

MINUTES

NHIA Board of Directors Meeting

January 12, 2016

The meeting was called to order at 6:59pm

In Attendance

Alison Windram, Ann Williams, Del Williams, Diane Doub, Ed Tostanoski, Gail Boyarsky, Jim Worrell, Lindsay Carroll, Mike Doub, Mike Tapp, Suzanne Sauter, Steve Herman, (guest) Kay Tapp Absent: Walter Fowler

Call to Order

- **Approval of Minutes**

The final version of December 1, 2015 meeting minutes was reviewed and available for posting to website on December 8th

- **Finance Update: DISCUSSION** – Dec expenses were covered (see December 2015 NHIA Finance Sheet found [here](#)).
 - **ACTION: Jim** to look into how much money needs to be in a checking account to keep from paying fees
 - **ACTION: Jim** to draw down rental account to minimum required without paying fees
 - **ACTION: Jim** to look into changing banks for better interest rates (per Member's meeting suggestion)
 - **ACTION: Jim** to add the \$500 previously committed pledge to Hollow Rock Store to the 2016 budget
 - **ACTION: All committee and event chairs** to submit budgets to Jim for board approval on Feb 29th. See last year's actuals in the December budget as guideline.
 - **ACTION: Gail** to make sure attorney has P.O. Box address for future invoicing **CLOSED Done**
- **Goals for the New Year**
 - Complete By-laws
 - Sort Building Ownership
 - Rebuild Fire Department relationship
 - Clean-up building to get it ready for rental
 - Agreed to donate the red chairs
 - All other items under the front table will be sent to appropriate disposal sites

Committee Reports – DISCUSSION Identify a default chair and potential members of the 2016 Standing Committees

Building – [Steve Herman](#) (chair), Mike Tapp, Mike Doub, Del Williams, Alison Windram

Rental – Gail Boyarsky, [Ed Tostanoski](#) (chair)

Events – Ed Tostanoski, Suzanne Sauter, [Gail Boyarsky](#) (chair)

Membership – [Alison Windram](#) (default chair)

Communications – Ben Abrams, [Diane Doub](#) (default chair), Lindsey Carrol, Meg McCann, Mike Doub & Walter Fowler

- **Building: DISCUSSION** – 1) Capital improvements that are needed, 2) What we can and what we are willing to pay for and 3) Capital campaign to get building up and running (not discussed)
 - **ACTION: Mike T** to check with insurance agent to see if the back ramp (which NHIA would like to use for temporary outdoor storage) is a liability.
 - **ACTION: Building committee** to get a quote for a substantial gate, pickets, door lock and replacement lumber to make the back ramp safe for use as a temporary storage unit
- **Rental: DISCUSSION** – Rental agreement is in the process of being finalized by the rental committee. Calendar is set up and functional. Building is cleaner, some work still needed.
 - **ACTION: Mike T** to get a quote for having the floors professionally cleaned. If quote is <\$200 then schedule cleaning
- **Communications – DISCUSSION** – (none)
- **Membership – DISCUSSION** 1) online membership payment and 2) increasing membership (not discussed)
DECISION: Square will be used (has options to invoice, have on-line store, collect payments in person with a free smartphone app) as the technology to do on-line payment for on-line membership registration.
 - **ACTION: Lindsay** to work on implementing Square
 - **ACTION: Lindsay** to send copy of proposed new on-line membership payment form

DECISION: Next Membership meeting will be in March. This will give the board time to complete work in order to present:

- Budget
- Event Calendar
- By-laws for member feedback

	Households	Members
2014-12	98	157
2015-12	66	101
decline	33%	36%

- **ACTION** Alison to send write a description of the Membership committee role
- **ACTION** Mike D to send membership data in Excel (the file on owncloud site is available anytime with most current info, it gets updated every time Jim gives Mike membership forms)
- **ACTION** Mike D to send Steve, Suzanne & Ed passwords and instructions on how to get to the cloud
- **ACTION:** Walter to craft a “We’ve missed you” email to send out to members that have not renewed for 2015. **CLOSED**
- **Bylaws Committee: DISCUSSION** – current version of new proposed by-laws can be found [here](#).
 - **ACTION:** Alison to discuss with the lawyer on options for Fire Department participation on board. **CLOSED**
 - **ACTION:** Everyone to review the Bylaws DRAFT and submit comments either on Google docs or hard copy by January 12th. **CLOSED**
- **Events– DISCUSSION** –See [2015 Annual Meeting minutes](#) for list of suggestions.
 - **ACTION:** Event Committee to plan a schedule of events to share at February meeting
 - **ACTION:** Mike to call an events committee meeting before the end of the year to plan 2016 events slate **CLOSED**
 - **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. **CLOSED**
- **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.
 - **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:**
 - Budget approval
 - Event Calendar proposal
 - Is there a need for additional committees (ex: Audit)

Next Board Meeting

Monday, February 29, 2016 at 7pm at the NHIA Community Center

Meeting adjourned at 8:20pm

A separate **By-Laws Feedback Meeting** was held afterwards for interested participants that wanted to give feedback in person instead of documenting thoughts on-line.