

# MINUTES

## NHIA Board of Directors Meeting

February 29, 2016

The meeting was called to order at 7:04pm

### In Attendance

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

### Call to Order

- **Approval of Minutes**

The final version of January 12, 2016 meeting minutes was reviewed and available for posting to website on January 18<sup>th</sup>

- **Finance Update: DISCUSSION** – review of February expenses (see February 2016 NHIA Finance Sheet found [here](#))

- **ACTION: Jim** to look into changing banks for better interest rates (per Member's meeting suggestion)
- **ACTION: Jim** to consolidate budgets and email to the board for on-line approval
- **ACTION: Jim** to email Mike T an invoice for Fire Station Rent
- **ACTION: Jim** to look into how much money needs to be in a checking account to keep from paying fees **CLOSED**
- **ACTION: Jim** to draw down rental account to minimum required without paying fees. **CLOSED: down to \$400**
- **ACTION: Jim** to add the \$500 previously committed pledge to Hollow Rock Store to the 2016 budget **CLOSED**
- **ACTION: All committee and event chairs** to submit budgets to Jim for board approval on Feb 29<sup>th</sup>. See last year's actuals in the December budget as guideline. **CLOSED** Budgets submitted for Building, Membership, Communications and Events; Turkey Run and Breakfast are using last year's numbers and Rental to use \$400 (\$200 for waxing floors and the rest for cleaning supplies or kitchen supplies)

### Committee Reports

- **Rental: DISCUSSION** – 1) Approval of the Rental Agreement, Pricing, Rules and Checklists, 2) Calendar /rental schedule and 3) cleaning the meeting room and kitchen

1. Rental Agreement was approved with the following changes: a) change “,” to “;” in the rental rates, b) change “2 hours” to “4 hours” for not for profit rentals and c) add “or ceiling” in the DECORATIONS section of the Meeting Room Rules.
  2. Lindsay and Gail are still sorting out the website calendar
  3. Gail asked about having the firemen clean the meeting room
  4. Orange County overpaid NHIA by \$750 since 2010. Instead of sending them a check they prefer to get free rental until the balance is even. They will be using NHIA as an early voting site.
- **ACTION: Mike T** to check if cleaning NHIA meeting room is a possibility
  - **ACTION: Lindsay** to re-add rental info to the website with corrected rental form
  - **ACTION: Alison** to add hard copies of the rental agreement to the porch drop box

- **Building: DISCUSSION** – 1) Renegotiate lease agreement with NHVFD and 2) ways to address structural and major repairs

1. Alison will work with one other member (Cliff?) to renegotiate the lease agreement with the fire department.
  2. (did not cover)
  3. Mike T shared that the Fire station lighted sign was destroyed by debris from snow plows after the February storm
- **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: Mike T** to get a quote for having the floors professionally cleaned. If quote is <\$200 then schedule cleaning
  - **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 **CLOSED**

- **Communications – DISCUSSION** – 1) Comms update and 2) Funny Girl Farm Request

1. First Comms team meeting will be March 17<sup>th</sup>. The plan is to send out a newsletter prior to Country Breakfast. Advertisement for earlier events will occur thru email to everyone in the database.
2. Funny Girl Farm request – NHIA cannot advertise for-profit organizations but we can:  
[NHIA website](#) – link the Funny Girl Farm Facebook page to the NHIA website in the “friends & resources” section **DONE**  
[NHIA Facebook](#) – already has an area where “Friends” can post and Casey's email was posted last week **DONE**

IF the events committee includes a Funny Girl Farm Tour in an approved events calendar, Comms can add:

- Event list on [NHIA website](#) w/brief description of each event including FGF & importance of CSA subscription to their continuing success
- Event calendar on [Facebook](#) can include the same info as website but it pushes info out to people who like our site
- Brief description in the [newsletter](#)

● **Events– DISCUSSION** – 2016 calendar of events

- **ACTION: [Event Committee](#) to plan a schedule of events to share at February meeting CLOSED**

Saturday March 12	11:00	Robson Mill Hike	Stewart Dunaway will lead a hike to Robson Mill site on New Hope Creek in Duke Forest. He has written a book about mills on New Hope.
Saturday April 16	7:00am - 11:00am	Country Breakfast	with the NHVFD
Tuesday, April 19	7:00pm	Members meeting	
Tuesday May 17	7:00pm	Duke Forest Update	Sara Childs, Duke Forest manager, will talk about happenings in the Duke Forest and take questions about the Forest.
Tuesday, June 14	7:00pm	Community Safety and Crime Watch	NEW Community Watch officer and Sheriff Charles Blackwood will speak about public safety and crime prevention.
June or July TBD	TBD	General membership meeting	We can do a social of some sort, or a pot luck dinner. We can have a short business meeting and have Porch Climbers play.
October TBD	TBD	Candidates' Forum	Meet the candidates for the upcoming county elections.
November TBD	TBD	Annual Members' Meeting	NHIA board elections and annual review
Saturday, November 12	TBD	Turkey Run	

● **Membership – DISCUSSION** 1) membership dues reminders, 2) Set membership meeting dates and 3) Members database

1. Alison has created a reminder form to send members
  2. March Membership meeting was moved to April; to include budget, Event Calendar, & Member by-law feedback
  3. (not covered)
  4. Feb 2016 Initiatives considered:
    - phone calls to LYBUNTs and SYBUNTs (coordinate with Mike D. to get list)
    - set up online membership (coordinate with Lindsay), place buttons on webpage and Facebook
    - redo membership form (add web address to renew online)
    - create something acknowledging receipt of membership dues (email, paper?)
    - forms available at every event AND drop box
    - “Ask Me” type t-Shirt or button for Pres & VP (or other board members) to wear at events
    - consider hosting events for members only (walks, talks) to differentiate membership events from fundraisers, add value to membership
- **ACTION: [Lindsay](#) to complete implementing Square and on-line payment form**
  - **ACTION: [Lindsay](#) to send copy of proposed new on-line membership payment form to board members**
  - **ACTION [Alison](#) to write a description of the Membership committee role CLOSED** will be included in Standing Rules
  - **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) CLOSED**
  - **ACTION [Mike D](#) to send Steve, Suzanne & Ed passwords and instructions on how to get to the cloud CLOSED**

● **Bylaws Committee: DISCUSSION** – current version of new proposed by-laws can be found [here](#). Committee took the prior feedback from board and worked on new draft. It includes moving out a lot of the detail to “Standing Rules”. Other changes include:

- Fire Chief is a full voting member of the board
- Added a conflict of interest section to allay concerns
- Removed chairman of the board position so the president will be required to conduct both the board and membership meetings
- Voting membership district lines were revamped to include Kay’s map with a few additions sketched on a hard copy map.

● **Building Transfer Committee – DISCUSSION** – This Committee has been disbanded and all actions closed

- **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 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:**
  - Breakfast Plan Update
  -

### **Next Board Meeting**

**Tuesday, March 22, 2016 at 7pm at the NHIA Community Center**

Meeting adjourned at 8:31pm