvements are still being reviewed. We have the go-ahead to install new lights and heaters and are confirming installation of side curtains.
- Fall/Winter 2017-2018 Catalogs have arrived and were distributed to Board members.

*Please refer to staff program and facilities reports for additional information.*

The meeting was adjourned at 8:45 pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.  
BOARD OF DIRECTORS  
MINUTES OF SEPTEMBER 13, 2017 MEETING

Present: *Debbie Beers, Bonnie Casper, Rachelle Cherol, Phil Fabrizio, Chris Fromboluti, Roy Green, Dan Hanlon, Warren Hansen (representing Councilmember Roger Berliner), Ken Hartman, Les Mardiks, Mara Mayor, Neeraj Mistry, Martha Morris, Ana Rasmussen, Bob Reaves, Heidi Schadler, Genevieve Twomey, Mike Zangwill*

Absent: *Ted Geier, Eric Nelson, Irena Savakova*

Staff Present: *Katey Boerner (Exec. Dir), Meredith Forster (Education Program Manager), Debbie Mueller (Director of Development)*

1. President Bob Reaves called the meeting to order at 7:03pm.
2. Approval of Minutes – **VOTE: The minutes from July meeting were approved unanimously with no corrections/additions.** *[Attachment: Minutes July 2017]*

3. President's Report – Bob Reaves

Bob reminded the Board that here is still time to fill in the form he sent about what GEPP does well and what it could do even better. The form should be sent directly to him.

Bob has determined the theme for the year for the Board will be "Vision, Innovation, and Growth." He wants to make sure that everyone understands their committee assignments and roles. He encouraged the committee chairs to put the tasks in their own words.

4. Treasurer's Report – Les Mardiks

Les informed the Board that the FY17 audit begins next week and will be completed by the end of October. The Finance Committee will review the audit and engage in a conference call with the auditors, and then report back to the Board.

There were no significant changes in year-end figures or financial status from the last board meeting. Financial reports were distributed to the full board. *[Attachments: June and July Financial Statements]*

**VOTE: The Board unanimously approved corporate resolution to accept grant funding from Maryland Heritage Areas Authority to renovate the carousel band organ room and upgrade the carousel fire suppression system.** *[Attachment: Corporate Resolution MHA]*

5. Executive Director's Report – Katey Boerner

There will be a meeting next week with Adventure Theatre MTC (ATMTC) regarding the future agreement. There was a briefing regarding discussions to date with Adventure Theatre, which have focused on their programmatic content deliverables to the Park and the rent structure.

Board Members Rachelle Cherol and Martha Morris, along with Katey, recently met with leadership of the Folklore Society of Greater Washington (FSGW) to discuss next steps for the Washington Folk Festival. Key volunteers may not be returning to the festival and the Partnership may need to provide some additional support for marketing and fundraising. FSGW will be trying to build a new volunteer logistics team. We do plan to continue the festival this spring with a few changes.

Meredith Forster gave an update on summer camps and the Labor Day Art Show (LDAS). We offered more programs this summer and saw increased enrollment. The LDAS was very successful, featuring works by 250 artists. Sales were even better than last year, with 208 pieces sold, totaling approximately \$27,500. The Partnership retains 30% of the sales as well as the income from artist

entry fees. Board members noted that once again the layout of the works was extraordinarily effective, thanks to the extraordinary curatorial skills of volunteer Nancy Long. The Partnership will pursue recognizing Nancy Long for her work by placing a thank you in the Echo, which is the Glen Echo newsletter).

Ken Hartman reported on the status of the National Park Service (NPS) and Montgomery County agreement. The County was able to obtain an understanding that, in the agreement currently being discussed, the Park could stay open in the event of a government shutdown. Other requirements proposed by NPS are still unresolved. Further discussion will take place between the two parties.

6. Strategic Planning – Genevieve Twomey

**VOTE: Board voted to approve establishing a Strategic Planning Task Force for FY18.** The Task Force will help keep the Board focused on implementation measures for the strategic plan. The Task Force includes current and past Board Members as well as non-board participants. *[Attachment: Strategic Planning Task Force Job Description]*

7. Master Planning Committee Report – Chris Fromboluti

Chris reported that the University of Maryland students, who provided a variety of approaches to a master plan for the Park, will provide a book of their project by the end of September. Once the NPS agreement is finalized, the next steps will be to meet with stakeholders to get their feedback of the master plan ideas.

8. Facilities Committee Report – Dan Hanlon

Facilities Committee is focused on three major projects: the Ballroom roof, the carousel roof/band organ room renovation/fire suppression, and the Bumper Car Pavilion. Dan plans to engage the University of Maryland's Civil Engineering department to help us put together an infrastructure master plan – sewer, water, electric, gas, etc.

9. Development Committee – Rachelle Cherol

The Development Committee plans to meet the last Wednesday of the month – the first meeting will be on September 27. The Committee will review the FY18 Fundraising Plan and present it for Board approval at the next meeting. Rachelle encouraged Board Members to each provide to Debbie Mueller at least 5 names for the upcoming Year End Appeal. Debbie will have letters ready at the November 8 Board Meeting so that Board Members can write personal notes.

10. Governance Committee – Mara Mayor

Mara reported that the Board Orientation on September 6 was well received by the participants. The updated fact sheets about the Partnership's structure and finances that were distributed to new Board Members will be shared with all Board Members.

11. Executive Session

The board entered executive session.

12. Executive Director Compensation

The Board went into Executive Session to consider the compensation for the Executive Director. President Bob Reaves subsequently reported that the Executive Director's compensation was approved during the Executive Session.

The meeting was adjourned at 8:54pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.  
BOARD OF DIRECTORS  
MINUTES OF NOVEMBER 8, 2017 MEETING

Present: *Bonnie Casper, Rachelle Cherol, Phil Fabrizio, Chris Fromboluti, Roy Green (by phone), Dan Hanlon, Warren Hansen (representing Councilmember Roger Berliner), Les Mardiks, Neeraj Mistry, Willem Polak (representing the Town of Glen Echo), Ana Rasmussen, Bob Reaves, Irena Savakova, Mike Zangwill*

Absent: *Ted Geier, Ken Hartman, Mara Mayor, Martha Morris, Eric Nelson, Genevieve Twomey*

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

Guests: David Dise, Director, Montgomery County Department of General Services

1. President Bob Reaves called the meeting to order at 7:03pm.
2. Update Regarding NPS/Montgomery County – David Dise  
Bob Reaves introduced David Dise who spoke about the status of the NPS/MoCo agreement, including a brief history of the County's efforts to collaborate with NPS to enable Montgomery County to take a greater role in maintaining and managing the Park; this process began in 2015 with conversations between Dise and Bob Vogel, Director, NPS National Capital Region, but was stalled in recent months.

Dise spoke with Vogel recently. Vogel reaffirmed his commitment to finding a way to collaborate, however he noted that turmoil exists at NPS with so many staff operating in "acting" capacity. Vogel has a conference call next week to discuss this with NPS legal staff; Dise will follow-up to learn outcomes of this conference call.

Bob Reaves and several GEP board members will meet with County Executive Ike Leggett on November 20. Senators Van Hollen and Cardin and Congressman Raskin are all aware of our situation.

3. Approval of Minutes – **VOTE: The minutes from September meeting were approved unanimously with no corrections/additions.**
4. President's Report – Bob Reaves  
The Executive Committee recommended that the Board vote to cancel the organization's Flexible Spending Plan since most staff are not using this benefit and it is very costly to provide.  
**VOTE: Board voted unanimously to cancel Flexible Spending Plan.**

Bob reported that Heidi Schadler has resigned from the Board. The Governance Committee will conduct an exit interview. The Partnership will provide an appreciation gift for Heidi's service.

Bob mentioned that the Partnership will acknowledge the 10-year anniversary of three staff members at the Holiday Party.

Bob welcomed Willem Polak who joined the Board as the representative from the Town of Glen Echo. He is the Mayor of the Town and he is the Owner and CEO of the Potomac Riverboat Company. Prior to Polak, Debbie Beers served on the Board for 15 years. The Partnership will recognize her service.

5. Treasurer's Report – Les Mardiks

Les informed the Board that he has reviewed the FY17 audit and notes – available for Board in the Dropbox shared drive. The audit is very positive with no concerns and the organization showed a net profit for the year. The Partnership will submit its Form 990 soon, based on the audit.

**VOTE: The Board unanimously voted to accept the FY17 audit.**

With regard to the FY18 first quarter financial statements, Les noted that the cash depletion of \$143k paid toward the Ballroom roof project will get reimbursed with Capital Improvement Grant (CIP) from the County Arts Council. The first quarter financial report looks in line with our expectations otherwise. Further information is available in the shared drive for board members.

6. Program Presentation – Meredith Forster

Based on a request from the Executive Committee to highlight a program during Board Meetings, Meredith's presentation focused on exhibitions at the Park to include Partnership galleries and resident visual arts studios. She provided a handout that included an overview of each venue along with attendance figures and income from art sales. For example, the Partnership receives 4% of sales from resident studios that we use to cover marketing and promotion services that we provide. Special activities include the Strathmore Museum Shop Holiday Market and a first-time collaboration with the James Renwick Alliance to present an exhibition, workshop, and reception at the Park.

Dan Hanlon suggested that we consider other "pop-up" artist shows in the Park.

7. Master Planning Task Force – Chris Fromboluti

The Committee's goal is to create a Master Plan for Glen Echo using the University of Maryland project with graduate students from spring 2017 as a starting point to consolidate into one Master Plan diagram. The Committee will continue this internal work and has scheduled a meeting the GEP staff on November 30 to solicit feedback on the student's Master Plan projects.

**VOTE: Board voted unanimously to approve the Master Plan Task Force Goals Statement for FY2018.**

8. Fundraising Committee – Bonnie Casper

Board Members were encouraged to write personal notes on Year End Appeal letters and return them to staff to mail by November 27.

Bonnie provided an update on the Gala noting that our honoree will be Jeffrey Slavin, Mayor of the Town of Somerset, and the Emcee will be Arch Campbell. We are still working on the Honorary Chair. Board Members are encouraged to provide any corporate contacts for Gala sponsorships (\$1k+) or ad sponsorships in the Gala program (\$500 for half-page ad or \$250 for quarter-page ad). Materials are available on our website to share with your corporate contacts or you can provide staff with contact information and they will mail.

Board are encouraged to purchase Prius raffle tickets online ([www.mocoexecball.org](http://www.mocoexecball.org)) and designate the Partnership. For each \$50 ticket sold, the Partnership will receive \$50 as a donation -- \$25 from the Executive's Ball that will be matched by the County Arts Council.

Debbie Mueller provided an overview of the FY18 Fundraising Plan.

**VOTE: Board voted unanimously to approve the FY18 Fundraising Plan.**

9. Facilities Committee – Dan Hanlon

Dan reported on a number of projects including the Ballroom roof repairs, carousel band organ room/fire suppression/roof, and the successful effort to identify and repair a water leak in the underground pipes near the Pottery sales yurt. As an update on the Bumper Car Pavilion project, the lighting and heating component of the project has been approved through NPS compliance. We are working to have a sample of the vinyl curtain available soon for NPS review. A new dance floor has been purchase for the Hall of Mirrors (which was not part of the renovations several years ago) which will allow for more varied uses of the space. The Committee is also working to get expert opinion on the Ballroom floor to study the surface and structure of the floor and develop a scope of work. Ana Rasmussen suggested that we consider installing a radiant heating system as part of the project.

The Committee continues to work with a prioritized list of facilities projects that align with the capital budget which was approved by the Board last spring. Dan hopes to be able to engage the University of Maryland engineering department to analyze and make recommendations on the Park's infrastructure.

10. Board Governance – Bonnie Casper

The Committee is working to review the strengths of each Board Member and update a matrix/chart that will help with recruitment. Committee will review the conflict of interest statement to determine if it is sufficient. Committee will discuss succession planning.

11. Strategic Planning – Meredith Forster

Meredith provided an update on behalf of the committee. The Committee will meet in early December. They are working on creating a dashboard for Board Members that will provide quick and easy information on progress with strategic goals.

12. Executive Director's Report – Katey Boerner

The Partnership's next free family festival is Winter's Eve on December 9, 4-7pm.

The Partnership is working with the Folklore Society of Greater Washington (FSGW) on how we might collaborate to continue the Folk Festival now that lead organizer Dwain Winters has retired.

Katey announced that Dance and Events Manager Reuven Eitan will be leaving the Partnership staff.

The Partnership renewed the agreement with Praline as the vendor for the café for another year. They reached their expected income and visitors really like the quality of their food.

The Partnership (via the NPS) was approached by Mrs. Pence (she has a major commitment to art therapy and she is a former art teacher) to be the site for a wounded warriors art therapy program. The Partnership is working to see if this program can be accommodated or if funding is available.

The meeting was adjourned at 8:55pm.



GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.  
BOARD OF DIRECTORS  
MINUTES OF JANUARY 10, 2018 MEETING

Present: *Bonnie Casper, Rachelle Cherol, Chris Fromboluti, Roy Green (by video), Dan Hanlon, Warren Hansen (representing Councilmember Roger Berliner), Ken Hartman, Les Mardiks, Mara Mayor, Neeraj Mistry, Martha Morris, Eric Nelson, Willem Polak (representing the Town of Glen Echo), Bob Reaves, Genevieve Twomey, Mike Zangwill (representing the neighborhood of Bannockburn).*

Absent: *Phil Fabrizio, Ted Geier, Ana Rasmussen, Irena Savakova*

Staff Present: *Katey Boerner, Debbie Mueller*

Guests: Nancy Kaplan, Conscient Strategies

- President Bob Reaves called the meeting to order at 7:04pm.
- Approval of Minutes – **VOTE: The minutes from November meeting were approved unanimously with no corrections/additions.**
- Strategic Planning Committee Report – Genevieve Twomey with Nancy Kaplan  
Nancy Kaplan presented the draft dashboard designed to help Board and staff monitor progress against the strategic plan. Identifying key measures now will assist the Board in monitoring the overall health of the Park and Partnership. There was a good discussion and it was determined that the draft dashboard should be simplified. There are too many measures and the visual representation seemed overly complicated. What it would take to produce the needed data to populate the dashboard was also discussed, including the need to collect more data from the Park's resident partners about their programs and the need to conduct visitor surveys on a more regular basis. Board members were invited to provide further input via email. Staff and the strategic planning committee agreed to work further on simplifying the measures process.
- President's Report – Bob Reaves  
Ken Hartman provided an update on the NPS/Montgomery County agreement process. County Executive Leggett sent letters to Bob Vogel, NPS Superintendent, and to Ryan Zinke, the Secretary of the Interior, asking for a meeting to discuss a streamlined agreement. Copies of these letters were shared with our Congressional Delegation. Senator Van Hollen's office is coordinating a meeting with the congressional delegation representatives and Montgomery County representatives.
- Treasurer's Report – Eric Nelson  
Treasurer Eric Nelson reported that the Form 990 had been completed and is available – he encouraged the Board to review and become familiar with our Form 990 – available on Dropbox. The 990 was distributed for review and comment to the full board via email prior to the meeting.
- Executive Director's Report – Katey Boerner  
Katey provided an update on the Adventure Theater-MTC draft agreement. We are working to finalize a renewal set of terms (dependent on our renewal with the County/NPS) and are close to agreement.  
  
Katey discussed an opportunity to establish a preschool on the second floor of the Arcade Building with a new partner. We are exploring the opportunity, which looks promising but is not yet confirmed.
- Board Governance – Mara Mayor

Mara explained that in June 2017, Board members had been asked to complete a survey that considered the effectiveness of the Board as a governing entity. The results of that survey were discussed with the goal of identifying areas in which there were opportunities for doing even better.

The Governance Committee has also asked Board members to complete a questionnaire about their individual skills and demographics, which can then be used to inform recruiting of new members for the next fiscal year.

- Fundraising Committee – Rachelle Cherol

Bonnie Casper reported on efforts currently underway to secure pursue an honorary chair for the gala. These efforts are in process now.

Debbie Mueller, Director of Development, reported that the Year End Appeal is at an all-time high of over \$93,000, including a commitment provided by Mayor Willem Polak, a Board member, that the Town of Glen Echo will renew its support at the \$2,000 level.

- Master Planning Committee Task Force – Chris Fromboluti

The Committee plans to conduct workshops with resident partners to get feedback on the master site plan options developed through a collaboration with the University of Maryland graduate students last spring. The Committee hosted a pilot workshop with GEP Partnership staff on November 30.

Chris reported that the Bumper Car Pavilion renovation project has been approved by NPS following a compliance review process. We are set to undertake work to replace the vinyl curtains and install energy-efficient heating and lighting this spring.

- Facilities Committee – Dan Hanlon

Dan reported that the Committee is working with staff to identify small maintenance projects and will then look for opportunities to solicit help from in-kind sponsors to complete these.

#### 11. Old Business/New Business

Eric Nelson thanked Genevieve for her work as Chair of the Strategic Planning Committee, which worked to develop the Strategic Plan/Dashboard.

Willem Polak announced that there will be a public meeting to get input on real estate planning regarding town owned properties – feedback would be provided to representatives of the Town of Glen Echo on Saturday, February 10. The GEP Partnership Board is invited to send representatives.

The meeting was adjourned at 8:57pm.

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

Present: *Rachelle Cherol, Phil Fabrizio (by phone), Chris Fromboluti, Ted Geier, Dan Hanlon, Warren Hansen (representing Councilmember Roger Berliner), Ken Hartman, Les Mardiks, Mara Mayor, Neeraj Mistry, Martha Morris, Eric Nelson, Willem Polak (representing the Town of Glen Echo), Ana Rasmussen, Genevieve Twomey, Mike Zangwill*

Absent: *Bonnie Casper, Roy Green, Bob Reaves, Irena Savakova*

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

Guests: Jeff Holik (by phone)

1. Vice President Chris Fromboluti called the meeting to order at 7:04pm.
2. Approval of Minutes – **VOTE: The minutes from January meeting were approved unanimously with no corrections/additions.**
3. Treasurer's Report – Eric Nelson  
Eric Nelson encouraged Board to review the January financial statements and let him know if there are any questions. He also informed the Board that the organization was planning to allocate funds to National Park Service (NPS) to cover facilities projects to renovate the carousel band organ room and to upgrade the carousel fire suppression system. This is the only way that NPS can contract the project and receive Centennial grants funds. Upon completion of the project, we will then report project expenses to the Arts and Humanities Council of Montgomery County and Maryland Heritage Areas Authority in order to receive pledged matching grants (approx. \$100k from the County and \$60k from State).  
**Board Voted to approve using GEPPAC funds to advance to NPS as matching before grants are issued for reimbursement.**
4. Facilities Committee – Dan Hanlon  
Dan Hanlon reported on several facilities projects underway including Ballroom floor assessment; Bumper Car Pavilion renovation (replace vinyl curtains, upgrade heating and lighting, and repainting); Hall of Mirrors (reviewing options to replace the dance floor); playground repairs and maintenance; and carousel roof (NPS identified funds to replace roof; working on timeline in conjunction with band organ room renovation and fire suppression upgrades). Work is still ongoing to identify the water meter issue even after the leak issue was resolved. The Committee continues to develop and update a multi-year facilities budget. The Committee is also looking to identify small maintenance projects that we might solicit in-kind sponsors to complete.

As an update on the Adventure Theatre MTC (ATMTC) electrical fire that occurred on the evening of Friday, March 2 (the day of the windstorm), Katey Boerner informed the Board that the theater is operable. The main issue is to determine cost of losses and how to cover these costs since NPS is self-insured and there is no system in place for NPS to access funds to handle claims. GEPPAC is not able to purchase property insurance since we do not own the buildings. Jeff Holik and Roy Green have reviewed our agreement with ATMTC and determined that ATMTC is responsible for the contents of their space, such as office equipment. NPS has committed to pay for repairs to exterior, but GEPPAC and/or the County will have to pay for remainder of interior repairs; contractor is to provide quote for structural and electrical work. GEPPAC may need to provide alternate space for

ATMTC camps – which would mean a loss of income for GEPPAC not being able to use those spaces for our own programs. Also, ATMTC is currently paying only half of their rent since a portion of their space is unusable – generating further loss to GEPPAC. GEPPAC and ATMTC need to fully assess monetary losses and cost of repairs.

ATMTC has signed a commitment that it will sign a three-year agreement with GEPPAC once that document is available.

5. Executive Director's Report – Katey Boerner

Ken Hartman provided an update on the NPS agreement. There is a meeting scheduled on March 21 with NPS to include Senator Van Hollen's staff, Senator Cardin's staff, GEPPAC representatives, and County representatives. The County is seeking transfer of the property from the NPS to Montgomery County. An interim agreement is needed to extend the current agreement for another year through June 30, 2019. The Park needs to have clear guidance for permitting, insurance, responsibility for inspections, etc.

Katey Boerner updated the Board on the preschool age program. The program will have its own Board of Directors and apply for its own nonprofit status; efforts to secure licensing through Montgomery County are underway. GEPPAC would enter into a cooperator agreement with the PAGE group (preschool age program). PAGE is committed to having an arts focus that aligns with our mission; GEPPAC will assist with coordinating access to our many arts programs, especially the children's theaters, aquarium, Washington Conservatory of Music, and visual arts through Young Creative Spirit. Approximately 50 families have already expressed interest in the program (capacity of program is estimated at 40-45 students). GEPPAC is working with PAGE to host Open House events, including one on March 17.

**Board voted to move forward with developing a partnership with PAGE (the preschool age program).**

6. Board Governance – Mara Mayor

The Committee reviewed the conflict of interest policy and made a few minor changes for clarification. **Board voted to adopt new conflict of interest documents.**

The Committee is seeking recommendations for prospective Board Members, specifically with expertise in fundraising, marketing, finance, and IT.

7. Strategic Planning Committee Report – Genevieve Twomey

The Committee recommended that the staff move forward with implementing the dashboard based on Board feedback to simplify. Eric Nelson has offered to provide staff with in-kind technical assistance to create the dashboard.

8. Fundraising Committee – Rachelle Cherol

Rachelle Cherol encouraged Board Members to assist with ideas/contacts for Gala ad sponsors (\$500 and \$250 levels) and auction items.

The House Tour will take place on April 21st. Board members are asked to assist as volunteer House Monitors for a two-hour. Willem Polak offered to have the Glen Echo Town Hall available for check-in and restrooms for participants.

9. Master Planning Task Force – Chris Fromboluti

The Committee noted that it is difficult to move forward until the NPS agreement is in place. The Committee conducted a very positive session with Pottery and they are projecting 20% growth and the need for better facilities. The Committee hopes to conduct a session with Town of Glen Echo residents to get their input. Chris shared copies of the book published from last spring's collaboration with the University of Maryland School of Architecture.

11. Old Business/New Business

Willem Polak noted the Town's efforts to rezone Tulane Ave. from residential to commercial use. He also mentioned the Town's concerns about drivers ignoring the stop sign as they enter the Park's main parking lot.

Willem also mentioned that plans are underway to install a traffic light at the intersection of Clara Barton Parkway and MacArthur Blvd near the Irish Inn.

Katey Boerner attended a town meeting about improvements to Goldsboro Road; she reported that the \$22M project includes plans for bike lanes and sidewalks along Goldsboro Road from MacArthur Blvd to River Road.

The meeting was adjourned at 8:37pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.  
BOARD OF DIRECTORS  
MINUTES OF MAY 9, 2018 MEETING

Present: *Bonnie Casper, Rachelle Cherol, Chris Fromboluti, Ted Geier, Roy Green, Ken Hartman, Neeraj Mistry, Martha Morris, Eric Nelson (by phone), Bob Reaves (by phone), Irena Savakova*

Absent: *Phil Fabrizio, Dan Hanlon, Warren Hansen (representing Councilmember Roger Berliner), Les Mardiks, Mara Mayor, Willem Polak, Ana Rasmussen, Genevieve Twomey, Mike Zangwill*

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

1. Vice President Chris Fromboluti called the meeting to order at 7:04pm.
2. Approval of Minutes – **VOTE: The minutes from March meeting were approved with one correction to #11 Old Business/New Business to read: “Willem Polak noted the Town’s efforts to rezone two lots on Tulane Ave. from residential to commercial use.”**
3. Gala Update – Rachelle Cherol  
Rachelle Cherol noted that Congressman Jamie Raskin will present the award to Jeffrey Slavin and that we will offer a special recognition during the event to County Executive Isiah Leggett and Catherine Leggett. Katey Boerner asked Board Members to help make Fund-A-Need campaign a success by pledging in advance and encouraging guests at their tables to support this effort as well. Board Members got to preview the Gala centerpieces created by Paul Swartwood of Glen Echo Glassworks.
4. Budget Presentation – Eric Nelson  
Year-end projections for FY18 at this point show a loss primarily due to factoring in depreciation, but there are still many items that may affect this including the gala. The FY19 budget is comparable to FY18; better not to include unexpected expenses for new programs – we can add these later if necessary. Expenses/losses for the Adventure Theatre MTC (ATMTC) fire include \$70k for the Partnership and \$40k for ATMTC so far. Also, NPS covered \$95k in contractor expenses. We are trying to get help from Montgomery County to allocate unused FY18 Capital Improvement Project (CIP) funding to help with these expenses. County Council will review by early June. The need for property insurance was raised once again when we discussed the situation with County budget staff, but that issue remains unresolved as NPS “self insures” and they are the property owner and are not obligated to pay for repairs. Facility budget/capital projects budget outlines major maintenance items for FY19 as recommended by the Facilities Committee. Board will vote on the FY19 budget at the June meeting.
5. Board Governance Report – Martha Morris  
Martha Morris presented the following slate of Board officers for FY19: Chris Fromboluti as President; Bonnie Casper as Vice President; Eric Nelson as Treasurer; Mara Mayor as Secretary; Bob Reaves as Past President; Genevieve Twomey as At-Large.

Governance Committee is still working on interviewing candidates including two people recommended by Bonnie Casper:

Mike Moran, Executive Officer with finance/fundraising/budgeting experience  
Susan Stern, former head of the Washington Episcopal School

Committee is still developing the Board Survey.

6. Executive Director's Report – Katey Boerner

Ken Hartman provided an update on the NPS agreement and the recent meeting with Senator Van Hollen. There is a concern from the Inspector General that NPS has not appropriately managed partners in parks; partners are possibly not putting value back into the parks so they need more documentation. With a June 7 deadline for the cooperative agreement, the next meeting will be in two weeks and will include the attorney for the Interior Department. Claude Moore Farm is closing, which shows that NPS is willing to walk away from partnerships. Bonnie Casper secured pro-bono legal help through Holland & Knight with two prominent attorneys: Wade Quinn (experience with real estate and historic preservation) and Rich Gold (experience with the County; represents Rockville). The County is looking for a two-party agreement but there is concern that the proposed agreement is not workable. Interior Secretary Ryan Zinke will be at a hearing tomorrow and Senator Van Hollen will try to have a conversation with him about Glen Echo Park.

Katey noted that ATMTC should be able to have all fire issues addressed in order to be ready for summer camps. The Partnership has forgiven rent through the end of May. Katey also reported that we hosted a successful Carousel Day. NPS will do the work on the carousel roof in the fall.

The meeting was adjourned at 8:05pm.

GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC.  
BOARD OF DIRECTORS  
MINUTES OF JUNE 13, 2018 MEETING

Present: *Bonnie Casper, Rachelle Cherol, Phil Fabrizio, Chris Fromboluti, Ted Geier, Dan Hanlon, Warren Hansen (representing Councilmember Roger Berliner), Ken Hartman, Mara Mayor (by phone), Neeraj Mistry, Martha Morris, Willem Polak, Ana Rasmussen, Genevieve Twomey, Mike Zangwill*

Absent: *Roy Green, Les Mardiks, Eric Nelson, Bob Reaves, Irena Savakova*

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

1. Vice President Chris Fromboluti called the meeting to order at 7:03pm.

2. Approval of Minutes – **VOTE: The minutes from May meeting were approved unanimously.**

3. Gala Update – Rachelle Cherol

Rachelle Cherol noted that the Gala was a wonderful success and thanked all of the Board Members for the many ways that they supported the event. The gala grossed \$160,000 including \$44,000 from the fund-a-need for the scholarship and transportation fund – the fund-a-need amount includes two \$10,000 gifts from the Natelli Foundation and the Doris and Sanford Slavin Foundation generously provided by our Honorary Chairs (Tom and Karen Natelli) and our honoree, Jeffrey Z. Slavin. The Silent Auction sold out and grossed \$8600. Expenses were approximately \$57,000. The fund-a-need which supported our scholarship and transportation fund was led very well by Michael Bobbitt, Councilmember Craig Rice, and Christopher Piper. Centerpiece sales went very well during the Gala; unsold centerpieces were still available during the Board Meeting. Rachelle encouraged Board Members to share feedback from the event. Chris Fromboluti shared that he felt it was the most impressive Gala to date. Ted Geier agreed and was pleased that his guests participated in the Fund-A-Need campaign, despite issues with the sound system. The Board thanked staff, particularly Debbie Mueller for the hard work on the event. The Board thanked Bonnie Casper, Rachelle Cherol and Bob Reaves for working on the event as the volunteer committee.

4. Budget Discussion – Katey Boerner

The FY19 budget was presented at the May Board Meeting. Katey made some adjustments to this budget – reducing rental income by \$20k and reducing expenses equally to balance the budget. Total budget is \$2,000,000. (This revised budget document is available on Dropbox)

**VOTE: The Board voted unanimously to approve the FY19 budget.**

5. Board Governance – Martha Morris

Martha Morris noted that Rachelle Cherol will be leaving the Board after 7 years of service, including serving as Board President, Development Committee Chair, and Gala Chair. Katey Boerner presented Rachelle with a framed representation of the Park in recognition of her service.

On behalf of the Governance Committee, Martha presented the following slate of Board officers for FY19: Chris Fromboluti as President; Bonnie Casper as Vice President; Eric Nelson as Treasurer; Mara Mayor as Secretary; Bob Reaves as Past President; Genevieve Twomey as At-Large.

**VOTE: The Board voted unanimously to approve the Officers and Executive Committee slate as proposed for the Fiscal Year 2019 beginning July 1 ,2018.**



Governance Committee (Martha Morris, Bonnie Casper) and Chris Frombluti and Katey Boerner interviewed the following candidates recommended by Bonnie Casper to join the Board:

Mike Moran, Association Management professional serving the real estate industry with finance/fundraising/budgeting experience; political advocacy experience

Susan Stern, former Elementary Grades Director of the Washington Episcopal School; extensive experience with early childhood education; local community connections; lives in Bannockburn

Bonnie personally endorsed both candidates; Ted Geier spoke highly of Susan Stern who was the head of the Washington Episcopal School when his children attended the school.

**VOTE: The Board voted unanimously to elect the two nominees to join the Board of Directors for three year terms beginning July 1, 2018 and ending June 30, 2021.**

**VOTE: The Board voted unanimously to renew 3-year terms to begin July 1, 2018 and conclude June 30, 2021 for the following Board Members: Ana Rasmussen, Bob Reaves, Roy Green, and Dan Hanlon.**

The Committee developed two survey forms to be completed by board members as a way to evaluate the past year of board service. Board Members were asked to complete an individual survey (anonymously) and a review of the Board overall (signed) at the end of the meeting.

**6. Facilities Committee Report – Dan Hanlon**

Dan Hanlon reported that the Committee is reviewing options for heating/cooling the Ballroom. This would be very complicated to implement and it will take time to evaluate all possibilities. Moisture management and the need for insulation are some major challenges with this effort. The floor will be examined for possible replacement. Other facilities work include the completion of the Bumper Car pavilion upgrades and a new floor in the Hall of Mirrors. Other projects coming up include fire suppression and roof replacement for the Carousel.

**7. Executive Director's Report – Katey Boerner**

Katey noted that Montgomery County approved capital funds of approximately \$50k each to ATMTTC and GEPPAC to help cover expenses/losses from the March 2018 fire. For GEPPAC, these funds will help cover what we already paid to contractors for interior work. GEPPAC may have an additional \$30k in losses of forgiven rent and other expenses. NPS covered approximately \$100k in exterior work. Total cost of the fire damage repairs and equipment lost is approximately \$300k. ATMTTC is slated to begin camps next week in their space.

Washington Folk Festival took place on June 2-3 – GEPPAC's first effort to be a more involved partner in hosting this event in collaboration with the Folklore Society of Greater Washington. Katey thanked Board Members who helped with the event. Unfortunately, attendance was extremely low due to thunderstorms forecasted for Saturday and steady heavy rain on Sunday. Overall event expenses were approximately \$30k, including the transportation shuttle. Volunteers included event set-up and all performers. The County provided crossing guards. Eventually we hope to include international food options for this event.

Summer camps will begin next week; enrollment is high.

The Partnership is scaling back our plans for the preschool program in the fall due to challenges in obtaining a license from the state of Maryland. We have hired someone to do an analysis of our facilities we would like to use, but the main issue is that we do not have an occupancy permit. Therefore, our plan is to launch parent/child arts based programming that does not require a license, but we likely won't have the level of participation that we originally expected. We will continue working

on licensing issues. It was suggested that we may want to look at temporary trailers, although the cost may be prohibitive.

Ken Hartman provided an update on the NPS/MoCo long-term agreement. At present the County is operating with a 30-day extension until July 7 and the implication is that this extends to the Partnership's contract with the County. There is an upcoming meeting scheduled to exchange edits with NPS on a new draft agreement. The County continues to brief Senator Van Hollen's staff regularly. While there are still many concerns about the approval process for facilities issues, annual reporting requirements, and various other terms and conditions, the good news is that NPS is agreeing to work directly with the County rather than trying to include the Partnership as a third party in the agreement which would have created confusion about responsibilities. Montgomery County will continue to be the primary entity responsible for the Park's management. There will always be compliance review by the NPS for facility issues, and the lack of clarity around property insurance is still unresolved as NPS self-insures and the County cannot insure the buildings, but the Park will be able to remain open in the event of a government shutdown.

**8. Master Planning Report – Chris Fromboluti**

Chris Fromboluti reported that without a long-term agreement between Montgomery County and the NPS, we have not been able to move forward with developing our draft ideas. However, the Committee met with resident groups Yellow Barn and Photoworks to learn more about their needs and interests. Yellow Barn would like more space for classes; Photoworks is happy with the amount of space that they have, but they would like to renovate and reprioritize use of space.

**9. Old Business/New Business**

Chris Fromboluti mentioned how honored he is to have been elected to serve as President and he is eager to work with the Board in the year ahead.

The meeting was adjourned at 8:23pm.