

**BILLINGS PARK COMMISSION**  
**On Zoom or at Town Hall**  
**Minutes - DRAFT**  
**27 April 2023**  
**5:30 pm**

In attendance: Randy Richardson, Phil Robertson, Wendy Jackson, Michael Green, Sarah Golffine, Jacob Chalif, and Julian Underwood

1. Randy called the meeting to order at 5:35.
2. Commissioners introduced themselves.
3. Mt. Peg Fire Pit, Benches, and Table
  - a. Hudson Maxham presented his proposal to update the fire pit, benches, and tables.
  - b. Randy asked about funding. Hudson stated that he will fundraise to cover some of the expenses. Commissioners agreed that we would help cover the difference if Hudson's fundraising did not cover all the expenses.
4. Julian moved to give Hudson approval to move forward with his Eagle Scout project to update with the fire pit, benches, and table at the top of Mt. Peg. Wendy seconded. Unanimous in favor.
5. Minutes from 27 March 2023
  - a. Phil moved to approve the meeting minutes from 27 March 2023. Randy seconded. Unanimous in favor.
6. Membership and Leadership
  - a. We welcomed our new members.
  - b. Julian nominated Randy to be chair. Michael seconded. Unanimous in favor.
  - c. Julian nominated Phil to be a treasurer. Randy seconded. Unanimous in favor.
7. Financial Update, including Bank Account Access
  - a. Randy and Phil provided an update about access to our accounts.
8. BPC – Annual Planning and Calendar – Micheal shared his preliminary Standard Operating Procedure (SOP) (See appendix A)
9. FLAP Grant – Implications for BP Trails – Possible funding for Billings Park trails. Billings trail could be a priority. Upcoming meeting.
10. Park Management Plan – Tabled.
11. Spring and Summer Planning
  - a. Invasive Management Schedule
  - b. Clearing and cleaning on BPC trails
12. New Business - None
13. Next meeting – Monday, May 22<sup>nd</sup> 5:30 pm

## Appendix A

### **Billings Park Commission Financial Standard Operating Procedures**

#### **Overview**

The purpose of this manual is to set policies & procedures that are consistent with the mission of the Nonprofit Organization. Also, the purpose of this manual is to set sound financial guidelines that promote prudent fiscal management; and to abide by Generally Accepted Accounting Principles (GAAP) and the legal requirement governing the Billings Park Commission. (BPC)

#### **Manual Protocol**

1. BPC members will review the financial practices annually. Any recommended revisions will be presented to the full commission and be made available prior to the first meeting of the year.
2. The BPC Treasurer will review and recommend financial policies and procedures changes to the BPC which will review and approve all changes to financial policies and procedures.

#### **Roles**

Treasurer

#### **Procedures**

##### **1. Accounts**

##### **1. Account Holder**

1. **Mascoma Bank**
2. **TD Bank Account**
3. **Debit Cards (2)**

##### **b. Access and Management**

1. Overview
  1. Accounting records are organized to facilitate retrieval of documents when needed.
  2. Legal documents (such as executed contracts) and personnel records are kept separate from accounting records.
  3. Special care is taken to ensure reconciliation of balances and continuity of an audit trail between the accounting system and other systems and to ensure that the records in the other system are retained as appropriate for accounting records.
  4. Special care is taken to ensure the integrity of computerized accounting records.
2. Accounts shall be accessible by two BPC members and two staff members from the town of Woodstock
  1. Current Account Holders:
    1. Randy Richardson (BPC)
    2. Philip Roberston (BPC)
    3. Town Clerk

##### **2. Reporting and Recording Keeping**

- a. Transactions are recorded in the accounting system of as close as possible to the time when they occur.
- b. BPC will use \_\_\_\_\_ to manage and track financial records
- i. Transactions are classified and recorded accurately based on objective criteria and consistent treatment of similar transactions.
- ii. Documentation of accounting transactions is clear and legible.
  - c. Special care is taken to identify and to record accurately non-cash financial transactions, whether they result in income, expense, assets, or liabilities.
  - d. The Chart of Accounts will be utilized, reviewed annually and updated as required.
  - e. Bank Reconciliation will happen on an annual basis.
  - f.
  - g. The Treasurer will maintain financial records in accordance with the record retention policy or as determined by Federal, State or local law.

### **3. *Accounts Receivable***

### **4. *Accounts Payable***

- a. Any invoice must be accompanied by a contract for services. This contract should be approved by a BPC vote prior to any work or services being completed
- b. Records will be kept in a safe and organized manner. These will be organized by year> By Project> By record type (invoice/contract/ect)

### **5. *Board Conflict of Interest Policy***

- a. Objective
  - i. Effective non-profit governance depends on deliberate, thoughtful, and fair decision making by BPC. The ability to make good decisions is sometimes affected by other interests - personal or professional - of individual committee members. One cannot eliminate conflicts of interest - they are a regular part of organizational and personal life. The objective of this policy is to permit BPC to manage potential conflicts of interest successfully, when they do occur, in regards to the committee.
  - b. Definition
    - .A conflict of interest arises when a person able to influence a decision, whether by official vote or moral and/or intellectual persuasion, is liable to gain some personal advantage from the outcome of the decision in which they are involved, and/or some advantage for an organization with which the individual is directly involved.
  - c. Procedure
    - .When an actual, perceived, or potential conflict is identified by any person, the following action must be taken:
      1. The Board or committee member identifies the actual, perceived or potential conflict;
      2. The Board or committee member must fully disclose the conflict to the Chairperson and, where appropriate, to all committee members;
      3. The Chairperson shall develop an appropriate response, including where necessary, disqualification from voting and discussion and any necessary remedial action. For example, if a vote may have

been affected by a previously undeclared conflict of interest, it may be necessary to hold that vote again.