

Bass Lakes Area Environmental Partnership

20 September 2023 - Board of Directors Meeting Minutes

- Commence: 1459
- Adjourn: 1612
- 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 (absent)
- Agenda:
 - Annual meeting date 2024
 - Treasurer's report
 - Possible grants
 - Sponsor packet: edits/how will we solicit
 - Update on benthic mats
 - AOB
- Annual meeting date 2024
 - potential dates are 8, 15 or 22 June 2024

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- Lisa will confer with BBLBLPOA leadership to ask when they are planning to hold their early summer meeting in order to ensure meetings are de-conflicted
- BLAEP meeting date determination pushed to 06 October board meeting
- Treasurer's report
 - \$21 in donations received since last meeting: \$20 donation, \$1 from PayPal giving fund
 - \$110 in expenditures since last meeting: \$90 for 3 month GrantWatch subscription, \$20 for annual LARA license
 - 2 - \$5000 3-month CDs purchased from LOSB (01 September 2023 - 01 March 2024)
 - 6 month at 2.25% interest, estimated interest to be earned at maturation is \$112.82
 - CDs will auto-roll if not cashed out at maturation
 - both CDs are secured in fireproof lockbox at Treasurer's residence
 - Treasurer continues to fine-tune chart of accounts in QuickBooks
- Possible grants
 - GrantWatch 90 day subscription purchased; the following grants are grants identified that we may qualify for
 - PIG Difference Grant
 - focused on restoration, conservation and protection through projects executed, not for research
 - first deadline is 14 October; multiple deadlines throughout the year
 - Lake County Community Foundation Grant
 - missed the September deadline
 - next deadline for application is 15 March 2024
 - Great Lakes Energy People Fund Grant
 - Lisa will check to see if BLAEP is eligible and competitive
 - James M. Cox Foundation

- deadline is 15 October
- Grass Roots Fisheries Habitat Improvement Projects
 - deadline was 18 September, but extension granted to Friday, 22 September due to technology based communication breakdown
 - grant maximum is \$25,000 for hands-on type project (not research), matching funds are desired but not required
 - DNR endorsement letter required to be included in completed application package
 - Joe Noehner of Michigan DNR to provide endorsement letter
 - Lisa working to finalize application for submission to meet 22 Sep 2023 deadline
- Sponsor packet: edits/how will we solicit
 - draft packet sent to board via email for independent review prior to meeting
 - line by line review of potential sponsors list conducted
 - Lisa will divide potential sponsors list into thirds; Lisa, Tom and Linda will each gather contact names/information for potential sponsors on the list
 - due to Lisa by Thursday, 28 Sep
 - once contact information collected and collated, potential sponsors will be contacted and provided with information packets assembled
- Update on benthic mats
 - Lisa contacted EGLE Cadillac representative who connected her with proper EGLE points of contact regarding Benthic Mat project permits (Eric Collabro and Susan Conradson) for clarification
- Any Other Business
 - Grant Station 1-year subscription
 - Barb received email that TechSoup members were eligible for \$99 (reduced from \$700 fee) 1 year Grant Station subscription, offer expires at 5pm(PST) on 20 Sep
 - Lisa made a motion to not subscribe this year, but to look at as option for next year if a similar offer become available; Tom seconded the motion

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- unanimous board vote approved motion
- Annual Budget Development
- Barb will draft proposed annual budget for board review at 06 Oct board meeting

- In-progress tasks:
 - (in progress) Lisa investigate how to share google contacts list and give 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
 - (complete) Jeanne process Grant Watch subscription for 3 month term
 - (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 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
 - (in progress) Lisa request addition to 2024 Ludington Area Jay-Cees Charity Monday putt-putt golf calendar (information email sent from Lisa to point of contact)
 - 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
 - (complete) Jeanne process Grant Watch 3 month subscription

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- (complete) Jeanne and Lisa conduct first pass review of potential Grant Watch grants
BLAEP is eligible for
- (complete) Lisa assemble initial DASH Boat sponsor packet
- (complete) Lisa generate initial list of potential DASH boat sponsor businesses
- (complete) Barb process purchase of \$10,000 6 month CD at LOSB
- reschedule 15 November board meeting as agenda item at 06 October meeting
- (complete) Heidi review conflict of interest policy and distribute to the board if board review/action is required for September meeting.
- (in progress) Lisa, Linda and Tom each collect contact names/information for assigned 1/3 of potential sponsors list by 28 Sep 2023
- (in progress) finalize potential sponsor information packet
- (in progress) Barb draft annual budget for board review at 06 Oct board meeting
- (in progress) finalize 2024 Annual Public Meeting date at 06 Oct board meeting

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- Upcoming Deadlines:

- 14 Oct: PIG Difference Grant
- 15 Oct: James M. Fox Foundation Grant
- TBD Oct: Great Lakes Energy People Fund Grant
- 15 Mar 24: Lake County Community Foundation Grant
- TBD Sep 24: Grant Station subscription eligibility for eligible TechSoup members