

## Bass Lakes Area Environmental Partnership

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### 06 October 2023 - Board of Directors Meeting Minutes

- Commence: 1502
- Adjourn: 1548
- Location: Tom Shear and Heidi Haskins' home & conference call
- Attendees:
  - President: Lisa Adams
  - Vice-President: Tom Shear
  - Secretary: Heidi Haskins
  - Treasurer: Barb Seiler
  - Director: Linda Irmischer (call-in)
  - Director: Jeanne Kavanagh (absent)
- Agenda:
  - Update on Sponsor list
  - Update on grant status
  - June 2024 meeting date
  - Treasurer's Report and draft 2024 budget
  - Labor Day Fishing Tournament plaque
  - November board meeting?
  - AOB
- Update on Sponsor list
  - Lisa drafted sponsorship form. Board reviewed and provided input for recommended changes:
    - addition of dollar amounts under named donation categories

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- addition of annual meeting date, time and location
- addition of due date for form return (31 Mar 24)
- addition of mailing address and email to return form to
- List of Potential sponsors contact info is one third complete; remaining two thirds of list are in progress, completion anticipated in November.
- Potential sponsor engagement plan
  - divide list between board members and contact either in person (in pairs if desired), electronically or via phone
  - start contacting at beginning of 2024
  - Lisa developing speaking points guide to facilitate consistent messaging from all board members
- Update on grant status
  - Fish America Grant
    - submission complete and acknowledgement of receipt received
    - mid-October anticipated release date of award results
  - PIG Difference Grant
    - application submitted and acknowledgement of receipt received
  - Lake County Community Foundation
    - letter sent
    - application due date is 15 March 2024
  - Great Lakes Energy People Fund
    - missed 01 Oct deadline for Letter of Interest (LOI) submission
      - Lisa will inquire if can still submit late LOI and application due 15 Oct
    - applications due 15 Oct
  - Stuart Mott Foundation

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- Application deadline very soon. If application is not too complicated to complete we will apply, otherwise we will wait for another opportunity at a later date.
- MI Invasive Species Grant Program
  - due 01 Nov; often awarded at CISMA level and for projects with a larger area impact; \$5000 limit for equipment
  - not going to apply this year, but is a more beneficial option once DASH boat is procured to help with operating expenses (i.g. replacement of single use supplies and materials, etc)
- Jeanne found DNR grant that we may be eligible for. Jeanne will re-send Lisa the information to determine eligibility.
- June 2024 meeting date
  - Lisa made a motion to hold the 2024 Annual Public Meeting at 10am on Saturday, 22 June 2024 at the Irmischer barn; Barb seconded the motion
    - motion approved by unanimous board vote
- Treasurer's Report and draft 2024 budget
  - \$1000 donation received (name retained in Treasurer's documents); thank you note sent
  - \$10,522.64 in LOSB
  - \$10,000 in two 6-month CDs
  - draft 2024 budget in progress
- Labor Day Fishing Tournament plaque
  - \$10.10 engraving fee for plaque
  - winner of the tournament was the Pitcher family
    - Lisa will contact the family to coordinate plaque presentation (sometime this winter or at the June 2024 Annual Public Meeting)
- November board meeting?
  - currently scheduled for 15 November; however, 2 board members are not available to attend

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- re-scheduled to 1500 on 18 November at Lisa Adams' home
- Any Other Business
  - EGLE watershed sediment and water quality testing program accepting applications
    - Lisa will submit applications for Big Bass and Little Bass lakes. If only one lake can be submitted, she will submit Big Bass Lake in order to get baseline sediment testing results herbicide has been consistently implemented in Big Bass Lake.

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- 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
  - (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
  - (in progress) Lisa, Linda and Tom each collect contact names/information for assigned 1/3 of potential sponsors list by November
  - (in progress) finalize potential sponsor information packet
  - (in progress) Barb draft annual budget for board review at 18 Nov board meeting
  - (complete) finalize 2024 Annual Public Meeting date at 06 Oct board meeting

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- (in progress) Lisa update draft sponsor form
- (in progress) Lisa draft sponsor engagement speaking points

- Upcoming Deadlines:

- (complete, submitted) 14 Oct: PIG Difference Grant
- (complete, not eligible) 15 Oct: James M. Fox Foundation Grant
- 01 Oct (LOI)/15 Oct (Application): Great Lakes Energy People Fund Grant
- 01 Nov: MI Invasive Species Grant Program
- 15 Mar 24: Lake County Community Foundation Grant
- TBD Sep 24: Grant Station subscription eligibility for eligible TechSoup members