

LPCC Board of Governors Meeting Email Agenda March 2025

The text of this document was incorporated into three emails circulated to BOG members on March 18, 2025, in place of the March meeting that was postponed due to anticipated lack of a quorum. The first email covered BOG Admin Items March 2025, the second presented for approval a proposal to rent the LPCC to Medical Me summer camp for two weeks. The third was for a vote on allowing the Friends of Arlington Planetarium use the LPCC to practice setting up a new mobile planetarium.

Email 1:

Subject: BOG Admin Items March 2025

Dear BOG Members,

Ann and I propose that this email, and two I will send shortly, take the place of the March BOG meeting that we missed. Please let us know if you wish to handle the meeting differently or have any questions or concerns.

This email covers administrative and informational issues. Two additional emails with voting items will follow, one related to Medical Me summer camp and the other following up a request from the Friends of Arlington Planetarium. We've separated the voting items to simplify tracking and archiving the votes. We would be happy to address any questions or concerns on the voting items or schedule a virtual meeting to discuss the issues, on request. Otherwise, we request your approval to move forward on them.

Administrative/informational items:

- We are excited to welcome Elizabeth Sheehy to the BOG!
- We will vote on approval of the February meeting minutes at our meeting in April.
- The agenda for the March meeting was circulated March 9. We will plan to cover at our April meeting any Items not covered by one of these three emails.
- The Treasurer's Report for February was distributed on March 10. Bill raised a question about repetitive listing of "other income" related to the grant. We will address that in April.
- The Rental Agent Report was circulated on March 10. We can discuss the report in April, as needed, but feel free to raise any questions or concerns sooner.
- Following discussions with Lori, we will have new guidance for all renters, including LPCA, LPWC, and LPCC, regarding floor cleaning. Specifically, wood floors should be mopped, after all events at which there is food, using a specific type and concentration of cleaning product that will be provided. Lori will post detailed instructions in the janitorial closet. There will be two mops, two buckets and two cleaning products - one for the wood floors and one for the tile floors. We will let you know when the instructions are posted.
- The events calendar that Paul produced at the February meeting will be made available to view online shortly. We are still working out the limited number of people who should have

editing access (including Paul, Ann, David, Mike Kunkler, Elizabeth Sheehy, and Elizabeth Wray, among others to be discussed) and the broader group who will be able to view it (to include all BOG members and named LPCA and WC members. We can discuss this in April, along with how and where we will make a schedule available for the general public.

- New display cases have been installed. They were mentioned in announcements at the O'Chili Cookoff 3/16, but an official unveiling will wait until the cases are filled.
- The tree pruning required for safety was completed, but Bill's efforts reviewing the needs of our park trees continues.
- Helen White (former BOG member) provided feedback to Ann regarding the new rental process, leading to several improvements in our template documents. This work continues.
- The O'Chili Cook-off was a great success, raising more than \$1,000, with special thanks to Elizabeth Sheehy who we'll ask to share more at the April meeting, particularly about a new approach to securing event chairs.
- Upcoming events:
 - Mulching - Sat, April 12 (Contact Bill to participate.)
 - Easter Egg Roll/Plant sale - Sat, April 19 (Contact Paul to participate.)
Set up Fri, April 18.
 - Spring Food Truck Event in April. Will this take place?

End

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## **Email 2:**

Subject: VOTE: March 2025 [MedicalMe](#) summer camp (vote by Thursday, please)

We request your approval of the following proposal, for which I move and Ann seconds, by the end of Thursday, March 20. Whether you approve or oppose, please identify any concerns.

*Proposed: Rent LPCC to Medical Me Summer Camp from 8:00 am to 4:00 pm at a rate of \$100/hr for the two weeks **July 7 – July 11, 2025 and July 28 – August 1, 2025.***

Background: When last discussed, we agreed additional information was needed from the requester. The camp would be responsible for cleaning up at the end of each day (we would plan to inspect to ensure proper cleaning is done) and paying for a full cleaning at the end of the week. We submitted several questions to the Medical Me representative, who provided responses summarized below:

Medical Me will provide a Certificate of Insurance (COI) for operating in Virginia, but as a specialty camp, are exempt from the requirement for a license to operate in Virginia. They haven't operated in Virginia, but state they "have used over 10 different buildings for our programming, including summer camps, after-school programs, and school-out sessions." They

provided three contacts for hosting venues and we followed up (details below). Additional responses from Medical Me are appear below:

1. Our staff consists of individuals with educational backgrounds in the medical field. At all times, at least two staff members on-site will be CPR-certified. Additionally, we plan to hire a few youth workers to provide them with hands-on experience and career development opportunities in related fields.
2. We plan to use the outdoor playground from **11:00 – 11:30 AM**, prior to campers having lunch and possibly in the afternoon from **3:00 - 3:30 PM**.
3. Drop-off will be between **8:30 – 9:00 AM**, and pick-up between **3:00 – 4:00 PM**. Since we are unfamiliar with the area, please let us know if additional traffic management plans are necessary. Additionally, we would appreciate guidance on available parking for parents during these times.
4. We do not need to leave any large items overnight. Our instructors can bring materials daily, though access to a small storage closet would be helpful if available.
5. The tuition for our one-week summer program will be **\$399 per camper**.

Reference checks provided no reason for concern, consistently reporting Medical Me was responsible, cleaned-up, and feedback from parents of campers was positive. Thanks to Jeannette for her assistance with reference checks. Details follow, for those interested:

**Josh Macnamara**, Recreation Program Coordinator for Spring House Facility in Ardmore, PA .

Josh explained Medical ME has been a program provider since last fall. They use a classroom, without charge. Medical Me has been responsible in terms of appearing and leaving on time, and other classroom users have not complained. First summer camp will be this summer. They've had a really good experience. No issues with instructors. Classes seem interesting. Really great parent feedback.

**Patrick Hughes**, Recreation Supervisor, Howard County Recreation and Parks

Patrick has worked with Robert at Medical Me for 3.5 years. He reports that Robert is good to work with - very responsive, good manager. Aja is his local rep, also well-liked. She's very punctual. They are reliable, responsive, handle their own problems, and clean up well. Parents like the program a lot. The only criticism we've received is that they're more expensive than some other camps. Our facility staff never has had issues with them. They've never caused any damage. Patrick primarily is responsible for the school year program, before and after school and during school breaks.

**Daneisha Nicholas**, CPP, Youth Camps, Teen Programs & Community Outreach Manager,

Recreational Licensed Childcare & Community Services Division, Howard County Recreation and Parks. Daniesha runs the summer camp and reported that Medical Me has run camps there and has been responsible, leaving their areas neat and orderly each day. This program's biggest issue is Medical Me's rapid expansion. Enrollment has increased significantly and very quickly, and the Rec Department is watching carefully to ensure that they don't expand beyond capacity and are staffed appropriately.

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Email 3:

Subject: VOTE: March 2025 Planetarium Request (vote by Thursday, please)

We request your approval of the following proposal, for which I move and Ann seconds, by the end of Thursday, March 20. Whether you approve or oppose, please identify any concerns.

Proposed: Allow the Friends of Arlington Planetarium to use the inside of the LPCC to practice setting up a mobile planetarium for two to three hours, rent-free, with a waiver for self-cleaning, but with an \$800 security deposit, at a mutually agreed time on a weekday. The time may be scheduled no more than five business days in advance.

Background: a mobile planetarium was donated to The Friends of Arlington Planetarium and they asked to use the LPCC to practice setting it up, before their first exhibition on April 6. They provided a certificate of insurance. They expect 2-6 people will need to be at the LPCC for two to three hours. No ladders, tables, or chairs will be required. The mobile planetarium comes on a cart that fits through single doors. Inflated, it's 16 feet in diameter and 10 feet tall. They will need **about five days advance notice of LPCC availability to coordinate the volunteers needed for the test-run**, but it likely can be done on a weekday afternoon or evening. This is in preparation for an April 6 event where they are exhibiting, so it must happen soon. A further test may be needed before the county fair later this summer. But for now, we need only commit to one test.