

Bass Lakes Area Environmental Partnership

21 June 2023 - Board of Directors Meeting Minutes

- Commence: 1501
- Adjourn: 1625
- Location: Lisa Adams' home and dial-in
- Attendees:
 - President: Lisa Adams
 - Vice-President: Tom Shear
 - Secretary: Heidi Haskins
 - Treasurer: Barb Seiler
 - Director: Linda Irmscher (dial-in for beginning of meeting)
 - Director: Jeanne Kavanagh
- Agenda:
 - Recap/lessons learned from June 10 annual meeting
 - Thank you note for the board to sign for us to give to Sheriff Martin and Erick Elgin
 - Discussion, then vote on disposition of semi-perishable leftovers (soda, chips) from the 10 June fundraiser picnic lunch. Bottled water, plates, silverware and 1 unopened ketchup can all be retained for another event (I donated napkins because I had a ton of them.). One of the ideas I had was a "Pick Any 2 for \$1" sale at the AIS Blitz on 01 July....pick any combination of two soda, water or chips for \$1.
 - Report on findings of financial review conducted with Peter & Maureen Ziparo 10 June 23
 - Treasurer's report
 - Insurance policy renewal
 - Raffle license application
 - Newsletter

Tuesday, 11 July 2023

- Amount \$\$ donated to DASH boat campaign
 - Events
 - AIS Blitz, boat launch, July 1, 10:00-4:00 (change date because of BBL activities?)
 - Fishing outing Labor Day weekend
 - Any other "fundraising" events?
 - Link to Erick's demo
 - Link to annual report
 - What we do with donations (CLMP, continuing education, etc)
 - Any Other Business
- Recap/lessons learned from June 10 annual meeting
- posted signs were effective; continue using for future meetings and events
 - request responses for interest in fundraiser food donations to help determine amounts of food to procure and prepare
 - next annual meeting consider hosting on Big Bass Lake - maybe in the Irmscher's field? Linda indicated that that would work and that there's plenty of parking. Follow up once planning commences for next annual public meeting.
 - potential guest speakers for next year's annual meeting
 - Jo Latimore or Joe Noehner
 - potential focus for next year's education events: "Year of the Fish Stick"
- Thank you note for the board to sign for us to give to Sheriff Martin and Erick Elgin
- all board members present signed, Linda requested Lisa to sign for her
- Discussion, then vote on disposition of semi-perishable leftovers (soda, chips) from the 10 June fundraiser picnic lunch. Bottled water, plates, silverware and 1 unopened ketchup can all be retained for another event (I donated napkins because I had a ton of them.). One of the ideas I had was a "Pick Any 2 for \$1" sale at the AIS Blitz on 01 July....pick any combination of two soda, water or chips for \$1.
- leftover beverages available at AIS Blitz: \$1 donation for a bottle of water or soda

Tuesday, 11 July 2023

- Report on findings of financial review conducted with Peter & Maureen Ziparo 10 June 23
 - report provided by email from Secretary on 15 June 2023 for board review prior to meeting
 - overall review was positive
 - minor changes that were recommended to improve processes were implemented
 - board thanked Heidi for efforts as Interim Treasurer
- Treasurer's report
 - reviewed format of standard reports available in QuickBooks
 - hard copy reports were retained on file with Treasurer
 - Barb will investigate getting CD as LOSB to include criteria and terms of CDs and will review with the board at the next meeting
 - thank-you letter template location reviewed
- Insurance policy renewal
 - renewal payment due prior to 03 Aug 2023
 - Lisa made a motion to renew the policy for \$590; seconded by Jeanne; unanimous board approval to renew insurance policy for \$590
 - Treasurer to submit payment to Cole Insurance Agency of Baldwin, MI
 - copy of current list of Board of Directors will be submitted with payment
- Raffle license application
 - if Elk Township signs required form at the July Township Board meeting, all other forms and required documentation for certification to apply for raffle license will be completed and sent to state Charitable Gaming office for review and approval
 - if Elk Township does not sign form, the board will re-evaluate next steps to facilitate moving forward
- Newsletter (update on status of DASH Boat Campaign)
 - include amount donated to DASH boat to date
 - upcoming events

Tuesday, 11 July 2023

- AIS Blitz 01 July at Big Bass Lake Boat Launch from 1000-1600; no change in date even though multiple events on Big Bass Lake during that day
- fishing outing over Labor Day Weekend
 - Lake Association is making donation to BLAEP for purchase of trophies/ribbons for kids
 - will run from Friday to Monday morning of Labor Day Weekend
 - quote for trophies and ribbons TBD
- Any other "fundraising" events?
 - Board discussed having other formal fundraising events this summer, and overall determination was that BLAEP would continue to solicit donations, but not conduct formal fundraising events at this time due to board member schedule constraints.
- Link to Erick's demo
- Link to annual report
- What we do with donations (CLMP, continuing education, etc)
- Any Other Business
 - AIS Blitz: Heidi pick up easel, table, swag, canopy, etc from Lisa on 30 June and poster from Jeanne on 30 June
 - DASH Boat Funds: we currently have enough funds collected that if there is a grant that we qualify for that would pay for the DASH Boat and requires matching funds, we could apply.
 - Board discussed process and actions required to complete raffle license pre-qualification submission.
 - reminder: Hail for Barb on 07 July at 6pm at Tom and Heidi's

- In-progress tasks:

- (in progress) Lisa investigate how to share google contacts list and give editing permissions
- (complete) Lisa draft newsletter update and distro to board - target release prior to AIS Blitz
- (complete) Lisa bring easel, canopy, table, swag to coffee for Heidi to pick up
- (in progress) Lisa request that BLAEP be added to August BBLBLPOA meeting agenda for Tom to present DASH Boat Campaign info
- (in progress) Tom put together DASH Boat Campaign elevator speech for 12 Aug BBLBLPOA meeting presentation
- (in progress) Barb will contact LOSB to investigate CD options for discussion at July meeting
- (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) Barb issue payment for insurance policy renewal
- (in progress) Barb send board updated DASH Boat funds collected to date
- (in progress) Barb send board donation listing by donor to date
- (complete) Jeanne work poster for AIS Blitz
- (complete) Heidi pick up AIS Blitz materials from Jeanne and Lisa on 30 June
- 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
- Tom and Lisa coordinating independently for DASH subcommittee member solicitation communications

Tuesday, 11 July 2023

- (in progress) Jeanne 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
- (complete) preparations to conduct 01Jul23 AIS Blitz at Big Bass Lake boat launch