Neilson, Sarah

From: Neilson, Sarah
Sent: Wednesday, March 13, 2013 5:08 PM
To: betsey ely; 'Veronica Bulgari'; Justine Leguizamo; Gwen Evans
Subject: notes from today’s meeting 3/13/13

Hello,
Informal notes from today’s meeting, below.
Great to see you all!

See you again tomorrow at the Arsenal, lobby, at 9:45 or so. BC Castro and I will be talking with Alessandro and will appear at 9:58, if all goes as planned.

NOTES FROM WSPC EXECUTIVE COMMITTEE MEETING, 3/13/13

Sarah reported:
- Met Bill Kelley
- Meeting Ralph Wednesday afternoon
- Meeting Carl Schurz’s David Williams next week
- Meeting Riverside Park Conservancy’s John Herrold next week
- Events permitting and master schedule—ongoing. Exec Comm and Sarah all agreed we probably don’t need to focus on a tremendous amount of new programming for now.

501c3
- Sarah and BC Castro review with Alessandro Olivieri on Thursday morning. Still planning for 3/20 comments and 3/25 submittal date.

Communications
- Draft RFP review.
- Overview of the new DPR branding and how this might affect our logo process. Sarah to bring materials related to the branding to our next meeting.
- Current timeline for RFP (draft status until Marketing approves on Friday):
  - **Project Schedule and Deadlines:**
    - RFP issued: March 18
    - Proposals due: March 27
    - Veronica, Sarah, Gwen to review proposals: March 28
    - Finalist interviews: April 3, at Arsenal West
    - Selected firm notified: no later than April 5
    - Task 1: to be complete no later than May 3
    - Tasks 2 and 3: to be complete by May 30
- Sarah to add Naomi Usher/Studio Usher to RFP distribution list.

Rollout
- Press office meeting Thursday at 10am sharp!
  - Timeline for WSPC, Sarah hire, NYU gift to the park, etc.

Volunteer Projects
Discussion of volunteer roles and establishing gardening program very soon. Sarah to get advice from David Williams at Schurz next week, then to meet with George V and gardeners to develop a reasonable plan. Then we can get our Nobel Laureate out to help garden!

Board Development
Justine’s friend Tracy Rudd is interested in hosting a friend-raiser among her 10th Street neighbors. We’d like to do this before summer if possible, will keep in mind after roll-out plan is confirmed.
Also Ian Falconer is in the mix for involvement further down the road.
Financials Overview
Sarah in process of getting a whole document together with all the various funds and sources, etc. (ongoing project)

Other topics:
- Sarah to follow up on progress of various maintenance contracts with Chief Yoon and Ralph
- Also the possibility of new & different food vendors
- And moving the hot dog guy away from the Arch view corridor
- Betsey suggested a thank-you luncheon for all those who have helped to launch the Conservancy; all agreed this was a great idea. Also perhaps some flowers/gift for the lawyers, TBD.

Upcoming meetings:
Wednesday, March 27: 10:30am
Thursday March 28: review proposals here at Arsenal West (all invited)
April 3: interview designers 10:30am
April 10: regular Exec. Comm meeting 10:30am
April 17: something social (lunch?) with new members Doug Evans and Emily Kies Folpe

Sarah to set up:
- Meeting with Dave Gruber of CB2, to invite Board to join
- Ann Marie Sumner email hello/meeting invitation
- GVHSP/Andrew Berman for the “secret scoop” on Betsey and Justine 😊

Washington Square Park Administrator
Executive Director Washington Square Park Conservancy
712 408 0207
Sarah Neilson@parks.nyc.gov

NYC Parks
Arsenal West
24 West 61st Street
New York, NY 10023
nycparks.com