

# Bass Lakes Area Environmental Partnership

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## 16 January 2022 - Board of Directors Meeting Minutes

- Commence: 1500
- Adjourn: 1619
- Location: Lisa Adam's home and via Zoom
- Attendees:
  - President: Lisa Adams
  - Vice-President: Tom Shear
  - Secretary: Heidi Haskins
  - Treasurer: Jeanne Kavanagh
  - Director: Linda Irmischer (via Zoom)
  - Director: Tom Stinson (absent)
- Agenda:
  - Little Bass Lake Benthic Mat Project Update (Lisa)
  - BLAEP Fundraiser Success (Jeanne)
  - EGLE Grant Submission for Big Bass Lake (Lisa)
  - 2021 Complete Financial Report (Jeanne)
  - 2021 Annual Report Discussion (all, example distributed for review)
  - Bass Pro and Cabela's Outdoor Fund Grant Update (Tom Stinson)
  - Laird Norton Grant Update (Lisa)
  - T-shirt Graphics Update (Tom Shear)
  - Any Other Business

- Little Bass Lake Benthic Mat Project
  - Project is evolving into joint Big Bass Lake, Little Bass Lake project because additional planning sessions with Long Lake representative, EGLE representative and MSU representative determined that three test sites are necessary for the pilot; test site 1 - apply herbicide and then lay mat over milfoil (Big Bass Lake site TBD) and transplant native vegetation, test site 2 - lay mat over milfoil and transplant native vegetation, test site 3 - hand-pull milfoil, lay mat over site and transplant native vegetation.
  - Lisa to send video to group showing technique recommend to transplant native vegetation over top of benthic mat.
  - Coordination and pilot parameter development still in progress.
  - Fundraising goal to support pilot was met, but project partnership needs to finalize type of burlap to use for the pilot on Bass Lakes and Long Lake to determine final cost of project.
  - We need to identify specific test sites in Big Bass and Little Bass Lakes and complete permit requests by end of February 2022 to support spring/summer of 2022 pilot execution.
  - Pilot development continues. Coordination and questions are in progress via email exchanges between EGLE, MSU, Long Lake and BLAEP. In person meeting coordination is pending.
  - Tom Shear to generate benthic mat project permission letter draft for property owners once pilot sites identified. Lisa will send Tom an example of one she used previously.
- Pilot Project Fundraiser Success
  - \$1985 in total donations received
  - \$23.84 paid in fees for PayPal donations
  - \$1961.16 net total of pilot project fundraiser
- EGLE Grant for Big Bass Lake
  - EGLE has submitted proposal for \$80,000 grant for revegetation of Diver Assisted Suction Harvest (DASH) sites in Michigan lakes. Big Bass Lake was selected as one of the revegetation sites for this proposal. Initial proposal submission yielded invitation for EGLE to submit a full proposal. Final grant status is pending full proposal review.

- 2021 Financial Report
  - Report received as separate document. Recommended changes are annotated on hardcopy report. Jeanne will incorporate the changes.
  - Discussion of financial report specifics determined that Lisa would solicit lake residents for accountant/retired accountant to conduct independent review of financial files to ensure that the organizational records are in a format that ensures we are audit ready. External audit is required at close of fiscal year (FY) 2022.
- 2021 Annual Report
  - Discussed general content and format. Lisa to create draft and distribute to directors for recommended edits.
- Bass Pro and Cabela's Outdoor Fund Grant Update
  - Lisa provided update based on last phone call with Tom Stinson
    - \$2000 grant awarded to use for prizes over several years
  - Additional information required:
    - What format is the grant in? (i.g. money, gift cards, merchandise, etc)
    - Where will items be stored? Inventoried (by whom and periodicity)
    - Organizational copies of grant application, award notification, etc are required for file.
- Laird Norton Foundation Grant Update
  - Lisa spoke to Trout Unlimited representative (Trout Unlimited is distributing Laird Norton grant funds) who indicated that grant funds of approximately \$6000 would be issued to Bass Lakes AEP during the week of 17 January 2022.
- T-shirt Graphic Update
  - Tom presented graphic draft to group for review and input. Overall consensus was that it was a good start, and ready to take to local shop for initial cost estimate.
  - Discussion included option to put large graphic image on shirt back and small logo on shirt front.

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- Each board member to submit three positive attributes of what they enjoy about the lake to Tom.
- Tom and Lisa will plan meeting with vendor (O'Keefe's Reef) for initial cost estimate.
- Additional Business:
  - Conflict of Interest Policy form needs to be signed and returned for any board members that have not completed.
    - Heidi will review, send and collect from board members as necessary.
  - Review of organization establishment documents needs to be conducted to ensure all annual individual board member and organizational requirements are met.
    - Heidi and Tom Shear will review documents, notify board members of any annual requirements that need to be met, and collect appropriate documents for file.

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- 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.
  - (Tom Shear) Provide electronic draft of DASH boat proposal to Lisa Adams.
  - (Lisa Adams) Laird Norton Family Foundation grant status (In progress)
  - (Heidi Haskins, Jeanne Kavanagh) QuickBook feasibility assessment (in progress)
  - (Heidi Haskins) Conflict of Interest policy forms review and collection as needed (in progress)
  - (Heidi Haskins, Tom Shear) Establishment document review to ensure annual individual and organizational requirements are met (in progress)