

## Bass Lakes Area Environmental Partnership

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### 16 May 2023 - Board of Directors Meeting Minutes

- Commence: 1500
- Adjourn: 1630
- Location: Lisa Adams' home and Zoom
- Attendees:
  - President: Lisa Adams
  - Vice-President: Tom Shear
  - Secretary: Heidi Haskins
  - Treasurer: Barb Seiler (confirmed 07 May 23 by electronic vote of board; MFR did 16 May 23)
  - Director: Linda Irmscher (Zoom)
  - Director: Jeanne Kavanagh
- Agenda:
  - Welcome Barb as the new Treasurer
  - Agenda for 10 June Bass Lakes AEP annual meeting
    - Logistics
    - Menu
    - Connect with Erick Elgin
    - Rain date
    - Yard signs and other advertising
  - Progress on PayPal account to include fees in donations, Venmo
  - CLMP logistics, etc

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- Any Other Business
  
- Welcome Barb as the new Treasurer
- Agenda for 10 June Bass Lakes AEP annual meeting
  - Agenda
    - (Lisa) Welcome & Board Intro
    - (Lisa) Brief Organizational History
    - (Lisa) CLMP update
    - (Tom) DASH Boat & campaign kick-off
    - (Lisa intro) Erick Elgin: brief presentation, Q&A, hand pulling EWM breakout session
    - Q & A opportunity
    - break for fundraiser lunch and breakout session
  - Logistics
    - items for guests to bring:
      - own lawn chair
      - checkbook
      - swim suit/towel if want to snorkel during breakout session
    - organizational:
      - (Tom) microphone and amp
      - (Tom & Heidi) signs for parking and announcing meeting
        - Lisa proposed motion to buy 10 yard signs from Amazon for approximately \$35; Tom seconded the motion; unanimous board approval to buy yard signs. Motion amended to include self-laminating film for signs.
          - Heidi will procure signs and self-laminating film from Amazon.

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- Heidi & Barb will put signs together once materials received
- Signs announcing the meeting will be placed on roads around the lake by May 26, prior to Memorial Day weekend
- parking signs will be placed on morning of event
- lunch position assignments:
  - DASH Donation Table: Tom & Lisa (notebooks each to collect address/email info to receive tax deductible donation letters); donation jars needed; donation thermometer needed
  - Cooking/Grilling: Phil
  - plating food: Jeanne, Heidi (nitrile gloves)
  - food donation collection: Barb (will have petty cash for change); will have cash bag
    - Heidi procure petty cash for change
- Menu
  - recommended donation \$10/plate
    - plate = hotdog or 2 pulled pork sliders, scoop of coleslaw, chips, 1 soda or water
  - plated event: plates, napkins, forks, ice
    - pulled pork: slider buns, BBQ sauce (red & Carolina style)
    - coleslaw
    - hotdogs: buns, ketchup, mustard, relish
    - chips
    - soda: mix of cola, diet cola, clear/caffeine free (i.g. Coke, Diet Coke, 7-Up/Sprite)
    - water (bottled)
    - cookies (2 doz each)
      - Lisa: peanut butter

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- Jeanne: chocolate chip
- Barb: oatmeal raisin
- Connect with Erick Elgin
  - Lisa will coordinate conference call/Zoom meeting with Erick Elgin, Lisa, Tom & Heidi on Monday, 05 June 2023
- Rain Date
  - no alternate date or location needed; in case of rain meeting will be conducted in pole barn/garage or screen porch depending on number of attendees
- Yard signs and other advertising
  - Announcement signs will be placed at Lisaius Ln/Mac Road, both entrances to Heritage Bay, Big Bass Boat Launch and multiple locations around Big Bass Lake at beginning of Memorial Day weekend.
  - meeting will also be advertised in email distribution and in Friends of Big Bass and Little Bass Lakes Facebook group
  - Lisa will post a notice on the Natahka Convenience store door
- Progress on PayPal account to include fees in donations, Venmo
  - will be troubleshoot and completed once Quickbooks formatting is complete. Heidi will ask Phil for technological assistance if needed.
- CLMP logistics, etc.
  - Tom and Heidi picked up DO meter and Chlorophyll sampling materials (readings to be taken Wednesday).
  - Heidi will coordinate DO meter transfer with Jeanne after readings completed.
  - any equipment transfers will be coordinated independently between volunteers conducting each sample type between Big Bass and Little Bass lakes.
- Any Other Business
  - Lake County Sheriff soliciting charitable organizations to donate can/bottle drive funds. Lisa will reach out to see if the Lake County Sheriff would like to consider making a

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donation to BLAEP. If so, she will attempt to coordinate presentation for 10 June public meeting.

- Jeanne is working EGLE grant application (due 17 May). Submit any recommended edits to Jeanne by early evening 16 May.
- Treasurer's report reviewed; copy retained on file with Treasurer.
- donation and nice note received; board had opportunity to review note
- notification from State Lottery Board received; additional information is required to qualify BLAEP to apply for raffle license. Jeanne will work to get township endorsement. Heidi & Barb will collect required financial documents (990 or treasurer's report, and proof of bank account in organization name). Lisa will provide requested copy of Articles of Incorporation.
- Hail and Farewell event (spouses included) will be held welcoming Barb on Friday, 07 July at 6pm at Tom and Heidi's home.

- In-progress tasks:

- Heidi, Jeanne and Lisa conduct financial review with Peter Zaparo: to be coordinated once financial record transition is complete.
- (complete) stuffing and mailing of letters to LBL riparians
- Grant Watch subscription
- (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

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- (complete) Tom drafting letter to Little Bass Lake riparians (milfoil hand pulling, annual public meeting, fundraising opportunities)
- (complete) Jeanne coordinating purchase of six CLMP signs
- (complete) Heidi process subscription to QuikBooks from Tech Soup
- (in progress) Heidi complete Treasurer record review and transition to QuikBooks
- Tom and Lisa coordinating independently for DASH subcommittee member solicitation communications
- (complete) Heidi purchase stamps and envelopes.
- (in progress) Jeanne submit application for raffle license.
- Lisa validate fees associated with LinkedIn crowdfunding page.
- Lisa coordinate 05 June conference call/Zoom meeting with Erick Elgin
- Heidi get petty cash for change for 10 June meeting
- Heidi order yard signs and laminating film for 10 June meeting announcement and parking signs
- Heidi and Barb assemble signs
- Heidi and Tom procure menu requirements for 10 June fundraising lunch
- Heidi, Barb, Jeanne and Lisa gather documents required to complete raffle license pre-approval to request license process