

**Rose Kennedy Greenway Conservancy
Finance, Audit & Risk Management Committee Meeting
Tuesday, December 5th, 2017 – 12:00 pm
185 Kneeland Street, 2nd Floor, Boston**

Meeting Minutes

Committee Members Present In Person: Mark Boyle, Robyn Reed, Susanne Lavoie, Bud Ris

Committee Members Present by Phone: Christine Manfredi

Committee Members Absent: Kim Sherman Stamler, Tom O'Brien

RFKGC Staff Present: Jesse Brackenbury, Tracey Cooke, Talia Aronson

Open Session

Executive Director Jesse Brackenbury called the meeting to order in Open Session with a quorum present, in person, at 12:04.

1. **After a motion made by Bud Ris and seconded by Susan Lavoie, the minutes from the October 23rd meeting were unanimously approved on the contingency that the time of the meeting 12:30am be corrected to 12:30pm.**

2. Mr. Brackenbury discussed the 2017 Results, 2018 Statement of Goals, and 2018 Budget.
 - a. *2017 Results:* Mr. Brackenbury discussed the results of the Conservancy's 2017 goals. Ms. Manfredi recommended minor changes.

 - b. *2018 Statement of Goals:* Mr. Brackenbury presented the 2018 Goals. Committee members posed questions about the location and hours of the pop-up beer garden and Trillium, and the continuation of block parties. The FARMC discussed making minor changes.

 - c. *2018 Budget:* Mr. Brackenbury presented the budget and noted the inclusion of BID funding for the second half of the year. Committee members asked questions regarding a contingency plan, should the BID fall through. Mr. Boyle expressed his confidence in forward progress toward the BID. The committee also posed questions about staffing and discussed the importance of the Rangers to park safety.

After a motion made by Mr. Boyle and seconded by Mr. Ris, the 2018 Budget was approved with a caveat that any updates are sent to the FARMC first.

3. Mr. Ris described the process of Mr. Brackenbury's review: a self-evaluation, feedback from Conservancy senior staff, and a meeting between Mr. Brackenbury and Chair Jim Kalustian. Mr. Ris, Mr. Kalustian, and Vice-Chair Kathryn Burton looked at comparable salaries and agreed that Mr. Brackenbury's compensation is consistent with his executive director peers. A modest cost of living increase retroactive to February was granted, although he noted that Mr. Brackenbury did a much better job than his raise would reflect. There were no questions.
4. Mr. Brackenbury discussed the Lynch Family Garden and CSS procurements. He gave an update that CSS has come up with 2-4 ideas with preliminary engineering work. Committee members asked if the Conservancy was required to do a public advertisement to which Mr. Brackenbury answered no. Committee members also asked if the design work has been completed for the Lynch Family Garden. Mr. Brackenbury answered that the Conservancy has a garden concept and is working on the number of plants. After a motion made by Mr. Ris, seconded by Mr. Boyle, the \$515K procurement for the construction of the Lynch Family Garden was unanimously recommended for Board consideration.

Ms. Reed left the meeting at 1:03pm

5. Mr. Brackenbury discussed the Maintenance Standards, and proposed updates to bring them in line with current best practice. The full Board will consider the updated Standards for a vote at their next meeting,
6. Ms. Cooke gave an update on the Audit. The initial planning meeting has been moved to January 8th, 2018, and the audit will take place the 2nd week of February. The audit will be presented at the FARMC meeting in March.

Mr. Boyle left the meeting at 1:10pm

Auditor, Jeanie Gorlovsky called in to introduce herself. There were no questions.

7. No Members of the public present sought to be heard.

The Finance, Audit and Risk Management Committee of the Rose Kennedy Greenway Conservancy Board of Directors was adjourned at 1:17pm.