

NHIA Board of Directors Meeting

December 1, 2015

The meeting was called to order at 7:02pm

In Attendance

Alison Windram, Ann Williams, Del Williams, Diane Doub, Gail Boyarsky, Jim Worrell, Lindsay Carroll, Mike Doub, Mike Tapp and Walter Fowler; new 2016 board members (Suzanne Sauter, Ed Tostanoski, Steve Herman) attended but did not have voting privileges. Absent: Cliff Carroll, Meg McCann, Sue Wilkins

Call to Order – Introduction for new board members

- **Approval of Minutes**

The final version of October 27, 2015 meeting minutes was reviewed and available for posting to website on November 2nd

- **Finance Update: DISCUSSION** - November expenses were covered (see October 2015 NHIA Finance Sheet found [here](#)). Turkey Run made over \$1,100 after expenses. Jim created a one page spreadsheet detailing expenses and amount of food stuff use as a guide for future events.
 - **ACTION: Jim** to look into how much money needs to be in a checking account to keep from paying fees
 - **ACTION: Gail** to make sure attorney has P.O. Box address for future invoicing
 - **ACTION: Jim** to look into changing banks for better interest rates (per Member's meeting suggestion)

Committee Reports

- **Building: DISCUSSION** – 1) Rental Status, 2) Building rules and rental schedule and 3) Schedule clean-up day
NHVFD is still working on the 2 building repairs documented in October; 1) new water tank & pressure control switch and 2) UV bacteria water filter.
 - a. **Rental status** – reviewed [Rental Agreement Draft](#). Decided to keep rentals on hold until after building reviewed for safety issues and prioritize any repairs. Changes to Draft agreement to include:
 - i. Add "Name of Organization (optional)"
 - ii. Remove "will amplified music be played"
 - iii. Remove "Will alcoholic beverages be served"
 - iv. Change "Non-profit meetings" to "Not-for-profit organization meetings"
 - 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 **DONE** Gail shared
 - 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 **12/01 DONE** added to rental agreement draft.
 - 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 12/01 DONE** Current insurance policy will not cover liability if alcohol is present.
- b. **Building rules and rental schedule** – reviewed Meeting Room Rules and Check List. Only change was Alcohol section to now say NO ALCOHOL and include that it is not covered by insurance. A visible, public calendar will be maintained showing busy / available. The lock box combination would be changed after each rental. Ed volunteered to be on the rental committee. On-line payment could be an option. The "NO USE of the MEETING ROOM other than NHIA events" decision is still in effect.

DECISION: Change the locks

 - **ACTION: Gail** to have the locks changed / rekeyed
- c. **Schedule clean-up day**
 - **ACTION: Gail** to propose clean-up date after the first of January
 - **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 to 4014 on NHIA sites or publications.

- **Bylaws Committee:** DISCUSSION – A [presentation](#) of how the committee constructed the by-laws and the review process to get where they are now ready for Board review was covered. Board members now have access and comment permissions to the Bylaws DRAFT in google docs. Comments will not be removed until after the next board meeting review. A two-phased approach was recommended to capture comments since a few people were uncomfortable using Google docs. Google docs will be used initially to capture the majority of the comments and there will second period after for those that prefer to write notes on hard copy to have their comments keyed in afterwards in order to have a record of ALL comments. There will still be a period for board discussions to occur on sections that are identified as needing further discussion. Once the board has an agreed upon draft, the membership will have an opportunity to comment and then approve.
 - **ACTION: [Alison](#)** to discuss with the lawyer on options for Fire Department participation on board.
 - **ACTION: [Everyone](#)** to review the Bylaws DRAFT and submit comments either on Google docs or hard copy by January 12th.
- **Events– DISCUSSION** – Turkey Run debrief

Over 150 people attended the Turkey run. Only 100 new shirts were made so past shirts were also distributed to make up the difference. There is a potential new sponsor that could cover getting additional shirts next year. There was a suggestion to raise the cost of the event next year.

 - **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: [Events committee](#) to follow-up on a possible Blackwood Farm Park Hike; **DONE put on the 2016 event list**
 - ACTION: [Jim](#) to provide printed copies of the budget for all meeting attendees **DONE**
 - ACTION: [Nominations Committee](#) to provide ballots for each household plus an electronic copy for the email announcement the week prior to the elections. **DONE**
- **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.
- **Communications** – DISCUSSION – (none)
- **Nominations Committee:** DISCUSSION – (none)
 - 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 **DONE**
- **Building Transfer Committee – DISCUSSION – ONHOLD** until after elections (none)
 - **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

New Business

- **Agenda items for next board meeting:**
 - Discuss long term option for building like making it desirable enough for a third party to handle rentals
 - Discuss Fundraising to support Hollow Rock Store pledge
 - Set up Committees for 2016

Next Board Meeting

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

Meeting adjourned at 8:31pm