



Clough Pond Association

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Minutes: Board of Directors Meeting of September 26, 2013

A Meeting of the Clough Pond Association Board of Directors was called to order at 6:32pm on September 26, 2013 at the home of Deb & Andy Knowlton.

Roll Call and Declaration of Quorum

- In attendance were: Andy Knowlton, Debra Knowlton, Tom Edwards, Jean Cote, Mike Shields, Sandy Decato, and George Hayden. Absent: Priscilla Giles, Emma Tillotson, and Deb Lincoln.
- President Deb Knowlton noted that a quorum was present.

Addition of Last Minute Agenda Items

- None

Minutes of the Last Board Meeting

- Motion to accept the Minutes of the August 8, 2013 Board Meeting was made, seconded and approved.

Secretary's Report

- The Secretary had nothing to report not already in the agenda. Motion to accept that "non-report" was made, seconded, and approved.

Treasurer's report

- Jean was unable to print a report from her PC and Quicken prior to this meeting due to technical difficulties. Jean then reported that there were only two transactions since the last meeting. She deposited \$50 from memberships since the last meeting and paid for the August VLAP water test of \$100. Current balance is \$1,885.29. Current memberships = 23: 13 families and 10 singles.
- Balance from the NHLAKES special grant is \$470. (Calculated from the discussion). That amount is included in the \$1,885.29.
- We agreed that we would look into other ways to configure Quicken (or other package including perhaps the online version of Quicken) to get different reporting. Tom to explore further.
- Motion to accept the Treasurer's Report was made, seconded, and approved.

Committee Reports

- Lake Conservation Corp Report –(Tom)
 - Tom described the LCC Program for the new Board Members.
 - Robbie Parsons was the NHLAKES coordinator for the LCC program and she was laid off recently so the program is in suspension. Neither Tom nor Emma, the two with projects remaining that still need tweaking, care if there is any more action from NHLAKES on this program.
 - We should declare this program completed, other than possible public relations events. We still may want to drive something in that arena. Perhaps some version of a block party.
- Lake Host Program Update
 - Andy updated us. He reports a balance at NHLAKES of around \$800 (I could not make out the exact amount he reported from the recording) that does not have the administrative fee added back in. We will get that exact figure later from NHLAKES. Sandy reported that there has been almost no activity since Labor Day.
 - We told Andy to tell NHLAKES to leave our remaining money at NHLAKES rather than return it when they ask later this fall.
 - We discussed the results of our effort to extend the Lake Host program at the ramp beyond Labor Day. Sandy indicated that there were very few boats passing through. One morning it was 37° at the ramp. Not pleasant for the Lake Host.
 - Motion to declare the post Labor Day Lake Host ramp effort not worth the effort and thus terminate the effort immediately was made, seconded, and approved.
 - Looking ahead we would be better off paying Lake Hosts for weekday/weekend activity rather than extending the season. Observation from Sandy would be to extend the hours on weekends rather than having a presence on weekdays. Better bang for the buck.
 - Andy noted that two of his Paid Lake Hosts never submitted their time sheets and we have been unable to pay them as a result. They put in very little time, training and some ramp activity.
 - An idea was discussed: We need a presence at the ramp on opening day. No Lake Host. Just a place to introduce the CPA and its programs via handouts, etc.
- NHVLAP Program Update
 - Tom described the VLAP Program for the new Board Members.
 - Latest report from the program is of a slight increase in the phosphorus levels. But that varies from year to year and we are still in pretty good shape overall.

- We are looking to increase our sampling to three times per summer from the current two but that costs another \$100. We are going to propose to the town that we take on the e. coli sampling as well as the VLAP sampling if they pick up all the laboratory costs for both programs.
- Motion made, seconded, and approved to accept all the Committee Reports.

Old Business

- Looking ahead to future years.
 - “Get the Lead Out, NH”
 - Sandy has explored this program and what it will take to get this underway. NHLAKES has supplied a lot of information about how to do this, help with brochures and public relations material, and how to manage the program. We need to dispose of the returned lead tackle and we have a list of places that will accept it. We could create a presence at Old Home Day, etc.
 - We want to have a presence at the ramp on opening day. Lake Host, Get the Lead Out, CPA Membership, VLAP, etc. with material on each.
 - We all agree we are to move on the Get the Lead Out, NH Program.
 - PR Efforts
 - Deb Lincoln has prepared an article for the Loudon Ledger. Status uncertain.
 - Old Home Day presence. Do we want a presence? If so, how?
 - Publicize the June and August CPA potluck meetings in the Ledger and elsewhere.
 - A-Frame Sign for Lake Host and Corporate Sponsorships (Tom)
 - Concept is to place a “Lake Host On Duty” sign at the ramp when we are there. We can add advertisements on one side of the sign for those coming out of the water. Offer business memberships (Sponsors) in the CPA and give them advertising in return for their donation.
 - Storage Box at Ramp (Tom)
 - A slim open at the top or back box to contain the chair, sign, Lake Host supplies, etc. Bill Gordon will make the box. Bolted to the F&G sign.
 - Succession Planning for CPA Programs (Tom)
 - Tom made the VLAP handbook as a sample of a means of gathering in one place the necessary material in one place. This is a CPA specific handbook for VLAP.
 - Another example, the Lake Host Program was handed down from Emma to Nancy to Andy. Along the way some of the steps necessary

to manage the program were obscured or lost. For instance, the letter to the Loudon Conservation Commission requesting the yearly grant was missed and a \$1,000 grant was lost. A CPA specific handbook about the Lake Host Program would help avoid such problems during program leadership turnover. I offer the VLAP Handbook as an idea.

- Discussion seems to indicate that this Handbook idea is a good thing to be setting up. A handbook for each program or function.
- CPA Document Repository (Tom)
 - Storage as paper or electronic format. It can be stored on a thumb drive. It needs organization and adherence. And available to many people easily.
- Storage Box at Beach (Tom)
 - Perhaps we could offer to build a new one for the town. But our money may not support that effort today.
 - Maybe donate a decent first aid kit as well.
- Beach Picnic Table (Tom)
 - I took a closer look at it before this meeting and it is deteriorating. Maybe replace the table. Maybe repairable. Again, money is an issue.
- Membership Manager
 - Roanne Sanborn is that person following the August Meeting.

New Business

- Document Repository Issues
 - Keep the Secretary updated with letters, requests, etc.
 - All this can be stored online for the entire Board to access.
- Over the winter consider other ideas about raising money to support our programs.
- For the Record: Andy will make the request to the Loudon Conservation Commission for next year to ensure that we do not miss the opportunity.
- For the Record: The CPA approves of our going forward with soliciting sponsorships and all that means.
- Next Board Meeting – Will be scheduled at the discretion of the President in time for the LCC Request and the Opening Day event.

Adjournment

Meeting adjourned at 8:29pm

Respectfully submitted

Tom Edwards