



P.O.

# Lake Kanasatka Watershed Association

Box 774

Center Harbor, New Hampshire 03226

## Advisory Board Meeting Notes

Feb. 21, 2021

Joan Izen, Secretary

1. Roll call/ welcome
  - The LKWA Advisory Board (AB) meeting was held virtually via Zoom
  - The meeting was called to order at 4:05
  - All AB members were present: Kirk Meloney, President; Jane Nash, Vice President; Rob Baker, Treasurer; Joan Izen, Secretary; Wendy Downing, Communications and Tim Baker, Member-At-Large
  
2. 11/22/20 meeting minutes review and approval
  - Item 8, LKWA “Chain of Command” document (organization chart) briefly discussed
    - Joan made the recommended edits and included the Advisory Board Job Descriptions
    - The document was accepted by the AB with the understanding that it will be updated as needed
  - Meeting notes accepted as written
  - Next steps:
    - Wendy will post on the website the LKWA organization chart and 11/22/20 minutes
    - A cloud-based “common folder” (i.e. Google drive) will be created to store AB documents; in addition, the notebook containing hard copies of minutes and ‘critical documents’ will continue to be maintained
  
3. Treasurer report to date
  - \$4,845.00 in checking; \$9,884.00 in savings
  - Go Fund Me donations: \$11,350.00 donated as of 2/21/21; \$9,359.34 deposited
  - All agreed to the benefits of offering PayPal as an option for donations and dues payment
    - Next steps:
      - Rob will establish a bank account earmarked for “electronic payments”
      - He will provide Wendy with the account and routing numbers
      - Wendy will create a PayPal link on the website

### Old Business:

1. By-laws review
  - Kirk recommended that the revised by-laws be presented and voted on at the July 2021 annual meeting; all agreed
  - The AB discussed adding another by-law revision; Wendy made a motion that the Water Quality Committee Chair be added to the AB; Jane seconded the motion
    - Following discussion, it was agreed that while the Water Quality Committee Chair is a critical and highly valued role, it is an operational vs. director position and so should not be added to the AB
    - The motion was not accepted by unanimous vote
  
2. Membership Survey

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- As noted in the 11/22/20 meeting minutes, the AB agreed to table the survey for now wanting to maintain the focus on supporting the Watershed Management Plan (WMP) development
  - The AB agreed to revisit the survey post-WMP or sooner if membership feedback is needed to increase financial commitment to the plan
3. Website updates
    - Wendy described the changes that have been made to the LKWA website and the AB viewed each of the pages
      - Attempt to maintain the 'look and feel' of the site John Scudder created but streamline it so that critical information is easy to locate
    - Next steps: Wendy will
      - Remove the "Sales" page [LKWA merchandise will no longer be sold online; it will be available for purchase at Annual Meeting]
      - Change the page title "Join now" to "Membership"
      - Add a page titled, "Volunteer Opportunities"
      - Place a large banner on the home page publicizing WMP fundraising efforts
  4. Policy re: reimbursement for expenses
    - All agreed that a "pre-authorization" policy is needed to avoid any future misunderstandings
    - Next steps:
      - Jane offered to give it further thought and report back to the AB with recommended action
  5. Emergency Response Document
    - Kirk and Jane received a final document from Lisa H.
    - Next steps:
      - Kirk will forward the document to the AB for final review
  6. Communications Committee status update
    - This committee formed following the Fall "gazebo meeting"; Rosemarie Rung assumed leadership and organized several meetings through early winter 2020
    - The committee has not met since; it is unclear whether meeting minutes were maintained
    - All agreed to the importance of this committee, particularly in light of the WMP
    - No decisions or next steps were agreed to; the AB will discuss at their next meeting

New Business:

1. Watershed Management Plan (WMP)
  - Committee is meeting monthly; Jane is Chair working closely with Tim and Rosemarie
  - Creation of a letter and brochure to publicize the effort is close to completion
    - Work in process to update mailing list/data base
  - Efforts are moving forward under the direction of FB Environmental Associates (Forrest Bell)
    - The Water Quality Data Gap Review final report is due March 1<sup>st</sup>
  - Tim made a motion that the AB authorize payment of up to \$14,000.00 to FB Environmental Associates between March and June 2021 to complete the first 3 tasks of the plan; Jane seconded the motion; all agreed – the motion passed.
2. Fundraising campaign
  - Rosemarie spearheaded the request to the Moultonborough Town Selectman for financial support of the WMP
    - The Town Selectman did not support the request (all 5 voted no)
    - The article will be voted on at the town's annual meeting (5/15/21)
      - Article 14: To see if the Town will raise and appropriate the sum of Sixty Thousand Dollars (\$60,000) to support a Watershed Management Plan for Lake Kanasatka to be

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- allocated to the Lake Kanasatka Watershed Association. This Article is by Petition.
- Letters of support were sent to the Board Chair asking the Board to amend their no vote. The Board did not change their vote.
  - It will be difficult to gain the town's support given the Board's lack of support. There are plans to 'get the word out' and conduct letter writing campaign to educate town residents on the importance of the WMP.
  - The GoFundMe campaign established by Ted Hilton's family to support the LKWA WMP has generated \$11,350.00 as of this meeting date
  - Next steps:
    - The WMP committee will develop a fundraising campaign with the understanding that this may be a 1- to 2-year effort to raise enough funds to complete the plan
    - Looking to hold several fundraising drives targeted to: LKWA members, lakefront owners and others in the watershed
3. Moultonboro Town Meeting
- Postponed to 5/15/21 due to COVID
  - Forrest Bell and Rosemarie Rung both offered to attend the meeting and present in support of funding the WMP
  - Wendy and Gary, Rob and Jane are all full-time town residents and eligible to vote
  - All are encouraged to attend and support the effort
4. 501(c)(3) status
- Rob submitted the application for 501(c)(3) status to the State on 2/9/21
    - Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations
    - Contributions to a 501(c)(3) organization are tax deductible
  - Rob believes the process typically takes 30-45 days; he will keep the AB informed
5. Annual Newsletter
- John Scudder took the lead on coordinating previous annual newsletters
    - Format consistent year to year
    - Typically disseminated 2<sup>nd</sup> week of April
  - Wendy will lead this year's effort; Kirk offered to assist
  - Format will be similar with the addition of a banner announcing the WMP fundraising effort/ donation request and focus on the WMP
6. 2021 dues increase proposal
- Kirk proposed the possibility of increasing the annual dues amount since it has remained at \$25.00 for many years
  - The AB discussed the pros and cons and agreed to continue the same dues level with the hope that members will contribute to the WMP fundraising effort
7. July 2021 Annual Meeting
- Kirk announced that there will be an annual meeting this year either in-person or via Zoom
    - Important to engage the membership in the WMP fundraising effort
    - Present and vote on the revisions to the by-laws
  - Kirk reached out to NH Lakes to assess their availability to make the presentation scheduled for last year's meeting which was cancelled due to COVID; they are available and willing if in-person meetings are allowed
  - Next steps:
    - Jane will call the Moultonborough Library to reserve the meeting room for July 10<sup>th</sup>, 2021 from 9:00-12:00

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- Final decision re: holding in-person vs. virtual meeting will be made by early June and communicated via FaceBook, Instagram, newspaper and signs.

#### 8. Other Business

- Joan suggested the AB schedule monthly meetings to stay abreast of all Association activity related to the WMP
  - All in agreement
  - Next meeting scheduled for Sunday, March 21<sup>st</sup>, 4:00-5:30

Meeting adjourned at 5:40.

#### Parking lot items:

1. Actively pursue information about new property and land sales within the watershed (through town records)
  - Send new owners a 'welcome letter' inviting them to join LKWA, make use of NH Lakes "LakeSmart" resources and in general, plan their construction, renovations and/or landscaping with the health and wellbeing of the lake as a top priority
  - Send a letter to new owners in Tamarack development; offer a visit from a LKWA AB member to discuss 'lake friendly' strategies they can use
2. Respond to concerns re: individual property owners by sending a friendly letter voicing the concerns, offering resources and a 'friendly meeting' to discuss lake smart strategies to support their construction or landscaping efforts.
  - Publicize all success stories via our social media channels
3. Create a subcommittee of individuals who participate in or attend town meetings to keep the AB informed of developments that directly or potentially impact Lake K.
4. Establish relationships with local realtors to keep them informed about lake smart strategies that they can share with potential buyers who may be considering new construction, renovations or landscaping projects
5. Meet with local landscaping companies and individuals to express our concerns and suggest lake smart strategies they can use and promote to their customers

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