

## Bass Lakes Area Environmental Partnership

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### 15 March 2023 - Board of Directors Meeting Minutes

- Commence: 1459
- Adjourn: 1608
- Location: Lisa Adams' home
- Attendees:
  - President: Lisa Adams
  - Vice-President: Tom Shear
  - Secretary: Heidi Haskins
  - Treasurer: Heidi Haskins (Temporary)
  - Director: Linda Irmscher (absent)
  - Director: Jeanne Kavanagh
- Agenda:
  - Lake Association response from Jamie Fellingner
  - CBCW grant - should we still get signs for boats?
  - CLMP volunteer email
    - separate message to Laura McKay and Deb Truszkowski
    - does Bert want to attend the MLSA conference?
  - MLSA membership - \$50 by May 1
  - New board member
  - Treasurer volunteer?
  - QuikBooks
  - Schedule financial review with Peter Zaparo

Wednesday, 29 March 2023

- Review draft letter to LBL riparians
    - schedule face-to-face and Zoom meeting(s)
  - review draft message to BB and LB riparians for DASH subcommittee
    - committee still needs a leader
  - Update on LinkedIn for nonprofits
  - Fundraiser ideas - DASH and general
  - Any Other Business
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- Lake Association response from Jamie Fellingner
    - Lake Association is in concurrence with de-coupling annual public meetings moving forward. Bass Lakes AEP annual public meeting scheduled for 10 June 2023 at 8449 W. Lisaius Ln (Tom Shear and Heidi Haskins' residence)
  - CBCW grant - should we still get signs for boats?
    - not awarded for 2023
    - cost of six signs for CLMP boats (2 BBL, 1 LBL) is \$253.17.
      - Tom proposed motion to purchase six signs for \$253.17; Jeanne seconded the motion; motion approved with unanimous vote to purchase six signs for \$253.17. Jeanne is coordinating sign purchase.
  - CLMP volunteer email
    - Laura McKay volunteering for Big Bass Lake; CLMP training to be completed online.
    - Bert will not be attending the MLSA conference
  - MLSA membership - \$50 by May 1
    - Tom proposed motion to pay \$50 membership fee; Lisa seconded motion; motion approved with unanimous vote. Lisa to process renewal and submit receipt to Heidi. \*\*Renewal completed 18 March 2023.
  - New board member

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- Lisa received one reply to her email for board member volunteers expressing interest in becoming a board member. Lisa followed up regarding the position. After discussing what the position required, the interested volunteer declined, but wanted to support BLAEP through a donation.
- Treasurer volunteer?
  - no volunteers to date
- QuikBooks
  - QuikBooks is available to qualifying 501(c)3 organizations through Tech Soup for an annual fee of \$75 per year (QuikBooks online, 5 log-ins, Intuit online support included).
  - Lisa proposed motion to purchase QuikBooks via Tech Soup for \$75 per year; Jeanne seconded; motion approved by unanimous vote. Heidi process subscription through Tech Soup.
- Schedule financial review with Peter Zaparo
  - Heidi to coordinate independently with Peter Zaparo once Treasurer record review and transition complete.
- Review draft letter to LBL riparians
  - Tom submitted draft to board for review. Board review complete; annotations recorded separately.
  - no face-to-face or Zoom meetings outside of planned annual public meeting required at this time; will re-visit in the future if necessary
- Review draft message to BB and LB riparians for DASH subcommittee
  - draft message in progress; to be reviewed at future meeting
  - Tom Shear volunteered to be DASH subcommittee chair
  - Tom to draft letter requesting subcommittee volunteers/donation requests
  - Tom and Lisa to coordinate independently for committee solicitation message
- Update on LinkedIn for nonprofits

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- Lisa attending online webinars for information in the resource hub on 22 March, 05 April, 19 April, 03 May and 31 May. Webinars include information about how to get noticed, fundraising and raising interest in the organization
- Fundraiser ideas - DASH and general
  - brainstorming ideas:
    - treat meeting as fundraiser event and collect donations for light meal (Heidi and Jeanne researching any rules guidance for fundraising/sales tax requirements/etc)
    - 50-50 raffle
    - raffle
    - cookie contest
    - cake walk
    - sponsors for the organization (Lisa to work proposal)
      - add to boat signs, newsletter, would be an annual sponsorship cycle
  - each board member draft proposal for any fundraising ideas they have, to include method of execution/rules/etc, and submit to all members of the board not later than 12 April 2023.
    - board members will brief their respective ideas at the April board meeting and the board will vote which fundraising options to select for 2023.
- Any Other Business
  - \$1985.00 in Benthic Mat project fund to be re-allocated to General Fund.
  - Save-the-Date flyer needed for 10 June annual public meeting. Will be posted on website, Facebook, sent via email, etc. Lisa drafting.
  - Potential continuous DO monitoring project in LBL and potential joint grant application
    - Lisa has not received additional communications from MSU Extension or DNR points of contact. She will reach out again to see if project/grant application will move forward.
      - Board approved moving forward with continuous DO monitoring if MSU Extension and DNR were pursuing project and grant funds.

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- if grant application includes herbicidal component, meeting will be scheduled for Little Bass Lake riparians to determine participation status
  - if continuous DO monitoring project is moving forward, BLAEP will invite DNR point of contact to provide informational briefing at 10 June public meeting
- In-progress tasks:
- Heidi, Jeanne and Lisa conduct financial review with Peter Zaparo: to be coordinated once financial record transition is complete.
  - (complete) Lisa contact Jamie Fellingner of BBLBLPOA regarding 2023 public meetings
  - stuffing and mailing of letters to LBL riparians
  - Grant Watch subscription
  - (complete) Linda send Lisa sponsorship resources information
  - (in progress) DASH Boat subcommittee establishment (not later than April 2023)
  - (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
  - (complete) Lisa to send email soliciting volunteers from each lake
  - (complete) Lisa sending email soliciting volunteers for vacant board positions (Treasurer, Director)
  - Tom to call potential Treasurer candidate to see if interested. If they decline, Lisa will call additional potential Treasurer candidate.
  - (complete) Heidi and Lisa to schedule review of Treasurer's records that Ruthanne returned to Lisa: scheduled for 1100, 24 Feb 2023. Jeanne will attend as well.
  - (in progress) Tom drafting letter to Little Bass Lake riparians (milfoil hand pulling, annual public meeting, fundraising opportunities)
  - (complete) Lisa confirm Erick Elgin availability for 10 June 2023 milfoil hand pulling event and material/logistic support requirements that he has.

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- (complete) Heidi to coordinate completion of remaining conflict of interest certification
- Jeanne coordinating purchase of six CLMP signs
- (complete) Lisa process MLSA membership renewal
- 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
- (in progress) Lisa drafting Save-the-Date flyer for 10 June public meeting