

## MEMO

**TO:** Board of Directors  
**FROM:** Christine Doty, President & CEO  
**DATE:** April 16, 2019  
**SUBJ:** Report

### 1/ Finance Committee

We are working with our auditors' requests. Our auditors, FML CPAs (Fiondella, Milone and LaSaracina LLP), are in the process of completing our 2018 audit and expect to report on the audit results at the earliest, at our May board meeting, or if they have not completed by the May board meeting, at least by the June board meeting.

### 2/ Projects

- **Visitor Center Project—**

Now that SHPO is behind us, and that DEEP has finally signed our bond agreement, we are working our way through another bureaucratic slow-down concerning the requirements for our RFP. We have just been advised that our plans must be approved by DEEP prior to the beginning of any bidding and construction. Prior to receiving the compliance document from DEEP on Friday laying out various requirements, we had made considerable progress on drafting the RFP and were hoping for a "live" date of Wednesday, April 24. Now, however, we do not know how much extra time will be needed for the DEEP review and approval of our plans. I am trying to work with the State, our lawyers and accountants to determine this.

- **Permanent Stage**

West Hartford Zoning and Wetlands Commissions approved our plans for a permanent stage at a public hearing on Monday evening, March 4, and our landscape architects are preparing RFPs for the private bidding process on this project.

- **Wetlands Boardwalk in Western Loop**

We will be meeting with the trustees of the Ethel F. Donaghue Trust for Elizabeth Park on Thursday—one of the regularly scheduled quarterly meetings we have agreed to, and undoubtedly Anne Penniman and Associates' design schematic for this proposed project will be the main subject for discussion. We have not yet received a cost estimate from Anne, however.

- **Fern Street entrance**

There are now two donors interested in improving this entryway, and TO Design has developed some design ideas for the one donor who has indicated the larger gift to consider. A third donation, in memory of a recently deceased Lux Bond & Green employee might also be applied to this project.

### 3/ Events

- The third lecture of the Garden Lecture Series went very well, and we now have only one more lecture to go on May 15 with Linda Holden talking about her book on Bunny Mellon's gardens.

- The Conservancy trip to Washington, DC was a success, with many happy travelers, and we received a total donation of \$3,100 as a result of that trip.
- There will be a meeting of the Ambassadors on May 1. It will be a breakfast meeting.

#### **4/ Staff**

Also, I have asked Midge Tilney to join the staff as a Development Advisor, a part-time position. She has already helped in drumming up audience for the lectures and with donor cultivation events, and I would like her assistance on Ambassador events and ground-breaking for Visitor Center.