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Dartmouth – Dog Advisory Work Group

Tuesday – April 28, 2015 – Minutes

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I. Call to order

DARTMOUTH TOWN CLERK

President Rick Oliveira called the meeting to order at 7:05 pm with the following members present: Nancy Mahoney, Jenn Mello, Ann Raymond, Karen Harb, Diane Camacho, LeeAnn Quint, Rick Rodrigues, and Jo-Anne Gallant. Visitors included Donna Baker, Mark LaValley, and Barbara Carreiro.

II. Reports

The minutes from the March 24th meeting were accepted with one correction. The public dog park Facebook name will use the term Open Forum instead of Public Page. The Treasurer's report was read, noting the Anchor Animal Hospital donation and the Pet Fest Application fee.

III. Old business

A. Dartmouth Dog Park Website Update

Karen reported that in two weeks her school year ends, and she will have the time to focus on the website. John did finish the website, but as we did not renew the domain name, she believes it is just a matter of getting it up and running again.

B. Liability Insurance

The board is looking for Directors and Officers Liability Insurance. Jo-Anne wrote to several dog parks and received a variety of responses. Some parks did not have any insurance; others like us have had difficulty finding a provider. She did get several leads on companies with one having sent her an application. She will complete the application and get a quote, as well as contact Borden Insurance again. Rick also will contact the local company he has been dealing with to get an update.

C. Rules and Regulations Update

Referring to the list of rules and regulations handed out at the March meeting, several suggestions were made. The board decided in #15 to ban not only human food but also dog treats. The concern is that there are food aggressive dogs and food of any kind could pose an issue. From the last statement, the phrase "in the off-leash area" was eliminated. Also discussed were the consequences for violation of the rules, which involves three steps. First offense would be a written warning, second offense an appearance before the DDAWG board, and third offense revocation of privileges. In the event that the offense is severe enough that it is necessary to call the police, the board felt immediate revocation of privileges would be in order. These procedures will be reviewed by a joint committee of DDAWG members and Parks and Recreation board members.

D. Policies and Procedures Update

In finance section 1, the board decided to eliminate the sentence requiring two signatures on the checks. The bank we are using does not have a two signature option. The fees for the park were discussed and will be suggested to be \$25 for residents with a \$5 additional dog fee, and \$30 for non-residents with \$7 for an additional dog. The change is being made as fees cannot be more than 18% higher for non-residents.

E. Bylaws Revision

In section 2 of General Provisions, the mailing address was changed to our post office box. We added to section 5 the phrase "citizens of Dartmouth, Ma. and surrounding communities." In Article II, (sections 2 and 4) the annual meeting and election was changed to our regular January meeting so that we would have the required board list for tax and nonprofit status purposes. The Secretary of State and Attorney General's office require paperwork by April. Karen moved that we accept the all the changes as discussed; the motion was seconded by Diane and passed unanimously. Diane will make the appropriate changes as send them to Rick O. Rick will then find out from the Attorney General's office how bylaw changes are submitted.

IV. New business

A. Fundraisers

1. Spaghetti Dinner – May 30th Strategy Plan

As the hall holds 125 people, we need to have enough food for that number. Rick O. will ask Riccardi's for a donation of 250 meatballs and sauce, Jo-Anne will ask Olive Garden for salad, and write to pasta companies for both sauce and spaghetti donations. Everyone should secure three donations for the auction. Jenn indicated she was able to get a donation of two Red Sox tickets for the adult door prize, and Jo-Anne will make a child's door prize consisting of numerous Red Sox items for kids. Diane gave each board member 10 tickets, and indicated that when you sell the ticket, you need to record if it was an adult ticket or child ticket, and if the individual plans on attending the dinner or not. Additional tickets will be available if you sell the 10 and need more. We decided to talk about the dinner at Pet Fest and then a few of us will meet at Dunkin Donuts at the intersection of Tucker Rd. and Rt. 6 on May 19th at 7:00 pm. to finalize what we need to buy.

2. Matt Frasier – Medium Update

All the appropriate paperwork was filed, and has been forwarded to the selection committee. We will not hear anything until at least 30 to 45 days from the date of submission. Hopefully, by mid-May we will have heard something.

3. Donation Cans – Jenn

Jenn was impressed at Anchor Animal Hospital's donations in part from a donation jar, and suggested each of us could find a location for a similar jar. Although Anchor is also donating from sales of a designated item, if we place donation jars around the area, we would not only make some money, but also be exposing our logo and the upcoming park to lots of people. Everyone agreed to do so and Jenn will make 12 jars.

B. Pet Fest – May 17th

1. Spaghetti Supper Ticket Sales

We have 80 tickets numbered 120 to 200 available to sell at Pet Fest. We will have two posters advertising the Red Sox ticket door prize. The game is June 13th at 1:35 pm against the Toronto Blue Jays. The seats are loge 144; row JJ, seats 3+4. The approximate value of the tickets is \$78 each!

2. Promotional Items

Ann handed out several promotional items for us to consider and had a handout from Diversified Marketing Group with additional items. Everyone liked the pen with the paws decoration and felt those would be a good starting point for us. Unfortunately, our logo would have to be modified to fit on the pen, but everyone agreed that we should try to keep the bone and dog if possible. For wording, Dartmouth Dog Park might be too much and we may need to just use DDAWG. The carabineer clip was also nice but the board opted to start with just the pen. A motion was made to have Ann order 300 pens and get back to us as to what fit on the pen. The motion was seconded and passed. Ann indicated that the more we get our brand out there, the better we will be and promotional items help do that.

3. Volunteer Schedule – Set up and Take down

Pet Fest is from 11 to 3, but we should plan on 9 am. to 4-4:30 pm. with set up and take down. Diane and Jo-Anne have an afternoon commitment so will be there first thing in the morning for set up. They will bring the popup and bag with the tablecloth, donation jar, clipboards and other items. They will also have posters for the spaghetti dinner and dog park. Rick O. will need to bring the table and Rick R. will be ready with his phone to accept credit card payments. Lee Ann and Karen are planning on staying the day and will take down everything. Lee Ann will have her SUV and can take everything home.

C. United Way Mini Grant

The grant expires May 1st, but Rick was able to secure an extension. We will now need to have paid receipts submitted by July 1st to be eligible for the grant money. Diane explained the situation to Shawn and he is willing to work with us. He will need a deposit in early June, to have the receipt for the United Way by the deadline. The grant is for \$1600, but we are ordering two kiosks. Our portion will be \$1700 as each kiosk is \$1650.

D. Running Brook Winery

As with the Westport winery, the available dates are filling fast. We would need to provide the food, music, and advertising for the event and sell 200 to 250 tickets for it to be successful. The board decided to wait until the park is up and running before we undertake an event at a winery.

E. Other

A. Paint with a Splash

Jenn researched the Painting with a Splash fund raising event and found we could make significant money with a minimum of work. The New Bedford company does the advertising to fill their 3 rooms with 50 people. We would need to buy 1 ticket at \$29 and sell 10 more tickets in a week. Everyone brings their own alcohol. Past groups have gotten pizza donated for the event, and provide water. We could have an auction or 50-50 raffle if we choose to do so. Odie's Place earned \$700 in 3 hours. There is a special Facebook page on the site for fundraising with a ticket price of \$45. The board will consider this for June.

V. Next meeting – The next meeting is May 26th at 7:00 pm at the Town Hall in room 315.

VI. Adjournment – the board adjourned at 8:40 pm.

Respectfully submitted,

Jo-Anne Gallant

Post Meeting Elections: Rick presented the Slate of Officers and Board members. A motion was made to vote the Slate as presented. The motion was seconded and passed. The board then unanimously voted in the Slate of Officers and Board members as presented.