

**Centre Regional Recreation Authority  
Millbrook Marsh Nature Center Advisory Committee**

**APPROVED MEETING SUMMARY**

**Wed., 15 AUG 07, 4:00 PM at the MMNC Pavilion**

*Please advise Molly Hetrick ([mhetrick@crcog.net](mailto:mhetrick@crcog.net)) if you will be unable to attend this meeting.*

**1. CALL TO ORDER & ROLL CALL: (5 of 16 Appointed Members)**

Jennifer Shuey   Don Epp                  Robert Ayer                  Steve Maruszewski                  Dr. Rick Marboe  
CRPR Staff: Greg Roth, Molly Hetrick                  Friends: MJ Kitt, Bryce Boyer

**2. COMMENTS FROM THE PUBLIC: None**

**3. APPROVAL OF THE MEETING SUMMARY** from 20 Jun 07 by HP Architects  
Motion by Bob Ayer, Second by Jennifer Shuey.

**4. OPERATIONAL REPORTS:**

• **Summer Program Report: Molly Hetrick**

Molly reported Wetlands Camp is in progress and was expanded to accept additional children this year. The Canoe Camps and Fly Fishing Camp were both successful and the summer programs all well attended this year. Molly feels that the center is on track to meet projected Program Revenue for 2007. Fall programs are being designed and planned for the Leisure Guide and will include some new offerings this year.

• **CRRA Meeting Highlights from 9 Aug 07:** *Kathy Matason was not able to attend this meeting.*

• **Thompson Woods Subcommittee Update:** Greg Roth

Molly provided copies of the new Thompson Woods Preserve brochure for the committee. CRPR received a letter from Mr. Rightmyer that will be provided to the Subcommittee for comment. Greg reported the PCC crew has been re-assigned until a crew leader can be hired and discussed the construction of a bridge over the stream near Your Building Center.

• **Recommendation to CRRA to confirm M. J. Kitt as the SCASD representative to replace Sue Younkin :** Molly Hetrick

MJ introduced herself as the Math & Science Coordinator for SCASD and expressed her enthusiasm about being part of this committee. She also mentioned her past excellent working relationship with Molly Hetrick and her excitement about orienting the new Curriculum Support Teachers on her team with the marsh. Molly will work with MJ to provide an orientation and overview of the marsh for the CST. Motion by Rick Marboe, Second by Bob Ayer. The recommendation will be reviewed by the CRRA at the 11 October 07 Meeting.

• **10<sup>th</sup> Birthday Celebration planning for 16 Sept 07:** Molly Hetrick

Molly outlined the plans for the celebration, which include a Campaign area to promote support of the new building, a Birthday Celebration area with cake and displays to highlight the history of the center, and programs for kids. Children who have attended programs over the past ten years will get a sticker to wear in recognition of their participation in the center's history.

**5. BUSINESS ITEMS:**

• **Capital Campaign Update & COG Finance Committee Report:** Rick Marboe

Rick is preparing a presentation for the COG General Forum on 27 Aug 07 to update them on the nature center and campaign. The Cash Flow Report was presented to the COG Finance Committee, who reviewed the document and asked for more detailed monthly information. Rick will communicate with the architect to gather that information and return to the Finance Committee later in the year. He reported the Finance Committee's support of the need for a line of credit or mortgage to fill gaps in the cash flow as the building construction begins.

- **Budget Overview for 2008:** Molly Hetrick

Molly reported she and Diane Ishler (CRPR Office Manager) have been working on the Operating and Capital Budgets for the nature center. It appears that the Operating budget will not balance for 2008 and additional funds will need to be found through the Donation category to balance the budget. Without increasing the COG contribution to the budget and being careful not to inflate Program Revenue to an unrealistic amount, the best option is to seek donations to the support operations. However, this will be a challenge with the Building Fund Campaign going on. Molly thanked Steve Maruszewski for coordinating an OPP operational donation for 2007. It is hoped that such a donation will be available again in 2008.

- **Update from HP Architects:** Alan Popovich

Alan was not able to attend this meeting but Rick reported that Alan is currently working on the Feasibility Study and will make an update report at the September meeting.

- **Consider a recommendation to CRRA to waive the fees to the ClearWater Conservancy for the Spring Creek Day Event on 16 Sep 07:** Jennifer Shuey

Rick made a motion to recommend the waiver of \$285 rental fee for Spring Creek Day, second by Don Epp.

## 7. ADJOURNMENT

**Next Meeting:** Wed., 19 Sept 07, 4:00 PM at the MMNC Barn