



## **Board of Directors Meeting**

**November 1st, 2017 4:30 p.m.**

**Hebard Building, Room 250**

**Present:** Officers: Mary Pat Goulding, Bill Round, Jennifer Hopkins; Board Members: Beth Torpey, Stan Chop, Peg Hollander, Dave Converse, David Bushey, Pat Vana, Don Hendrich, and Hillary Potter; and Members: Gail Lynch, Valerie Dillon, Lynn Jenness, Jim Holcomb, and Jean Holcomb, and Ben Copans, Employee: Kendall Lambert

**Absent:** Andy Major

**Secretary's Report:** Moved (Jennifer Hopkins) and Seconded (Bill Round) to approve September 28<sup>th</sup>, 2017 meeting minutes provided that "25 hours per week" to added to motion on page 2 to approve employee. Approved.

**Treasurer's Report:** Total revenue sheet does not include High Meadows Fund grant. There is a subsection with the HMF grant funding to keep it separate from the rest of the expenditures. Combined balance sheet tracks our expenditures and income on events. Membership is down and will likely be below last year by 10 or 15 people or so- this is excluding the memberships given to Kingdom Swim participants. Beth Torpey suggested that MWA send out a holiday gift campaign allowing people to buy memberships as a gift, suggestion will be forwarded to the membership committee. Jennifer Hopkins noted the need to have a budget for expenses for the new employee. Motion (Jennifer Hopkins) for \$500 for expenses, with large purchases approved by the Board President, for employee office supplies and conferences. Seconded (David Converse). Approved.

**Saving's Account/ CD:** High Meadows Fund has already dispersed \$20,000 from the grant to MWA. The next \$20,000 will be dispersed after the first of the year. Currently this money is in the MWA checking account. Motion (Jennifer Hopkins) to authorize the Board Treasurer and President to open a savings account and deposit portion of HMF grant funding. Seconded (Bill Round). Approved. Jennifer Hopkins also brought up possibility of putting the funds into a 182 day CD, and this will be discussed again at a later date.

**Board Position and Secretary:** Kendall Lambert resigned from Board, which leaves the Board without a Secretary. Kendall has agreed to keep recording the minutes, meaning that Secretary

would only need to review, send out, and sign meeting minutes. Mary Pat Goulding asked if anyone from the Board wished to become the Secretary. Pat Vana volunteered to be interim-Secretary. Motion (Don Hendrich) that Pat Vana is Secretary until the next annual meeting Second (Beth Torpey). Approved.

With Pat Vana as Secretary, that leaves the Board down one member, Mary Pat asked if the Board should look for a new member or wait until the Annual Meeting. Gail Lynch suggest that we look for a new member now, the Board agreed. Mary Pat asked that any suggestions for new Board Members are sent to her. Jennifer Hopkins will send out the membership list to the Board. Also, should announce to membership that we are looking for a new Board member.

**Approval of Staff Handbook:** Staff handbook has been approved by Board via email.

**Membership Report:** Sara Mckenny, Lynn Jenness, Jennifer Hopkins, and Kendall Lambert met to discuss membership and when to send out email and snail-mail membership renewal reminders. Decided that that we should wait until April/May 2018 to send out emails. Currently have 115 Members for 2017.

#### **Administrative Director Report:**

The MWA office space is with Vermont Land Trust at the Bluff Side Farm. The office is open to the public and in the building above the caretaker's apartment. Kendall has made a MWA phone number through Google Voice, and it is a free VT number that is forwarded to her cell phone. The phone number can be transferred to someone else's cell phone or to a landline at a later date. The number is 802-487-0160 and can be distributed as MWA's phone number.

**Website updates and Gmail account:** Kendall suggests that we change our URL to [www.mwavn.org](http://www.mwavn.org) instead of the current [www.memphremagogwatershedassociation.com](http://www.memphremagogwatershedassociation.com). The .org is necessary since we are a non-profit, and the current URL is too long. This would require purchasing the new domain and owning both so one could be forwarded to the other. Further, with the new domain, MWA can make staff emails as well as emails for the Executive Committee members that are NAME@mwavn.org. Emails can also be made at a later date for committees. Motion (Beth Torpey) that we spend \$28.00 to buy www.MWAVT.org for the next two years and that we also to obtain staff and executive committee emails for the new domain. Seconded (Bill Round). Approved.

**Upcoming Proposals:** Kendall is looking into applying for a Clean Water Initiative grant to fund trainings for Lake Wise professionals which is due November 20<sup>th</sup>, 2017.

**ERP Grant:** Ben Copans, Tom Bernier, Don Hendrich, and Kendall met to discuss project. The Grant agreement from the state is ready to sign. Kendall is drafting an RFP and MWA will put out the RFP in the next few weeks and choose a contractor before the holidays.

Kendall has put together a draft work plan and will send that out to the Board.

#### **Committee Structures/Chairs:**

At previous meetings, the Board agreed to a committee structure with a Water Quality, Education/Outreach, Membership, Scholarship, and Media Committees. Grants is no longer a committee, instead incorporated into each committee. Mary Pat asked if any Board members would like to be interim chairs. These chairs would then meet with Kendall to decide how the committee and Kendall will work together.

**Water Quality:** Interim Chair Hillary Potter, Beth Torpey, Valerie Dillon, Jean Holcomb, and Jim Holcomb

**Education/Outreach:**

**Membership Co- Chairs:** Lynn Jennees and Sara McKenny

**Scholarship Chair:** Don Hendrich

**Media:**

It was decided that there is significant overlap between Water Quality and Education/Outreach. The water quality committee will meet between now and the next Board Meeting and decide what types of projects they would like to work on. The chair will then meet with Kendall. The Water Quality Committee will report out at the next Board meeting about their project focus, and then the committee structure can be revisited to determine what other committees are necessary.

**Other Business:**

**Support of Kingdom Games:** Valerie and Mary Pat took pictures with Phil White of Kingdom Games. They made a certificate of thank you for Kingdom Games and will put a thank you write up into the paper.

**Newport City Anniversary:** The Newport City Centennial is next summer and the City is planning a celebration. Stan Chop has some ideas about what MWA can do for that celebration and will present at the next Board meeting. Parade on the 4<sup>th</sup> of July in Newport, Dave Converse and Kendall Lambert will work on the float with any others volunteers.

**Scholarship Committee:** Don Hendrich reported out that \$1,500 has been awarded to a student from North Country, Emma Stuart, who is currently attending Hamilton College. MWA just received evidence of college registration from her and will be sending out scholarship check.

**Update from Invasive Species Specialist:** There is no update on the Starry Stonewort situation from the State. The current plan is containment by spread prevention. Valerie Dillon will keep us updated, but it was agreed that MWA needs to talk about what we should be doing as an organization to address this problem. Agenda item for next Board meeting.

**Waste Water Treatment Plant and Drinking Water System:** Kendall and Valerie had the opportunity to tour the Newport City Water Treatment Plant and Drinking Water System. Pedro,

the new operation manager, is interested in MWA and coming to our meetings. There is also opportunity for MWA to help with community outreach, especially messaging around what homeowner put down the drains. Pedro also offered to give tours to MWA Board members or to our membership base if we want to organize those outings.

**Northern Star:** Memphremagog Community Maritime (MCM) has been formed to keep the Northern Star on the lake with an educational focus. MWA members and Board members have been attending meetings for MCM, but if anyone is interested in being a part of this, please see Valerie.

**Coventry Landfill:** There is a public meeting for Act 250 Coventry Landfill expansion on November 15<sup>th</sup> in Hebard Room at 5:30pm. Also there is an opportunity to arrange tours of the landfill for MWA Board or members.

**Meeting Place:** Mary Pat has secured the Hebard Room for every scheduled Board meeting through May 2018 except for January 3<sup>rd</sup>, 2018. The room is booked then and Mary Pat will look for another location for the January 3<sup>rd</sup> meeting.

**Lake Wise:** Lake Wise Assessors, Valerie Dillon, King Boyd, Pam Ladds, and Gail Lynch, met with Kendall and Mary Pat about Lake Wise program. Assessors are on board for spring work and assessments.

Motion (Dave Converse) to adjourn. Seconded (Don Hendrich). Meeting adjourned at 6:13 pm.

Respectfully submitted,

Pat Vana, Secretary  
Memphremagog Watershed Association