

# Brookline Together Board Meeting Minutes August 8, 2022

## Board Officers:

President: Caitlin McNulty

Vice-President: Blake Plavchak

Secretary: Ally Bove

Treasurer: Bill Kim

Finance Co-Chair: Mark Hopkinson

Community & Business Engagement Chair: Melissa Kilmer

Community & Business Engagement Co-Chair: Sami Melhorn

Beautification Chair: Lisa Wilson

Beautification Co-Chair: (Blake Plavchak)

Present: Caitlin McNulty, Blake Plavchak, Melissa Kilmer, Lisa Wilson, Bill Kim, Ally Bove, Mark Hopkinson

Excused:

Caitlin McNulty called the meeting to order at 7:02 PM.

## Brookline Together August 2022 Meeting Minutes

- July Minutes were approved – Motion (Bill Kim), 2<sup>nd</sup> (Melissa Kilmer), 7 in favor, 0 opposed, 0 abstentions.
- Finance Committee Report
  - Current account balances \$29,891.
  - Our 501(c)3 has been approved, and we are officially Brookline Together, Inc! Many thanks to Bill Kim for his hard work on this. Now we can move everything to our new EIN.
    - The tax exemption letter is in the board's shared Dropbox, so anyone can get it when you need to use it.
  - We were able to get discounted access to Quickbooks as a non-profit, and Bill is working on loading things into it. He'll add all board members so we can see our budget information anytime.
  - Bill will soon get our new bank accounts at PNC to facilitate our bookkeeping (PNC's system integrates with Quickbooks, and unfortunately our current bank's system does not)
  - 2023 Budgeting: it's time to begin!
    - Bill will send the board members a spreadsheet with our year-to-date financials through August 1.
    - Due dates:
      - Committee budgets to Bill before October 1, 2022
      - Review at October 10, 2022 board meeting
      - Approval by Finance Committee in their late October 2022 committee meeting
      - Final approval by board on November 14, 2022 community meeting

- Beautification Committee Report
  - Maintenance of poles for holiday lighting will occur in late August.
  - Landscaping issues on Brookline Blvd and Jacob/Whited–
    - We paid A&F Landscaping to clean up the Brookline Blvd plant beds and the Jacob/Whited area because the city’s contractor has not been providing this service due to lack of adequate staffing.
    - The city’s agreement with Plantscape authorizes them to perform \*up to\* a certain number of services (weeding, trimming trees and shrubs, fall/spring cleanups, etc.) in these areas, but does not \*require\* them to perform each service that specific number of times.
    - Potential landscaping contractors do not need to meet any particular requirements to bid for these contracts, but they need to become an approved city vendor which can be complicated.
    - We don’t yet have information on 2023 city contracts but working on it. Blake will get the detailed information on this process, and Lisa and Melissa will pass that information to local landscapers who have expressed interest in the process.
  - Cleanups
    - Pre-Breezefest cleanup the evening of Thursday, August 11<sup>th</sup>
    - Garbage Olympics is the morning of September 17
      - Will focus on Pioneer Ave below Moore Park
      - Blake is captain of the Brookline team
      - Lisa will make social media posts to recruit volunteers starting later in August
    - Fall cleanup & planting
      - Date not yet determined
      - Will do some fundraising for this – website link is still live
  - Installation of storage container
    - Waiting on final drawing to send to the city’s Permits, Licenses, & Inspections (PLI) department – should receive any day now, then will submit to PLI
    - Do not yet have a timeline for remaining work but hoping to have the storage container installed by the end of 2022
    - Blake led the application of a Love Your Block grant for \$5,000 to pay for the up-front costs associated with this
  - Fence painting @ Cannon Park
    - Blake will have this task completed prior to Breezefest this Saturday!
  - Community Garden
    - Blake and Lisa held a meeting earlier this summer with 4-5 people interested in helping with this project
    - Bill got 3 bids for large tree removal (5 trees blocking driveway and the first section of garden), and all were quite a bit higher than we were anticipating. Working on pursuing additional bids.
    - After tree removal, next step is earth clearing. Bill is collecting bids for that work.
- Community Events Committee Report
  - Breeze/Breezefest August 13, 2022
    - Brookline Breeze 5K:
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- 222 participants as of today. Can't guarantee t-shirts anymore so new registrants are getting \$5 off their registration. (May set a firmer deadline for next year and not offer the discount to late registrants.)
  - Incoming \$: Currently have brought in around \$3,000 and are owed another \$1,000 or so.
  - Outgoing \$: Updated estimate to be provided to Finance committee soon; major expense is the race t-shirts (Pro Knitwear)
  - Breezefest:
    - Currently trying to work with Parking Authority on a price for road closures/blocking parking; they quoted us 3x what they've charged us in the past. Blake will ask Councilman Coghill to help facilitate this.
    - Sponsorships are down compared to last year, so we will have less income than in past years.
    - Vendor spots sold out, so we likely will increase prices for vendor registration next year.
  - Volunteers for race day and Breezefest are still being accepted!
- Yard sale: Made around \$130. Would have been \$500, but we bought new yard signs that we can reuse in future years.
- Farmers Market: Going well and is bringing in money. A bit of a lull right now because it's hot out, so please spread the word and encourage people to visit the market on Sundays!
- Food Trucks: Going well, every Tuesday.
- Brookline Lights Up: December 3<sup>rd</sup> – planning going well; more details to come
- Holiday party December 12
  - Brookline Teen Outreach is available but operating at 50% capacity, so 75 people max can attend. Will need to make sure members RSVP.
  - Board members will create baskets for raffles.
  - Will work on figuring out a way to set up donations to other local nonprofits to be collected at the party.
- Fall and winter events
- Discuss September meeting format and assign tasks
  - In-person ONLY at Tree of Life Church
  - Blake, in his role as Vice President, will run meeting in Caitlin's absence.
  - Updated surveys – Ally working on this and will send to board for feedback in 1-2 weeks
    - Distribution in advance
    - Limited paper copies
    - Each board member / committee will come up with a few one-sentence descriptions of their role's most important goals/tasks for serving the organization and the community, which will be shared on the survey and respondents asked to rate how they prioritize those tasks and offer suggestions for new things that they think Brookline Together should do but isn't.
  - Secretary seat announcement & active recruitment
  - Each committee chair will have a few minutes to talk about their committee's work
  - Mayor's office would like to present their snow removal plan and have a Q&A
    - Agreed to put them first on the agenda because they have another meeting they have to go to afterward
  - Ally will bring light refreshments for the part of the meeting where people visit tables to learn about committees, events, take the survey, etc.
- Reminders

- October board meeting is October 8 (which is Columbus Day). Board members had no conflicts, so we'll keep that date.
- Elections: The 5 roles of Vice President, Finance Chair and Co-Chair, and Business & Community Development Chair and Co-Chair are up for election at the end of this year.

Meeting was adjourned at 8:20 p.m. (Motion: Bill Kim, 2<sup>nd</sup>: Melissa Kilmer.)

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#### **Notes for upcoming meetings:**

September Meeting Community Focus – Community Interest Forum – In person at Tree of Life church (virtual option unfortunately not feasible)

Opportunity to share what you feel needs addressed by BT in the community and how we can better serve community interests within our capacity as a community non-profit. Surveys will be distributed online and on paper to gather information in advance of the meeting and open discussion at the meeting.

**Mission:** To promote a vibrant and livable community through collaborative initiatives that unify Brookline's business and residential interests.

#### **Goals for 2022:**

1. Increase community involvement
2. Increase tangible community impacts
3. Improve communications
4. Create generative funding streams