

## Memphremagog Watershed Association Board Meeting Minutes

**Date:** September 10, 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, Karen Hruby
- **Project Manager:** Patrick Hurley
- **Member:** Valerie Dillon
- **Visitor:** Patrick Finn

### Quick Recap

The board reviewed and approved various administrative matters, including minutes, logo stickers, and staffing updates, while also discussing financial decisions regarding CD investments and account signatories. They addressed organizational change, including Kendall's role transition from Executive Director to Administrative Manager, approved hiring a new bookkeeper, and explored potential new board members. The conversation concluded with discussions about upcoming events, research opportunities, and administrative tasks, including ordering a donation box and completing credit union paperwork.

### Next steps

- Patrick: Submit the two different grants for the Valley Brook project.
- Joanne: Confirm if the library is available for the News and Brews event on November 7th.
- Marnie follow up with Joanne about the library venue for the November 7th movie event after the library board meeting on September 18th.
- Michael and Jennifer: Work on consolidating CDs and creating a rotation plan.
- Michael and Jennifer: Evaluate investment options for the \$25,000 in the share account.
- Michael and Jennifer: Bring the CD consolidation plan to the Executive Committee.
- Treasurer: Complete and send out the treasurer's report to the board members.
- Cheryl: Continue due diligence on QuickBooks Online and payroll options.
- Quick Start: Complete the file transition by September.
- Stan: Update the meeting minutes with the correct date for the executive meeting.
- Marnie informs Kendall about Joanne's response regarding the library venue.
- Kendall: Send updates about the News and Brews event.
- Kendall: Update the board about the library venue confirmation for the Nov 7th event.
- MWA: Order more logo stickers.
- Patrick: Continue managing ongoing projects, including Valley Brook and Glover.
- Board members: Volunteer for the September field trips.

## **Summary**

### **Board Minutes and Project Updates**

The board reviewed and approved the minutes from the July 9th and August 21 meetings, with a correction needed to change the date of the executive committee meeting from August 21 to August 21st. They discussed new logo stickers that were ordered, with 125 stickers received instead of the expected 300, and agreed they were an improvement over the previous design. Patrick's project manager's report was reviewed, highlighting completed work on the Valley Brook bridge project and ongoing projects, with a note that he had worked overtime due to project demands. Ben will work reduced hours as he has returned to school.

### **Board Updates and Event Planning**

The meeting discussed the status of Katlynn Vredenburg's board membership, which was confirmed as accepted despite her absence. The group reviewed Patrick's project manager support and approved minutes from a previous meeting. They explored various venue options for an upcoming event, including the library, brewery, and state office building, with the library being the preferred choice due to its amenities and licensing for alcohol service. The conversation ended with a discussion about volunteer opportunities for field trips in September, with specific dates and responsibilities outlined.

### **Financial Systems and Board Updates**

The board approved hiring Cheryl Raboin as bookkeeper with full access to financial files, though she will not have signing authority for checks. They also approved QuickBooks payroll implementation and QuickBooks Online, with QuickStart scheduled to complete file cleanup in September. The board discussed CD consolidation, with Jennifer Hopkins currently managing rotations based on maturity dates, and approved a motion for three board members to be elected to serve until 2028.

### **CD Investment Strategy and Management**

The board discussed managing CD investments, with MWA explaining that they currently have six CDs maturing. The group agreed to empower the treasurer to shop for better interest rates, potentially moving from local banks to online banks offering 5% rates. They decided to consolidate CDs into fewer, more manageable investments with a rolling 6-month maturity schedule, and agreed to create a budget to determine needed cash reserves. The board also discussed transferring funds from a share account to a CD, clarifying that the share account is actually a checking account, and Patrick suggested using some CD funds for executive support rather than just earning interest.

### **Account Signatory Authority Changes**

The board discussed account signatory changes, with motions approved to remove Marnie and Mary Pat from Community National Bank accounts while adding Tom and Michael, and to make similar changes at North Country Credit Union. They clarified that while the treasurer would handle day-to-day signing authority, the president would be designated as the beneficial owner of accounts, providing an additional layer of security.

### **Kendall's Role Transition Discussion**

The meeting discussed the transition of Kendall's proposed role from Executive Director to Administrative Manager, a position with reduced responsibilities and hours. Patrick explained that Kendall would manage her own grants and assist with others, while he would continue leading his projects. The group clarified that Kendall's new role would involve grant administration, reporting, and related documentation, with the ability to assist other staff as needed. They agreed to refine the job description to better reflect these responsibilities.

### **Pay Raise and Bylaw Updates**

The board discussed Kendall's pay increase, agreeing to start her at \$40/hour with a 90-day review, retroactive to June 1st, and potentially increasing to \$45/hour after the review. They also reviewed proposed changes to the organization's bylaws, which will be presented to the full membership for approval at the next regular board meeting in November. The board noted that while the bylaw changes are minor, they include updates to board term lengths. Additionally, Patrick Finn discussed his upcoming departure from his harbormaster position due to maritime licensing requirements and expressed interest in potentially joining the Watershed Association's board in the future.

### **Board Meeting: New Members and Events**

The board discussed potential new members, including Carrie O'Brien and Patrick Finn, who expressed interest in joining. They agreed to offer Patrick the position of "Director in Waiting," allowing him to learn more about the organization before officially joining. The board also reviewed upcoming events, including a fall news and brews event and staff reviews in January. Valerie reported on a thesis defense she attended about watershed education, and the board discussed the possibility of obtaining and sharing the research findings. Finally, they addressed the need to order a donation box and complete some credit union paperwork.