

MWA Board meeting July 9, 2025
Work Commons Conference Room and Remote connections.
5:00 PM

Attendees: Tom Latta, President (left meeting approximately 6:15); Marnie MacKenzie, Vice President; Jennifer Hopkins, Treasure; Mary Pat Goulding, Secretary; Farley Brown (ZOOM), Michael Croteau, Stan Chop, Karen Hruby, and Beth Torpey Board Members; Valerie Dillon, MWA member

Mr. Latta opened the meeting at approximately 5:00 PM. Mr. Latta announced with the upcoming resignations of Ms. Goulding and Ms. Hopkins. Ms. Goulding has declined the nomination for another term on the MWA Board. Ms. Hopkins whose term ends August 2026 will resign in January 2026. She will close out the MWA books for fiscal year 2025 and turn the treasure's responsibilities over to a new treasurer appointed by the Board of Directors. Ms. Hopkins has offered to continue her management of the AIS grant.

The Board had an extensive discussion concerning how and the timing of transitioning both the financial and administrative functions of MWA. The consulting firm QuickStart (QS) has begun the uploading of MWA financial files from QuickBooks desktop to QuickBooks online (QBO). Cleanup of the files still needs to be performed as agreed upon. Ms. Hopkins is currently working between the two programs to accomplish required tasks. She is coming up to speed with QBO system and hopes that the file cleanup will be completed soon. QS has recommended the use of a QuickBooks Payroll (QBP) system and an expense management system called RAMP. The Board discussed whether QBP, and/or RAMP, or any system at all would be necessary. No conclusion was reached since not enough is known by the Board about different options. Instead, the Board suggested that possibly the hiring of a bookkeeper might be a satisfactory solution to meet MWA's financial administrative needs. It was suggested that some bookkeepers be contacted to determine their fees and availability. Mr. Latta indicated he had a professional relationship with Ms. Cheryl Raboin and could contact her. Mr. Croteau suggested that the optimal time to move the MWA books from the current treasurer to a new treasurer and system would be January. The Fiscal year would be closed and there would be ample time to work into the new QBO system for all concerned. Mr. Croteau moved that MWA should research payroll systems that would be suitable for an organization of MWA's size and the possible contracting with a bookkeeper. Ms. MacKenzie seconded the motion, motion passed.

The discussion continued with when an Executive Director (ED) or interim ED would be needed to perform ED duties. It was noted that a subcommittee to update the MWA Bylaws was being formed and that Ms. Lambert, Administrative Specialist has been preparing information for this committee. Ms. Goulding moved that the Bylaws subcommittee include evaluation of MWA transitioning to an ED administrative structure and the subcommittee be renamed the Transition Committee. The subcommittee is Mr. Latta, Ms. MacKenzie, Ms. Hopkins, Ms. Goulding, Ms. Brown, and Mr. Croteau, and Ms. Lambert. Mr. Croteau seconded the motion. Motion passed.

Discussion followed as to the possible hiring of Ms. Lambert as the interim ED and when those duties would be required. Ms. Torpey suggested that a salary increase would be necessary if Ms. Lambert assumed these responsibilities. Ms. Torpey moved that a salary range of \$50-60/hour be proposed for an interim ED. Ms. Hopkins suggested that more than \$50/hour might put a strain on MWA's finances and some evaluation of available funding should be made. Mr. Chop seconded the motion. Motion passed with Ms. Hopkins abstaining. Ms. Hopkins explained she is not opposed to a salary increase just that an evaluation of available funding should be done.

Secretary's Report: Approval of: Board. Mr. Chop moved to approve the May Board meeting Minutes, Mr. Croteau seconded motion passed. The Executive Committee notes for were approved as well.

Treasurers Report: Ms. Hopkins presented the financial ending May 30, 2025. A full year end report will be ready and presented at the Annual Meeting.

Ms. MacKenzie noted that the Project Manager and Administrative Specialist reports were attached to the agenda and asked if there were any questions.

Ms. Torpey requested that the Board endorse a letter of support of Home Lake Rule in regulating Wake Boats. This letter would be submitted to the Department of Environmental Conservation in response to DEC's request for comments on upcoming regulations. Ms. Torpey explained the Home Lake Rule and briefly reviewed the Wake boat regulations. Ms. Hrubby moved to approve the submittal of such a letter, Ms. Chop seconded. Motion passed.

The meeting adjourned at approximately 6:43 pm.

Respectfully submitted,

Mary Pat Goulding
Secretary, MWA