**BOARD OF DIRECTORS MEETING**

**July 22, 2016**

In attendance: Bob Smith, Ken Rancourt, Doug Somerville, Kathy Somerville, Maxine Booth, Bruce Miller, Tiffany Benna

The meeting opened at 9:30am. There are no written minutes from the May 21st meeting. Ken will craft limited minutes for the August Board meeting. The June minutes were accepted.

Russell Colbath House Report

* Bob and Doug talked with Phil Chase, a volunteer at the RC House and he agreed to work Saturdays and Sundays with a salary of $10/hour with one hour of travel time which will commence August 28th  for the remainder of the season. In the interim he will continue to volunteer Tuesdays. Doug suggested Kathy talk with Gloria regarding switching her day to Tuesdays once Phil commences on weekends. Bob suggested we pay Phil for Tuesdays until his weekend schedule commences; it was motioned, seconded and passed. Doug will send him a W9 and Bob will send him a contract.

1. Question was raised if repair work at the RC House would affect Phil’s work. Since he will be working weekends felt it would not be an issue. He could always set up in the Barn if necessary

* Going forward, Doug feels we should pay weekend interpreters and weekdays volunteers only
* Kathy finished map and description of the RC garden which will be laminated and hung.
* Doug requested emailing him pics of the RC House Board members might have for the WMIA website. NOTE: Tiffany reminded the Board that any pictures containing people must have a signed Forest Service release for each person in the photo
* Bob and Doug will talk with Joe regarding Forest Service covering Sundays between now and August 28th

**Encampment Day**

* Bob Amadon supplied the Board with information regarding a traveling forge to be present at August’s Encampment Day. It was motioned, seconded and passed that we pay the group with the forge $400 for the day with caveat they commit to demonstrations/usage on that day.
* Put notice at Saco Ranger Station re: cannon fire on the 27th . It will fire three times that day, commencing at 10am per Joe’s suggestion.

1. Gary at Jigger Johnson Campground will put up notices of Encampment Day.
2. Ken suggested putting a sign on the Kancamagus announcing event
3. Ken and Kathy will do a local radio program, Drive Time to publicize the event
4. Tiffany will send out an announcement to Forest Service; Kathy will email Tiffany pictures to include
5. Ken will contact Tom Eastman to request he write an article for the Conway Sun

* Items to sell: Camp the Kanc T-shirts, coffee cups, WMNF baseball caps, railroad books, water bottles. Maxine will pack up the items.
* Tables will be set up in the Barn to display items. Ken will bring tables for the event.
* Kathy suggested procuring information from each presenter, i.e., spinners, etc to determine how much space will be required.
* Maxine will contact Rhonda regarding money for that day. Doug will use spare money WMIA keeps at Saco. He will also enter all sales made at the Encampment into POS after the event.
* Schedule for Encampment Day to man WMIA tables. Maxine will send out an email to Board members. Once each person has filled in time they can ‘work’ click respond to all. Time slots will be:

1. 8am – noon
2. Noon – 4:00pm
3. 6pm – 8pm (when Saturday presentation at RC House finishes)

* Kathy and Doug will bring the WMIA banner to table.
* Bob and Doug will schedule a meeting with Joe to go over Encampment Day.

Treasurer’s Report

* Northway Bank sends a tracking number now.
* Current balance is: $37,593.14
* Campton’s last deposit was May 2d. Tiffany will meet with Matt and go over the Retail Manual
* Maxine will meet with Matt at Campton to review items to sell, POS, etc.

Retail Report

* Joe was amenable for WMIA usage of one of the video screens at Saco to publicize WMIA. Bob and Doug will run it by Joe to finalize
* The Dolly Copp t-shirts are moving forward
* Dolly Copp Postcard: Maxine will ask Heidi to create one
* Tiffany noted that the polypro long sleeve forest green Ts run small. Maxine will investigate for the 2017 season to find a company that provides true to size items
* Tiffany will send out a doodle to Forest Service next week with dates/times for the September Retail Meeting

Membership

* All membership renewals have been mailed
* Video Development: Kathy and Gary met with Bob Burnhart of Valley Vision. His salary is $15/hour. They requested Bob shoot video clips of Encampment Day at the RC House and Boulder Loop Trail once all interpretive panels are in place.

1. Kathy will provide Bob with photos. Kathy will email Tiffany with info regarding this project

2. Kathy and Gary will work on a script for the video

3. Bob will be videoing Squam Lakes presentation at RC House

* Focus of video is to promote WMIA; campground programs, education, safety, retail stores, stewardship, volunteer opportunities
* Kathy feels it’s a waste of time to promote WMIA at the campground programs. She noted that Gary at Jigger Johnson Campground feels it’s all about the kids and what appeals to them. It was felt that, going forward, we need to keep this in mind when determining presenters at each campground.
* Bob suggested evaluation sheets of each presenter be reviewed with Joe
* Maxine will contact Sled Dog Rescue to determine if they would be willing to do a campground program

Brickett Place Report

* Bob will email the visitor numbers to the Board
* September Workday: schedule a day at August meeting
* CTA maps: recognizing WMIA on their maps

Other Business

* Ken suggested putting corporate sponsors and Forest Service on the main page of the WMIA webpage.
* Bob wants to create business cards for WMIA. He will pay the fee of $10 for 500.
* Ken will fill out the application for APPL and include the $100 membership fee
* There will not be a Board meeting in September
* Next Board meeting October 7th at 9:30am at Saco

The meeting adjourned at 11:20am