

## Bass Lakes Area Environmental Partnership

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### 28 April 2022 - Board of Directors Meeting Minutes

- Commence: 1500
- Adjourn: 1605
- Location: Lisa Adams' home and Zoom
- Attendees:
  - President: Lisa Adams
  - Vice-President: Tom Shear
  - Secretary: Heidi Haskins
  - Treasurer: Ruthanne Gilbert
  - Director: Linda Irmscher (Zoom)
  - Director: Jeanne Kavanagh
- Agenda:
  - MI Sales Tax License and Treasurer's Report
  - T-shirt Sales Logistics
  - Score the Shore in July
  - MSU Mobile Boat Wash and AIS Blitz (02 July 2022)
  - CD3 Boat Cleaning Station and DNR Funding
  - Re-schedule May Board of Director's Meeting
  - Any Other Business
- MI Sales Tax License and Treasurer's Report

Sunday, 08 May 2022

- Must register for MI Sales Tax license if will execute continuous sales of T-shirts as on-going fundraising event
  - Lisa to apply for Bass Lakes AEP account on Michigan Treasury Online (MTO)
  - Lisa to submit Form 518 to obtain MI Sales Tax License (Note: Form 518 submitted via US Mail 03 May 2022)
- Treasurer's Report submitted separately and retained on file.
- Lisa to contact Joe Tomaszewski (CPA property owner on Big Bass Lake who volunteered to perform 2022 financial audit) to determine timing and documentation required to perform the 2022 audit.
- Jeanne will review PayPal account to determine how to remove Jeanne from the Bass Lakes AEP PayPal account, and add Ruthanne
- Bass Lakes AEP P.O. Box key transferred from Jeanne to Ruthanne
  
- T-shirt Sales Logistics
  - Lisa to send out email about how to order, and will send draft email to board for input and review prior to publishing
  - T-shirt orders will be taken via hard copy order form, funds will be collected at time of order.
    - Heidi Haskins and Tom Shear will process orders and retain order forms on file. All funds collected will be given to Ruthanne for deposit and processing.
  - T-shirt inventory will be provided via email to Lisa (completed 02 May 2022)
  
- Score the Shore
  - Plan for July execution
  - Lisa sent out citizen scientist invitation to the Bass Lakes AEP e-mail distribution list
  - Cooperative Lake Monitoring Program (CLMP) annual training will be online on 10 May

Sunday, 08 May 2022

- Lisa created shoreline division diagrams for Big Bass and Little Bass Lakes score the shore evaluations
  - Little Bass Lake file will be sent to Tom and Heidi
  
- Mobile Boat Wash and AIS Blitz (02 July 2022)
  - Mobile boat wash will occur regardless of weather
  - AIS Blitz will be re-scheduled in case of inclement weather
  - Lisa has applied for required permit to conduct both events at the Big Bass Lake boat launch
  
- CD3 Boat Cleaning Station
  - Lisa communicated with Ron Monroe of MI DNR discussing that DNR funds were available, with the stipulation that it was a fund-matching initiative, to purchase a boat cleaning station for Big Bass Lake boat launch. Terms of DNR funding availability are: submit a proposal, and have matching funds on-hand.
  - Plan to submit for execution in 2023.
  - This may also be an option to submit for Clean Boat Clean Water grant funding in 2023.
  - All board members are requested to provide input on which CD3 boat cleaning model would be the best option.
  
- Re-schedule May 2022 meeting
  - 26 May 2022 meeting rescheduled to 1500, 17 May 2022
  
- Any Other Business
  - Bert Merman (Big Bass Lake CLMP volunteer) to attend Michigan Lakes and Streams Association (MLSA) conference 6-7 May, in addition to Lisa and Heidi

- In-progress tasks:
  - Assign POC within group for each grant we may be eligible for.
    - Assigned POC conduct provide summary of grant, review to validate criteria met for grant, and generate initial draft of grant application paperwork required.
  - (Lisa Adams) State Representative Constituent meeting schedule
  - Internship development discussion
  - Michigan Anglers and Boaters pamphlet acquisition and placement locations.
  - (Lisa Adams) Bass Pro Shops - Cabela's Outdoor Fund quarterly report due in March. (in progress)