

MINUTES

NHIA Board of Directors Meeting

August 25, 2015

The meeting was called to order at 7:05pm

In Attendance

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

Approval of Minutes

The final version of July 28, 2015 meeting minutes was reviewed and available for posting to website on Aug 7th

Finance Update: July 2015 NHIA Finance Sheet can be found [here](#).

DECISION: Approved Turkey Run Budget as per July Finance Sheet

- **ACTION: ALL Committees** to email Jim your committee budget requests. **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; missing Ice Cream (**Sue**) and Country Breakfast (**Gail & Sue**) budgets. **ON-GOING**
- **ACTION: Jim** to create a DRAFT budget for the board to approve **expenses. 3/24 ON-GOING 5/28 ON-GOING 6/30 ON-GOING 7/28 ON-GOING** except for Communications budget approved. **8/25** Approved Turkey Run Budget included **ON-GOING**
- **ACTION: Gail** to make copy of safety deposit key. 8/25 Bank charging \$75 and will only retool the lock for 2 keys instead of making a copy of the one existing key. Decided to wait until a key is lost to pay the \$75. **CLOSED**
- **ACTION: Mike D & building committee** to look at options to reduce cost for Termite and Pest Control **3/24 ON-HOLD** until Building discussions are complete

Committee Reports

- **Events & Fundraisers – DISCUSSION** – Funny Girl Farm Debrief plus Organization for Country Breakfast and Turkey Run. FGF tour was well attended (31 people) and Abrams were great hosts.
 - **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.
 - **ACTION: Walter** to schedule a Turkey Run planning meeting
 - **ACTION: Mike D** to check if septic needs pumping before Oct 3 & Nov 14 events so both bathrooms can be used
 - **ACTION: Alison** to write verbiage for Funny Girl Farm event and send to comms team **DONE**
 - **ACTION: Comms team** to send out members email, webpage update & Facebook notice on Tues, August 4th **DONE**
 - **ACTION: Events committee** to follow-up on a possible Blackwood Farm Park Hike; **ON HOLD** until 2016
- **Communications –DISCUSSION** - Publicizing upcoming events & activities. Electronic newsletter will be sent in September. Need Topic/Agenda for Oct & Nov members meetings & which Board positions will be open? See “New Business”
 - **ACTION: Mike & Jim** to build 4 signs to use for NHIA events. **8/25 ON-GOING**
 - **ACTION: Lindsay** to remove last sentence in the “ABOUT US” section of the website since residency is required but area is not defined anywhere.
 - **ACTION: Diane** to schedule communications meeting for the newsletter and publicity for upcoming events
- **Membership - DISCUSSION** - status and ideas for increasing members, membership eligibility.

Year/mo	Households	Members
2014-12	98	157
2015-01	27	37
2015-03	39	57
2015-06	52	80

- **ACTION: Walter** to craft a “We’ve missed you” email to send out to members that have not renewed for 2014.
- **ACTION: Lindsay** to look into 1) way a user can enter their data electronically join via the website and 2) secure automated payment options.
- **ACTION: Event Committee** 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.

- **Building: Lighting Options**
 - **ACTION: Building committee** to look into upgrading the lighting (request from Elections) - **6/30 Sue** to get quote from an electrician to present to board. **7/28 ON-GOING 8/25 Sue** generously offered to pay \$675 to have the ballasts and dual 8 ft. bulbs replaced in 4 of the lights next week.
- **Building: Transfer Committee – DISCUSSION** – Change of lawyers, presentations of options to give to lawyer. Two lawyers were interviewed and one selected, but due to unresponsiveness of first choice, Michael Ganley has been sent [Building Options presentation](#) to review and to provide feedback.
 - July Lease desired changes
 - Second paragraph – inset verbiage from Warranty Deed, “If the Fire Department ceases to use the facility as an independent fire station or emergency services station, the property will revert to the NHIA.” **DONE**
 - Second paragraph – the transfer document does NOT need a monetary exchange amount. **DONE**
 - Exhibit A-1 – insert PDF of space drawing into Lessee’s Reserved Area along with the current list **DONE**
 - **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 1st** 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: (no update)**
 - **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

- Membership meetings for October and November
 - October Agenda: 1) high level presentation of building issues & options and 2) election of nominating committee
 - November will be 1) annual report, 2) building update and 3) board elections. NHIA by-laws specifies 4 officers, Fire Chief and 3-9 “at large” members whose terms are staggered so about half retire each year. (paraphrased from Article 4; section 1 of by-laws)
 1. Vice President position vacated by resignation of Craig earlier in 2015
 2. 2 Board Member positions (Meg and Cliff offering their seats)
 3. 1 board member position that was not filled by the 3-9 people specified in the by-laws.
 - **ACTION: Alison** to draft email explaining to membership the issues NHIA is facing regarding the building prior to October meeting
- NHIA Building Address – the community center is using the fire station street address so needs to start using 4014 per Chapter 6 (Buildings and Building Regulations) and Article II (Numbering of Houses and Buildings and Road Naming) of the Code of Ordinances in Orange County
 - **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.
- **Set Agenda for next board meeting:**
 - Lawyer Feedback
 - Finalize decision on building address / mailbox / PO Box
 - **FUTURE topic:** to come up with a definition of the NHIA Area to include in by-laws.

Next Board Meeting

Tuesday, September 29th at 7pm at the NHIA Community Center

Meeting adjourned at 8:37pm