



Cromwell Valley Park Council, Inc. (CVPC)

Meeting Minutes

July 14, 2025, 6:00 PM

1. COUNCIL MEETING ATTENDANCE

- The meeting was held in person. A GoogleMeet virtual session was available, but no attendees.
- Board In attendance: Rachel Allshouse, Mia Walsh, Deb Lee, Laura Jenifer, Bill Curtis, Ray Reed, Rick Childs, Kate Joyce, Joe Rector
- Park Staff: Breena Doyle
- Membership/Guests in attendance: Mary Gregory, Vanessa Blackner
- Absent: Kelly Emerson, Carl Gold, Pat Novak, Keith Kridenoff

2. WELCOME FROM PRESIDENT, MIA WALSH

- Call to Order at 6:04pm, the agenda was adopted, and a quorum was established
- Welcome to Mary Gregory, new member to the Finance Committee and Vanessa Blackner, CVPC member.
- Thank you all who volunteered & participated in the June 28th Pop Up Museum. The presentation from the event was shared in an email to the Board on July 12. The President shared that the event was very well attended (around 50 people).
- August Meeting canceled – Have a great summer!
- Preview of The Modern Pioneers of Cromwell Valley <https://youtu.be/eBMeMffpfwk>. The video is posted on the CVPC website under the History: Labor and Land Acknowledgement section. We'd like to thank Michael Keyser for the drone footage and especially Emily New from Towson University for her work on creating the video.

3. GOVERNANCE

- Approval of June 2025 Minutes – *Rachel Allshouse*
 - The minutes were approved unanimously and will be posted to the CVPC website.
- Treasurer's Report–Deb Lee (pp.3-4 of July Agenda Packet)
 - Profit & Loss Statements and Budget vs. Actuals were provided (pp.5-8)
 - Review of financial reports & new cash allocation model
 - Balance sheet reflects changes discussed at June Board meeting
 - On 7/24/25, the President & Treasurer moved \$125,000 to a 7-month featured CD @ 3.93% (4.00% APY) within CVPC's corporate account at Bank of America. The interest paid at maturity (1/24/2026) will be \$2,898.72.
 - New cash allocation model:
 - Checking - *Target*: not-to-exceed 100% of annual expense budget for the current year + 100% of restricted funds balance
 - Savings - *Target*: 6 months of annual expense budget for the current year
 - Remaining balance - Move to featured, fixed and/or flexible term Certificate of Deposit with Bank of America
 - Baltimore County Recreation & Parks (BCRP) - Nature Council Administrative Grant
 - Mia Walsh shared the accepted submission of eligible expenses with the Board via email

- on 7/2/25.
- Check in the amount of \$24,413 was deposited to CVPC's checking account (appears under Donations - line 131 Grants on Budget v. Actual report).
- Results of 2024 internal financial review & External CPA Firm
 - See items #3 and #6 in Agenda packet for details
 - Deb Lee and Raymond Reed will work together to schedule a zoom meeting with the Finance Committee to discuss feedback from internal financial review and proposal for external audit (preferably not on a Tues/Wed).
 - Rick Childs is staying on as a member of the Finance Committee for institutional/historical knowledge. The President is not a member of the committee.
 - Meeting participants all agreed that an external review is in order. Deb Lee will provide the proposal to the Finance Committee for their review and comments.
 - Are we up to date on federal and state requirements? What do we need to concentrate on?
 - What does the current proposal contain (audit vs. full financial review)? Review and refine the scope of proposal given by prospective accounting firm with the Finance Committee.
- 2026 Budget
 - **ACTION ITEM FOR ALL COMMITTEES** (per CVPC Policies & Procedures): All standing committees that will require funding in 2026 shall submit a proposed annual budget to the Finance Committee **by 8/15/25**. The 2026 Council Budget is to be submitted to the Executive Board by 9/15/25 *for approval at the 10/14/25 (Tuesday) Executive Board meeting.*
- TechSoup Quad 1-year membership subscription eff. 6/30/25 (\$200)
 - See item #5 of Treasurer's report in Agenda packet.
 - Thank you to Kate Joyce for referral to TechSoup for discounted Quickbooks accounting software. Kate Joyce spoke about also using TapRoot as a resource to be matched to volunteers in accounting.
 - Follow up discussion about data migration and costs associated.
- Background Checks
 - Rachel Allshouse reported everyone up to date until November 2025
 - Mia Walsh spoke about asking BCRP about background check requirements for non-board members. Lack of clarity in answer, but best practice is if you have direct access to money or direct access to minors, then you should complete the background check process. If you are a volunteer and you are working in the park and you get hurt, BCRP's liability insurance will not cover you unless you have a complete background check. CVPC recommends anyone using equipment should complete it to be covered under BCRP's policies.
 - Follow up discussion included:
 - Share Background Check link/info with Building and Grounds/Weed Warrior?
 - Concussion training needed if you volunteer in the park.
 - Post manuals for the equipment volunteers use so it is available to them (similar to Lake Roland).
 - Wayne typically documents training for equipment use. What has been done historically? Can a google form capture completed trainings in one place?
 - Action Items:
 - TO DO: Raymond Reed will draft a one-pager, referencing the MOU, for the Trails Committee suggesting they complete background checks.

- He suggested a county arborist come to evaluate trees where people walk. Many pine trees are hollow and decay as part of aging.
 - Can Ranger Breena check the statuses of work orders, in particular the stumps by Talmar? When Ranger Kirk looked, the order was closed, but the stumps are still there.
 - The Lime Kiln mortar joints are deteriorating. Abe Yoffe was working on this last year. Haven't heard anything since. Can someone do the work? Can an update be provided?
 - Regarding capital improvement project, an updated scope of work was published to BCRP's website
[\(https://www.baltimorecountymd.gov/files/departments/recreation-and-parks/documents/cromwell-valley-park-enhancement-project-250627.pdf\)](https://www.baltimorecountymd.gov/files/departments/recreation-and-parks/documents/cromwell-valley-park-enhancement-project-250627.pdf)
 - A contractor was at CVP to remove cedar trees. Committee members are upset about this stating the trees do not need to be removed and the road can be diverted. The answer shared by BCRP was this issue has been looked at, but it was not feasible to keep cedar trees.
 - Mia Walsh will ask one more time for a community meeting. BCRP has counted their meetings with CVP as community meetings. There is a concern that the community/parkgoers' concerns are not being heard or addressed by BCRP.
 - Deb Lee shared concern about handrails on the ADA path and trails crew's ability to get equipment through in this area. Mia will address this concern with BCRP.
 - Kudzu is back. Discussion about how to address this and if it's feasible to bring the goats back in the fall.
- Programs & Events – Kelly Emerson
 - **6/28 - Night Out With Nature (NOWN) Pop Up Museum Event**
 - All accounts report this as a great success. Feedback incoming and welcomed!
 - **7/19 and 7/20 - CSC's Shakespeare Beyond, 7:00pm**
 - CSC will provide some parking volunteers, we will still need some.
 - Trail crew will help set up Thursday 7/17
 - ASL interpreter and funding secured and advertised for 7/19.
 - Thank you Mia for your help with banners and marketing.
 - CSC Certificate of Insurance complete.
 - Food Vendor Paperwork in process. Park staff can update.
 - What additional volunteer work is needed from CVPC Board beyond parking? Will we set up out tent this year?
 - **10/11 - Fall Harvest Festival (FHF)**
 - **One day event partnered with Towson Arts Conclil (TAC)**
 - **Rain or Shine, Willow Grove, 10:00am-4:00pm.**
 - Planning meetings with TAC, committee and park staff have been productive.
 - Main goals this year to improve parking and signage.
 - There has been some word that a new three party agreement will be drafted but Kelly Emerson has been assured by Courtney that the spirit of the document will be upheld and that in the essence of the agreement with TAC will not be impacted. We can confidently proceed with planning.
 - Food Vendors - Once upon a Potato, Charles Village Pub, Ritas.
 - Funding for ponies has been secured.
 - There is a live planning document that Kelly Emerson can share with anyone interested.
- Communications – Mia Walsh (pp.18-19)
 - Report as submitted.
 - Special thank you to Bill Curtis for his critter cam work. The beaver footage was

extremely popular on our social media. Mia presented Bill with a glass Steuben beaver as a sign of appreciation.

- The 10x10 pop up tent with our new logo was received in time for the CSC event.
- There has not been any update on the trail study from the \$180K grant which was received.
- History & Cultural Heritage Subcommittee
 - Keith Kridenoff will be co-chairing the committee.
 - Discussion about a new co-chair and recruiting efforts. Can we advertise at kiosks that we are looking for involvement from parkgoers?
- Volunteers
 - Report as submitted
 - Total CVPC Volunteer Hours for June 2025: 370.5 (responses received as of 7/13/25)
- NEW BUSINESS
 - Capital Improvement Project
 - See Building & Grounds Standing Committee
 - Maryland Nonprofits - Meeting with Rihana Herbert - Deb Lee (p.21)
 - The Agenda Packed includes the scope of work for this partnership.
 - There will be opportunities for 1:1 consulting for things like strategic planning, Board education, and succession planning, to name a few. Provided a menu of things we are interested in focusing on, some pertaining to all nature councils and some specific to CVPC.
- OLD BUSINESS
 - Sherwood-Eck Trail Guide & Hike Through History - Mia Walsh / Deb Lee
 - Sewer Project -Gunpowder Interceptor Relief Sewer Line, Soil Borings, and Test Holes
 - Approval letter to access manholes to shoot liquid into existing sewer
- The meeting adjourned at 8:26pm.
- Respectfully submitted by Rachel Allshouse, Secretary 7/16/25
- The next meeting will be held on Monday, September 8th at 6:00pm at Sherwood House and virtually.