

Chaplin Bicentennial Arboretum Commission  
Regular Meeting Minutes  
October 24, 2023

1. Chair called the meeting to order at 3:04  
Members present: Helen Weingart, Chair, Leslie Ricklin, Secretary. Absent: Dave Stone, Treasurer
2. Approval of minutes: Leslie moved, Helen seconded to approve the minutes of July 25, 2023. Discussion: there is an error in spelling in 4c and an error in punctuation 6c. Minutes approved as corrected.  
Leslie moved, Helen seconded to approve minutes of special meeting of August 15, 2023. Minutes approved.  
Helen moved, Leslie seconded to approve minutes of special meeting of September 26, 2023. One error was cited in the date for the Work Party. Minutes approved as corrected.
3. Audience for Citizens: none
4. Additions to the Agenda: add under New Business number **7**. to discuss use of crocheted leaves and other items as a thank you to donors.
5. Budget
  - 1) Budget categories: Dave has suggested 3 categories for budgeting purposes: Education & Marketing; Tree Care & Maintenance; Tree Planting. Leslie moved, Helen seconded to approve these 3 categories. So moved.
  - 2) Funds received from T-shirts: \$ 157.00. \$300.00 expended for T-shirts.
  - 3) Money appropriated but not spent: in the Restricted budget there is \$3,367.78.  
In the Town Budget, there is \$1,785.30.
6. Continuing Business
  - 1) Quarterly Update discussion for tree health/replacement; Maintenance; Schedule of Work Parties—acknowledging volunteers; plaque replacement--postponed until Dave can be present. However, he texted that he'll manage the deer protection for the trees.
  - 2) Storage material for Arboretum upkeep—postponed
  - 3) Status of grant application to the State: the First Selectman was consulted and he reported that Chaplin is applying for 2.3 million dollars for a variety of projects including the Arboretum. The deadline for submission is Dec. 15 with an announcement of grantees to be in the spring of 2024.
  - 4) Set time frame for tree identification information: postponed
  - 5) Set timeline for adoption of By-laws: postponed till regular meeting, January 23, 2024.

7. New Business

- 1) Debrief Chaplin Day: Given the weather, this was a success. Four volunteers were recruited; the display was attractive with relevant books, materials and T-shirts. Many people stopped by to learn more about the Arboretum.
- 2) Brainstorm annual program activities (i.e. Earth and Arbor Day)
- 3) Brainstorm resources needed for program planning
- 4) Set timeframe for posting information on *The Last Green Valley* Website.

*NOTE: Discussion of #'s 2,3,4 postponed till the Jan. 23<sup>rd</sup> meeting.*

- 5) Brainstorm fundraising options: selling T-shirts for Christmas
- 6) Ideas for periodic updates in the Kiosk at the Park: Dave will be consulted about using space in the Kiosk to announce Arboretum events, sale of T-shirts, post an activity for visitors, etc.
- 7) Discussion about the use of crocheted leaf coasters and other items given out as a thank you to donors. Must establish a criteria for giving.

8. Correspondence:

Email from Amy Kalisher re: DEEP grant opportunity. The Chair will look into this. Discussion followed about acknowledging Amy's great contributions to the Arboretum, especially in its fledging stage. As a professional graphic designer, Amy designed the first Arboretum fundraising brochure, and maps in phases 1,2, and 3. Leslie moved, Helen seconded to ask the Board of Selectmen to send Amy a letter acknowledging her time and creativity to the Town and to the Arboretum. So moved.

Helen will send the First Selectman an email requesting this.

9. Suggestions for the next meeting agenda:

Discuss a plan to honor donors with a plaque hung in the pavilion.

Next meeting is January 23, 2024

10. Adjourned 4:20.

Respectfully submitted,

Leslie Ricklin, Secretary