

## Bass Lakes Area Environmental Partnership

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### 18 November 2023 - Board of Directors Meeting Minutes

- Commence: 1500
- Adjourn: 1529
- Location: Lisa Adams' home & conference call
- Attendees:
  - President: Lisa Adams
  - Vice-President: Tom Shear
  - Secretary: Heidi Haskins
  - Treasurer: Barb Seiler
  - Director: Linda Irmscher (call-in)
  - Director: Jeanne Kavanagh
- Agenda:
  - EGLE Watershed Council Grant - Deadline 1/19
  - Update on other grants
    - FishAmerica
    - PIG
    - Jaycees
    - CBCW - do we want to apply? Deadline Jan 19
  - CLMP registration for 2024
  - MI Natural Shoreline Partnership (email forwarded separately)
  - Status of potential sponsor list
    - List completion

- Talking points
- When/how to start
- Divvy up the list
- AOB
  
- EGLE Watershed Council Grant - Deadline 19 Jan 2024
  - received call for proposals
  - Lisa proposed that Jeanne submit again using draft of recent grant applications (which Lisa will provide to Jeanne)
    - Jeanne accepted and will submit the grant application
  
- Update on other grants
  - Fish America Grant
    - not awarded
  - PIG Difference Grant
    - notification not received yet; Lisa to follow up regarding anticipated notification timeline
  - Jaycees
    - in review cycle, will follow-up toward end of month
      - note: \$3500 grant awarded 10 Dec 2023
  - CBCW - do we want to apply? Deadline Jan 19
    - Heidi made a motion to pause on CBCW application and re-consider next year; Tom seconded the motion; motion approved by unanimous board vote
  
- CLMP registration for 2024
  - 2024 registration is open
  - Tom made a motion to register Big Bass and Little Bass Lakes for 2024; Lisa seconded the motion; motion approved by unanimous board vote

Wednesday, 20 December 2023

- Lisa will complete online registration of Big Bass and Little Bass Lakes and will forward Barb the transaction receipts for the financial records.
- MI Natural Shoreline Partnership (email forwarded separately)
  - MLSA Conference dates set for 26-27 April in Muskegon, MI
  - education theme for summer 2024: continue shoreline focus
    - Tom made a motion to focus the 2024 summer education theme on “creating, improving and maintaining our fish habitat;” Heidi seconded the motion; motion approved by unanimous board vote
- Status of potential sponsor list
  - List completion: Lisa and Jeanne portions complete; Tom’s portion forwarded to Jeanne to help finish list prior to January
  - Talking points: Lisa still working, but plans to complete prior to commencing solicitations
  - When/how to start: expect to start solicitations in late January - early February
  - Divvy up the list: list division will be completed at January board meeting
- Any Other Business
  - Grant Watch subscription auto-renewed for \$90 with an expiration of 16 Feb 2024
    - Jeanne modified the Grant Watch account removing auto-renewal enrollment
  - Board discussed need for 20 December board meeting
    - Tom made a motion to cancel the 20 December board meeting; Jeanne seconded the motion; motion approved by unanimous board vote
  - Next board meeting will be 17 Jan 2024 at Lisa Adams’ home and dial-in
  - Board determined to maintain convening meetings of the board on the third Wednesday of every month for the 2024 calendar year

- In-progress tasks:
  - Lisa investigate how to share google contacts list and give editing permissions: it is not possible to share google contacts lists with editing permissions
  - (in progress) Barb enter contact list into QuickBooks
  - (in progress) Barb work procedures for Master Guide of contact and information management across board roles
  - (in progress) DASH Boat subcommittee establishment
  - (in progress) Lisa and Jeanne coordinating Big Bass Lake representation for DASH boat subcommittee
  - (in progress) Tom and Heidi coordinating Little Bass Lake representation for DASH boat subcommittee
  - Tom and Lisa coordinating independently for DASH subcommittee member solicitation communications
  - (in progress) Jeanne and Lisa submit application for raffle license.
  - Lisa to validate fees associated with LinkedIn crowdfunding page.
  - (in progress) Heidi, Barb, Jeanne and Lisa gather documents required to complete raffle license pre-approval to request license process
  - Jeanne and Lisa scan and send completed raffle license files to Barb for file retention once complete
  - Lisa notify Earth Gives point of contact that BLAEP will not be participating in 2023
  - Lisa and Barb coordinate Treasurer's Report format and content
  - (in progress) Lisa, Linda and Tom each collect contact names/information for assigned 1/3 of potential sponsors list by end of December

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- (in progress) finalize potential sponsor information packet
- (in progress) Barb draft annual budget for board review at future board meeting
- (in progress) Lisa update draft sponsor form
- (in progress) Lisa draft sponsor engagement speaking points
- (in progress) Lisa follow up with PIG grant regarding expected notification timeline
- (in progress) Jeanne working EGLE Watershed Council Grant

- Upcoming Deadlines:

- 19 Jan 24: EGLE Watershed Council Grant (Jeanne submitting application to meet deadline)
- 15 Mar 24: Lake County Community Foundation Grant
- TBD Sep 24: Grant Station subscription eligibility for eligible TechSoup members
- December 2024: re-evaluate if going to apply for 2025 CBCW grant cycle