

# MINUTES

## NHIA Board of Directors Meeting

September 29, 2015

The meeting was called to order at 7:05pm

### In Attendance

Alison Windram, Ann Williams, Del Williams, Diane Doub, Jim Worrell, Lindsay Carroll, Meg McCann, Mike Doub, Mike Tapp, Sue Wilkins  
Absent: Cliff Carroll, Gail Boyarsky, Walter Fowler

### Approval of Minutes

The final version of August 25, 2015 meeting minutes was reviewed and available for posting to website on Sept 6<sup>th</sup>

**Finance Update: DISCUSSION** - September expenses were covered (see August 2015 NHIA Finance Sheet found [here](#)). Several line items were added to the budget for better clarity including a breakout of interest on money market account. NOTE: Jim requires all receipts submitted by end of October in preparation for completing the Annual Report due in November.

**DECISION:** Change termite & pest service from monthly to quarterly to reduce costs and align rotation with the Fire station so inside of building can be regularly serviced.

- **ACTION: ALL Committees** to email Jim your committee budget requests to put into the DRAFT budget. **3/24 ON-GOING** Comms sent, Rules has no budget request. **5/28** Missing Ice cream Social (**Sue**), Breakfast (**Gail & Sue**) and Turkey Run (**Walter**); Building & Rental budgets are pending building transfer discussions; Membership will have people donate snacks and not submit a budget. **6/30 ON-GOING 7/28 ON-GOING 8/25 Turkey Run** budget submitted & approved; **still missing Ice Cream (Sue) and Country Breakfast (Gail & Sue) budgets. ON-GOING**

**ACTION: Jim / Building committee** to look at options to reduce cost for Termite and Pest Control **3/24 ON-HOLD** until Building discussions are complete **9/29 Jim** to call Clegg's and change service from monthly to quarterly to reduce costs and align rotation with the Fire station so inside of building can be regularly serviced.

### Committee Reports

- **Events & Fundraisers – DISCUSSION** – Update on Country Breakfast, October 6<sup>th</sup> agenda & nominating committee candidates and November elections.
  - **Country Breakfast:** Alison shared that the breakfast plans were going well. Purchasing is under control; Sue is getting the meat and paper goods were bought totaling \$85. 2/3 of the jobs posted on-line have been filled. Mike T has lined up 10-12 folks from the fire department to help.
  - **October Agenda:** 1) "high level" presentation of building issues & options and 2) election of nominating committee was confirmed to be the same as discussed at August board meeting. The board will put forward Jim, Ann and Alison as candidates for the 5-person nominating committee. Ben Abram was suggested to bring in a younger demographic group, but still needs to be asked. Names will also be taken from the floor at the meeting.
  - **November Elections:** NHIA by-laws specify the board as being comprised of 4 officers, Fire Chief and 3-9 "at large" members with elected board positions' terms staggered. Board positions for this November's election are to be:
    - Vice President position vacated by resignation of Craig earlier in 2015
    - Secretary position could be vacated to have ½ the positions staggered per Article 4; section 1 of by-laws
    - 3 Member at-Large positions - (Meg and Cliff will vacate their seats + a position that was not filled by the 3-9 people specified in the by-laws in 2014)
  - **ACTION: Alison** to draft email explaining to membership the issues NHIA is facing regarding the building prior to October meeting. **9/29** Decided to wait this month based on legal review.
  - **ACTION: Walter** to schedule a Turkey Run planning meeting.
  - **ACTION: Mike D** to contact Ben to see if he is interested in being a candidate for the nominating committee.
  - **ACTION: Sue** to send the County Breakfast summary of expenditures from last year to the event committee.

- ACTION: **Alison** to schedule Event Committee meeting to plan the Country Breakfast menu, pricing and budget soon. Idea floated to invite local celebrity guests like the county commissioners and new public safety officer. Also need to decide where the new signs are to be placed for advertising. **DONE**
- ACTION: **Mike D** to check if septic needs pumping before Oct 3 & Nov 14 events so both bathrooms can be used **09/03 DONE**
- ACTION: **Events committee** to follow-up on a possible Blackwood Farm Park Hike; **ON HOLD** until 2016
- **Communications** – (September newsletters put in front porch flyer slot)
  - ACTION: **Mike & Jim** to build 4 signs to use for NHIA events. **8/25 ON-GOING 9/28 DONE**
  - ACTION: **Lindsay** to remove last sentence in the “ABOUT US” section of the website since residency is required but area is not defined anywhere. **DONE**
  - ACTION: **Diane** to schedule communications meeting for the newsletter and publicity for upcoming events **DONE**
- **Membership -**
  - ACTION: **Walter** to craft a “We’ve missed you” email to send out to members that have not renewed for 2014.
  - ACTION: **Event Committee** is to make sure membership forms are available at their events. Suggestions were to put them under car windshields, put on breakfast table and put on table by entrance.
  - ACTION: **Lindsay** to look into 1) way a user can enter their data electronically to join via the website and 2) secure automated payment options. **9/29** 6 on-line payment services were evaluated: Amazon Payments, Pay Pal, Google Checkout, and Stripe were charging \$0.30 per transaction + 2.9% equaling \$0.45 per NHIA membership fee. Dwolla cost \$0.25 per transaction but only connects to bank accounts, not credit cards. Square did not charge per transition and charged 2.75% equaling \$0.14 per NHIA membership. Square can also has options to invoice, have on-line store, collect payments in person with a free smartphone app. **Square was the recommended option. DONE**
- **Building:** NHIA Building Address – (tabled until next meeting due to meeting time overrun)
  - ACTION: **Cliff** to get 4014 address sign to put out by street. **ON HOLD** until next meeting to clarify what & where
  - ACTION: **Comms committee** to change the address on NHIA sites or publications.
- **Building Transfer Committee – DISCUSSION** –Michael Ganley was sent [Building Options presentation](#) to review. September feedback summary can be found [here](#). Based on the Articles of Incorporation and current by-laws, there are concerns about some of the options. There are also several interim steps recommended and discussed like 1) meeting to discuss lease and maintenance responsibilities with NHVFD, 2) rewrite the by-laws to be clear and unambiguous, and 3) clearly define NHIA membership boundaries with maybe some different levels of membership for those outside the area.
 

**DECISION:** Create a committee to rewrite/amend the current by-laws.

  - ACTION **Gail** to continue to follow up with the lawyer on a **property/deed transfer document** unrelated to the lease, is thought missing. – **6/30 1<sup>st</sup>** Lawyer said it is the transfer of the **General Warranty Deed**, (which also contains the reversion clause back to the NHIA if the land is no longer, used a fire station, rescue squad or emergency services station).
  - ACTION: **Gail** to schedule next members’ meeting after legal documents are finalized by board
  - ACTION - **Fire station** to write a “USE POLICY” addendum to attach to the Lease agreement prior to the association signing over the property. This should include the NHIA ability to have or use a sign on the premises to advertise events. Also see RENTAL action to revisit allowing alcohol/beer/wine
  - ACTION: **TBD** to secure NHIA’s insurance for a) fire, b) liability and c) liability coverage for officers and board of directors. NHIA is currently covered under the fire department’s policy, but this would need to change if the relationship between the two organizations changes. **ON-HOLD** until building discussions are decided
- **Rentals:** DISCUSSION – Board requested a written copy of the rental policy and a monthly use report. There was confusion about what constitutes community service to entitle an individual or organization to use the space for free.
 

**DECISION:** A monthly rental report is to be shared at each board meeting including dates, name of individual or organization renting the space and price charged.

  - ACTION: **Sue** to send a written rental policy to the board (including process, what organizations qualify as community service for free rental, etc.) and provide monthly rental reports
  - ACTION: **Rental Committee** to present a new pricing proposal that covers the cost of the building operations and cleaning supplies based on past usage (a minimum of \$110 was proposed and a keep it simple approach was recommended). **3/24 ON-HOLD** until Transfer discussions have been completed
  - ACTION: **Mike T** - if the Fire Station takes over building rental, they will revisit whether alcohol/beer/wine will be allowed (from April Members’ Meeting). **ON-HOLD**

- **Rules:** (no update)

## **New Business**

- **Set Agenda for next board meeting:**
  - **NHIA Building Address & possible mailbox** – Allison spoke with Margaret, with County Manager's office, who confirmed NHIA should use the 4014 Whitfield Rd. street address and recommended posting the address at the road, either on a sign or a mailbox. Allison has paperwork to change mailing address with the county to go to PO Box or new mailbox if one is erected.
    1. Are we required to have a street mailbox or is one needed?
    2. Do we keep the current PO Box?
    3. Are there security concerns with a street mailbox if we give up the PO Box?
    4. Who is going to pick up the mail? And how often should mail be collected?
  - **On-Line payment service;** do we want to pursue having on-line membership sign-up? Do we want to use Square as the recommended on-line payment service
  - **Create a By-Law Revision Committee** to propose changes to the by-laws that should at a minimum define the NHIA membership area

## **Next Board Meeting**

**Tuesday, TBD at 7pm at the NHIA Community Center**

Meeting adjourned at 8:45pm