

Friends of Christopher Columbus Park  
Monthly Meeting Minutes 02-12-13  
Mariners House, Boston, MA

Meeting chaired by Joanne Hayes-Rines called to order at 6:38 pm. 18 people were in attendance.

Recording the meeting is Clerk, Audrey Tortolani.  
Meeting notes from previous meeting were distributed.

Matt Conti presented Joanne Hayes-Rines with a picture of the Board members from the Casino Night event. Joanne was very appreciative of the photo. A very thoughtful gift! Thank you Matt!

Introductions: New and existing members.

### **I. Committee Reports**

Joanne announced Cole Landers has resigned as chair of the Infrastructure Committee. His contributions and guidance the last many years steered FOCCP in the right direction and encouraged the growth we've experienced. Cole took the lead on updating the Bylaws and created and presented reports to the City on Infrastructure problems. Thank you Cole!

Joanne initially approached Ford Cavallari to handle FOCCP PR, an ad hoc committee. Ford accepted this newly created role. She then approached him to head up the Infrastructure Committee and we are all very pleased Ford agreed to chair this committee and become a member of the FOCCP Board. Welcome Ford!

#### **Horticulture Report** by Robyn Reed

Robyn let us know someone walked over the center bed of roses. It is not clear if there is damage. The gates were open and now can't be closed because of the snow. Mary Ann let us know we were waiting for the mulch to be placed in the Rose Garden before locking the gates. This was not done until mid January. We can now lock the gates. As soon as the snow clears, Robyn will take responsibility for doing this.

#### **Membership Report** by Beverly Knight

The website has been updated to reflect the membership drive and to announce the March 21<sup>st</sup> Social. The Social will be held at the Living Room from 6:00pm – 8:00pm. There will only be one Social this year. The goal of the Social is to drive FOCCP membership. Existing members should bring potential new members. The Board will be in attendance.

The membership mailing will be a bulk mailing this year and the actual mail piece will be a very nice invitation-like format. Handouts will be provided at future meetings. Members are encouraged to distribute to friends to promote membership.

#### **Website and Internet Communications Report** by Christina Sperry

The February newsletter was sent on February 5<sup>th</sup> to 581 addresses. There were 200 opens (35.7%) and 21 (3.6%) bounce-backs. These numbers are about average for monthly newsletters.

There are now more ways to get in contact with FOCCP by email. We've long had the [info@foccp.org](mailto:info@foccp.org) email address, which is still active and still a very good way to get in contact with FOCCP about anything. Now, all Board members have individual foccp.org email addresses if you would like to contact any Board member about a particular issue. The format of the email address is: first name and last initial (no spaces) @foccp.org. Thank you to Ford Cavallari for helping to set this up for us.

We received a (free) Google Apps license and are in the process of setting up Google's non-profit online data management program for FOCCP. There will be more news about this at a later

meeting. If there is anybody who has experience with setting something like this up or who has interest in data management and would like to help, please let me know. Thanks again to Ford for setting this up for us.

Infrastructure Report by Ford Cavallari

Ford has received past reports and is in the process of setting up a meeting with his committee members including Matt Conti, Jim Salini and also Cole.

Treasurer's Report

Joanne Hayes-Rines provided an overview of the numbers.

**2012 Proposed & Actual Numbers and 2013 Proposed Budget**

	<b>2012 Proposed</b>	<b>2012 Actual</b>	<b>2013 Proposed</b>
<b>Surplus / Deficit</b>	<b>\$-1,922.00</b>	<b>\$15,855.34</b>	
<b>REVENUE</b>	<b>\$76,775.00</b>	<b>\$81,629.00</b>	<b>\$99,325.00</b>
MEMBERSHIP	\$15,000.00	\$10,846.00	\$15,000.00
SPONSORS	\$35,200.00	\$36,500.00	\$40,000.00
Chiofaro Company		\$ 5,000.00	
CL Waterfront		\$ 5,000.00	
Sunstone		\$ 5,000.00	
Tia's		\$ 5,000.00	
Elite Boston Realty		\$ 2,500.00	
Joe Bono		\$ 2,500.00	
Land 'O Lakes		\$ 2,500.00	
NorthEndWaterfront.com		\$ 2,500.00	
Harbor Towers I & II		\$ 1,500.00	
Golden Goose		\$ 1,000.00	
Peabody Properties		\$ 1,000.00	
Rowes Wharf Residences		\$ 1,000.00	
Commercial Wharf Condo		\$ 500.00	
Lewis Wharf Condo		\$ 500.00	
Living Room		\$ 500.00	
Mariner Condo		\$ 500.00	
HARBOR CRUISE (135 tix)	\$ 6,075.00	\$ 3,645.00	\$ 6,075.00
CASINO Tickets	\$15,000.00	\$21,275.00	\$ 28,750.00
CASINO Silent Auction	\$ 5,000.00	\$ 5,665.00	\$ 5,000.00
CASINO Raffle/Casino Cash	\$ 500.00	\$ 2,055.00	\$ 3,000.00
NOTE CARDS	\$	\$ 103.00	
DONATIONS	\$	\$ 1,540.00	\$ 1,500.00
<b>EXPENSES</b>	<b>\$78,697.00</b>	<b>\$65,773.66</b>	<b>\$97,240.00</b>
EVENTS	\$41,525.00	\$34,303.45	\$41,000.00
Trellis Lighting	\$30,500.00	\$24,532.00	\$30,500.00
\$4210 Leahy Landscaping			
\$5427 Lentine (5/19)			
\$14,895 Lentine (11/17)			
4 <sup>th</sup> of July	\$ 3,500.00	\$ 2,480.45	\$ 3,500.00
Columbus Day	\$ 3,500.00	\$ 3,345.00	\$ 3,500.00
Picnic in the Park	\$ 1,000.00	\$ 899.00	\$ 1,000.00

Tot Lot Clean Up	\$ 1,000.00	\$ 927.00	\$ 500.00
Harbor Cruise	\$ 2,025.00	\$ 2,120.00	\$ 2,000.00
MEMBERSHIP	\$ 3,000.00	\$ 1,673.00	\$ 1,500.00
HORTICULTURE	\$ 7,000.00	\$ 4,150.21	\$ 5,000.00
GENERAL	\$ 3,000.00	\$ 856.00	\$ 3,000.00
MISCELLANEOUS	\$ 3,500.00	\$ 2,585.00	\$ 3,500.00
CASINO NIGHT	\$ 12,535.00	\$ 15,726.00	\$ 20,250.00
Marriott food (\$39 ea)	\$ 5,850.00	\$ 6,240.00	\$ 9,750.00
Casino	\$ 4,185.00	\$ 4,360.00	\$ 5,500.00
Promotional Materials	\$ 1,500.00	\$ 2,423.00	\$ 2,500.00
Miscellaneous	\$ 1,000.00	\$ 2,703.00	\$ 2,500.00
BLOSSOM FUND	\$	\$ 92.70	
SCULPTURE PROJECT	\$	\$ 2,650.00	
CIRCLE PROJECT	\$	\$	\$15,000.00
MAINTENANCE: Trees	\$ 4,300.00	\$ 2,657.00	\$ 4,000.00
Schmacher	\$ 4,300.00	\$ 2,657.00	
INSURANCE	\$ 1,490.00	\$ 1,476.00	\$ 1,490.00
Liability-Directors & Officers	\$ 690.00	\$ 691.00	
Liability – Slip & Fall	\$ 800.00	\$ 785.00	
TAXES	\$ 2,347.00	\$ 2,347.00	\$ 2,500.00

**Account Balances as of 2/12/13**

Checking	\$ 71,954.84
Savings	\$ 52,329.69
CD	\$ 37,086.69
Money Market	<u>\$102,958.54</u>
<b>TOTAL</b>	<b>\$264,329.76</b>

These are GREAT numbers! Thank you to everyone who has contributed to FOCCP success.

Joanne reminded us we need to always be prepared for potential issues in the Park. Trellis lights, plants etc.

During the review of these numbers in the meeting, there were suggested changes to the 2013 proposed budget. During the next meeting an updated budget will be presented.

Fundraising Report

No report this month

**II. Circle Project Update by Joanne Hayes-Rines**

We learned this week we have been awarded a \$20,000 grant from the City of Boston's Beautify Boston program. With the \$10,000 Blossom Fund grant, this allows us to start the project with \$30,000. Estimated cost of the project is \$70,000 to \$80,000.

Joanne met with Liza Meyer, City landscape architect on 2/10/13 to understand the process. The outline of the plan is:

1. We will draft an RFP (request for proposal) for landscape architects. Liza will help us create it. The RFP will define the scope of the work, including the estimate of the size of new “mini-park”, need for seating, etc. Liza suggested we not be limiting in our RFP (for example, not defined size) so as to allow the designer to come up with the best idea. The RFP allows us to generally define what we want.
2. Liza will help us create a list of landscaping firms to send the RFP to and suggests we post the information on our website, include in our newsletter and look for other ways to get the RFP to landscape architects.
3. Once we have selected the designer, we work with them and the City will work with us, as well. Joanne stated she believes we need Liza’s input because of her experience. Liza is also asking the Parks Engineer to assign the project to one engineer who will follow the progress and assist us.
4. We will have at least one public meeting to which anyone can attend. It will likely be one of our monthly FOCCP meetings.

We will need approximately 40K of additional monies for this project. We will likely use some of the money from our account balance to assist with covering these costs.

The Circle Project needs to be “done” by the end of the year. Given this, Joanne reviewed the potential schedule for achieving this goal.

February-March	Draft RFP
March 15	Send out RFP
April 30	Select Landscape architect
June 30	Design Finalized
July	Contact potential contractors
October 14 <sup>th</sup>	Groundbreaking ceremony (Columbus Day Event)

Recommendations discussed in the meeting were to include Halverson in the RFP process. In addition, Meredith will provide the contact information for Chris Lucus.

Ford sent out a Press Release regarding the Beautify Boston Grant to North End Waterfront news, and local North End papers. The PR is also on FOCCP Facebook and the website.

Joanne recently presented the Circle Project at the NEWRA meeting and did a great job. Matt Conti videotaped it and can be viewed on [www.northendwaterfront.com](http://www.northendwaterfront.com).

The Circle Project Committee Includes:  
 Joanne Hayes-Rines – Chair  
 Ford Cavallari (Infrastructure Chair)  
 Mary Ann Esparo  
 Susanne Lavoie  
 Robyn Reed (Horticulture Chair)  
 Patricia Sabbey  
 Plus input from Board

### **III. Updates on Old Business**

Matt Conti let us know Matthew Fothergill, who is organizing the Health and Beautify Alliance Festival in the Park has a date set. Matthew obtained a permit from the City to have the event on June 15<sup>th</sup>.

## **IV. New Business**

### **Events for 2013**

Events discussed:

- Picnic in the Park / Tot Lot Clean up. May time frame. Chairs: Michele Brogan and Meghan Denenberg
- 4<sup>th</sup> of July Celebration. Saturday, June 29<sup>th</sup>. Chairs: Laura Benevenuto and Kathleen Tedesco
- July 5<sup>th</sup>. Opera performance (City sponsored event)
- Sunset Cruise. Proposed date: Wednesday, July 17<sup>th</sup>. Chair: Virginia Kimball
- Movies in the Park. Sunday's July – August (6 evenings) Chair: Joe Bono
- Columbus Day, Monday, October 14th. Chairs: Ann Babbitt and Mary Marenghi
- Casino Night, Friday, November 22nd. Chairs: Kim Caverly and Beverly Knight
- Trellis Lighting, Monday, November 25th

### **Event Planning Guide**

Joanne has drafted an Event Planning Guide as a tool for future committee chairs for different events. The guide includes contact information, what needs to be done 4-6 months before the event, a budget sheet, signage information, and past vendors. The draft is being reviewed by Ann Babbitt, Kim Caverly and Mary Marenghi. Joanne will "donate" this guide to the City of Boston when completed.

### **Trees in the Park**

The Park has lost multiple trees during the last few storms and there was a discussion around replacing them and adding new trees. Below is a summary of what was discussed:

- The Living Room would like to donate an Evergreen tree.
- A friend of Sandra's would like to donate "colorful" trees. The trees he requested are not approved. Joanne is looking into potential trees and will get back to the group.
- We need to take into account the Circle Project when making decisions on new trees.
- The Oak stump will be removed.
- The replacement of the small trees near the entrance to the Park will be funded by Sunstone who donated \$5,000. They will likely be 3 dwarf crabapple trees.

The previous months minutes were accepted as presented with one change to the spelling of Hordon Health.

Meeting adjourned at 7:29 pm