

Memphremagog Watershed Association Board Meeting Minutes

Date: November 12, 2025 **Time:** 5:00 PM **Location:** Work Commons, Newport, Vermont

Attendees:

- **Board Members:** Tom Latta, Jennifer Hopkins, Marnie MacKenzie, Michael Croteau, Stan Chop, Beth Torpey, David Converse
 - **Project Manager:**
 - **Member:** Valerie Dillon
 - **Visitors:** Jared Nunery, Patrick Finn
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1. Call to Order

The meeting was called to order by Tom. Minutes were approved with the understanding that Stan will change the executive meeting date to November 20th. Jennifer gave the financial report. Patrick's report and Kendall's report were reviewed.

2. Financial Reporting & Month-End Procedures

- Month-end financials cannot reliably be issued on the last day. A 2–5 day window after month-end is reasonable.
- Kendall, Cheryl, and Michael met to map QuickBooks workflows, deadlines, and role permissions.
- QuickBooks allows for ongoing reconciliation; Cheryl or Kendall can perform reconciliations at any time.

3. Payroll & Tax Filing

- MWA is a monthly federal filer—clarification is needed regarding the frequency in Vermont.
- Payroll ran correctly this week; November and December will be used to correct any remaining issues.

4. Online Access & Financial Controls

- QuickBooks role-based permissions: Patrick (time entry), Kendall (admin support), Cheryl (bookkeeper), Treasurer (oversight).
- Concern raised about shared online banking login; safeguards noted in Kendall's workflow document.

5. Adoption of Financial Workflow Document

Motion: Approve Kendall's workflow document with the ability to amend.

Vote: Passed unanimously. Effective immediately.

6. Board Membership Updates

- Jared was introduced as County Forester; he will assist programmatically but prefers a non-voting status.

- Bylaws not yet adopted; Jared was designated a *non-voting participant in waiting*.
- Patrick Finn was also considered for a similar status.
- **Action:** Stan to send Patrick's contact info to Marnie.

7. Recognitions

- Patrick Hurley was recognized for his recent contributions to the community.
- Farley Brown awarded 2025 Municipal Service Award; suggestion to issue a press release.
- Vermont Business Magazine recognized Beth for AIS work.

8. New Business – Banking & Grant Management

A. Access for Kendall:

Motion to grant Kendall *view-only* online banking access. Passed unanimously.

B. AIS Grant Management:

Motion to extend Jennifer's management of AIS grants for one more year, to be reviewed afterward. Passed unanimously

C. CD & Investment Strategy:

- CDs maturing; simplification recommended via money market or staggered CDs.
- Money market accounts at credit unions are federally insured (NCUA).
Motion: Authorize Michael to open/manage CDs and money market accounts at NCCU and CNB, maintaining current signers. Passed unanimously.

9. Electronic Payment Authorization

- Staff reimbursements (mileage, cell phone, health stipend) will be paid electronically via CNB.
- Receipts scanned directly into QuickBooks.
- Landlord will accept rent via direct deposit.
Motion passed unanimously.

10. Office Logistics

- Emergency checks, debit card, and deposit slips to be secured in a lockbox.
- Marnie and the office hold PO box keys.
- Marnie will check the mail weekly (Mondays) and deposit funds as needed.

11. Champion Program (Valerie)

- Valerie proposed revitalizing the shoreline homeowner engagement program.

- Discussion: capacity limits, potential partnership with NEMSIC, DEC, lake associations, and Orleans County NRCD.
- **Decision:** Table until after holidays; plan joint discussion with partner organizations.

12. January Membership Meeting

- The January meeting will approve bylaws and review the FY26 budget.
- Required notice will be sent. Budget preparation underway.

13. Archival File Storage

- Jennifer's boxes of historical files are ready for storage.
- Michael will pick up and place them in the storage unit.
- Only one file contains confidential materials.

14. Staff Reviews

- Staff performance reviews are scheduled for January.
- Will be held in executive session (not during membership meeting).
- Final scheduling to occur in December.

15. Partnership Updates (MCI/MCM & Harbor)

- Our best operational year to date, with minimal breakdowns.
- Snack bar revenue has doubled; a seafood café is planned for next season.
- Patrick Finn is still with the City of Newport, pending federal paperwork; Assistant Harbormaster Richard is returning.
- Boats and sailboats are fully hauled out and winterized.

16. Outreach & Promotional Items

- Suggestion for MWA-branded pens as promotional giveaways (black ink preferred).
- To be revisited in future meetings.

17. Acknowledgments & Reports

- Jared was welcomed as a guest and recognized for previous outreach collaborations.
- Valerie reported that no invasive forest pests were found during neighborhood inspections; a formal report was filed.

18. Adjournment

The meeting was adjourned four minutes past the scheduled end time. Next meeting Dec. 18