

MINUTES

NHIA Board of Directors Meeting

October 27, 2015

The meeting was called to order at 7:02pm

In Attendance

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

Call to Order

- **Approval of Minutes**

The final version of September 29, 2015 meeting minutes was reviewed and available for posting to website on October 6th

- **Finance Update: DISCUSSION** - October expenses were covered (see September 2015 NHIA Finance Sheet found [here](#)). 141 meals (117 adult and 37 child) were sold at the Breakfast. Ticket sales were \$1030 with about \$652 expenses (<\$50 may go toward Turkey Run) so there will be about \$400 to split with between NHIA & NHVFD. Note: Jim does not have the checkbook for the rental account.

- **ACTION: Jim** to look into how much money needs to be in a checking account to keep from paying fees.
- 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 10/27** closed since Social and Breakfast already occurred with no budget approval **DONE**
- 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. **10/27** Changing to \$37.50 per month plus \$64 annual termite inspection/warranty. **DONE**

Committee Reports

- **Events & Fundraisers – DISCUSSION** –Country Breakfast debriefs and plans for the Turkey Run.
 - **Country Breakfast:** Ideas to make future breakfasts a success included raise the price of tickets and pre-sell tickets to get a better idea of quantity.
 - **Turkey Run:** Shirts are in and are part of a runner's entry fee. Shirts will be available for sale to anyone one else who wants one. Getting volunteers is in progress: Meg has the sausage ordered, Mike & Del will hand out runner t-shirts, Doug is setting the course. Still need a starter. No port-a-lets are needed this year as the septic was pumped in September
 - **Next Event:** Nothing else is planned for 2015. It was suggested that event ideas be solicited at the Annual meeting
- ACTION: **Mike** to call an events committee meeting before the end of the year to plan 2016 events slate
- 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: **Sue** to send the County Breakfast summary of expenditures from last year to the event committee.
- ACTION: **Walter** to schedule a Turkey Run planning meeting. **10/27** Calling people in lieu of a meeting **DONE**
- ACTION: **Meg** to contact Ben to see if he is interested in being a candidate for the nominating committee. **10/27** Ben out of town so couldn't participate **DONE**
- ACTION: **Events committee** to follow-up on a possible Blackwood Farm Park Hike; **ON HOLD** until 2016

- **Communications** – DISCUSSION - Publicity for the Turkey Run and Members meeting. This was covered at the September Comms meeting and team responsibilities assigned. Early lead time activities like Turkey Run signs made ready for set-up this weekend and news outlets contacted are complete.
- **Building:** DISCUSSION - NHIA Building Address & possible mailbox – Decided not to put up a mailbox since there is already one and both the NHIA and NHVFD use PO Boxes for their mail. Decided to just add a new 4014 address sign under the current 4012 sign.

Emailed October building issues handled by NHVFD were: 1) new water tank & pressure control switch and 2) UV bacteria water filter

- **ACTION: Cliff** to get 4014 address sign to put out by street. On-hold until next meeting to clarify what & where **10/27** add a new address 4014 sign under the current 4012 sign on the current mailbox
- **ACTION: Comms committee** to change the address on NHIA sites or publications.
- **Bylaws Committee:** DISCUSSION – Status update: members held their first meeting and have a first draft on which they are doing collaborative, on-line, first round editing.
- **Nominations Committee:** DISCUSSION – Status: 4 out of 5 members met
 - Slate
 - President – Gail is running; Ann is still trying to contact Sue but has so far been unsuccessful
 - Vice President – Alison Windram agreed to run
 - Secretary – This position is not being put up for election in 2015. Since Vice Presidents often take over for Presidents, it makes sense to have those positions roll on/off in the same election year and the Secretary and Treasurer elections to occur in the alternating year. Diane rescinded her offer to step down and agreed to fulfil the one remaining year of her current term.
 - Three (3) Members-at-Large – all three positions are needed to start balancing half of the board rolling on/off each year. In 2016 there are 5 Members-at large positions that will be up for election. Currently Steve Herman has agreed to run.
 - Election logistics

DECISION: One vote per each paid household will be done again this year; multiple persons in a household can elect to split their vote.

 - Candidates should be prepared to introduce themselves and say why they want or would be good for a position on the board during the Annual meeting. Committee is not going to ask them to write a brief bio like last year.
 - Nominations Committee is responsible for making the ballots (need electronic copy by **Tues, Nov 3rd** to mail in advance in case people want to send in a proxy vote with someone attending the meeting.
 - The list of households eligible to vote is maintained in The NewHopeMemberData which can be downloaded from the Membership folder on the NHIA owncloud site; sorted by address and filtered on Dues column for any dates between 2014-10 and 2015-11.
 - **ACTION: Meg** to send email from lawyer that was consulted before 2014 elections about the one vote per person vs. one vote per household question that also arose last year
- **Building Transfer Committee – DISCUSSION – ONHOLD** until after elections
 - **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 as 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 – (none)
 - **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**
- **Membership** – DISCUSSION **DEFERRED:** Should we add on-line membership registration/renewals and payment service? Square was recommended (has options to invoice, have on-line store, collect payments in person with a free smartphone app) as a technology to do on-line payment for on-line membership registration.
 - **ACTION: Walter** to craft a "We've missed you" email to send out to members that have not renewed for 2015.
 - **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. **10-27** done for Breakfast and Oct Members meeting. **DONE**

New Business

- **Planning for November Annual Members' Meeting & Board Elections**

DECISION: Approved purchasing a ~\$250 projector for slideshow presentations at NHIA meetings if it works in the room

- Logistics for elections covered in Nominations Committee discussion
- Finance Report should include paper copies for each person since the numbers on the screen will be so small
- Committees should give summary of 2015 accomplishments or status
- Solicit volunteers that might want to join one of the committees for next year
- Events committee should solicit ideas from members for events that they would to see (and perhaps run) in 2016
- By-laws committee update to give members a heads up that they will receive ballots in the mail (since we need a lot of member votes to update the by-laws)
- Suggestion to have event pictures cycling thru on the projection screen before the meeting starts if someone has time to do this
- **ACTION: Jim** to provide printed copies of the budget for all meeting attendees
- **ACTION: Nominations Committee** to provide ballots for each household plus an electronic copy for the email announcement the week prior to the elections.

- **Set Agenda for next board meeting:**

Next Board Meeting

Tuesday, January 12, 2016 at 7pm at the NHIA Community Center

Meeting adjourned at 8:25pm