**White Mountains Interpretive Association**

**Board of Directors Meeting - October 15, 2015**

Saco Ranger Station

The dinner meeting convened at 5:30 pm at the Saco Ranger Station with Ken Rancourt, Gary Gustafson, Bruce Miller, Kathy Somerville, Doug Somerville and Bob Smith in attendance. Tiffany Benna joined via conference call. Absent were Maxine Booth and Carol Felice. Pizza was provided by the WMIA.

1. The minutes of the September Board and Retail meeting were accepted.

2. **Forest Service Business –** Tiffany Benna

* Tiffany reported that the fleece jackets and vests purchased by the WMIA at the request of FS employees were very well received. The retail space at Campton has been much improved and Tiffany reports seeing items changing and being moved around and expects that sales will improve with better display.
* Brian Johnston and other Forest Service staff have expressed concerns about the designation and use of storage space for WMIA retail items. It is recommended that retail members and FS personnel meet and work out a way to allocate the limited storage space at Saco so that both the district and WMIA can better manage the items stored.
* The staff at Campton had reported problems with the barcode reader they have. Joe Phillips tested it and reported that it now seems to be working fine and it was returned to Campton.
* Nick had designed a new Material Request Form which was shared with the Board and which the Retail Committee will evaluate and implement. Tiffany requested that we look at carrying a new children’s book designed in collaboration with Hubbard Brook which is recommended.
* It was noted that the volunteer at Lower Falls Scenic Area was very helpful this summer, yet the mileage to be paid for this position was not budgeted. Tiffany assured us that the money for cost sharing can be used for travel expenses for this position.

3. **Treasurer’s Report –** Ken Rancourt and Gary Gustafson

* There have been some concerns about deposits and the problems Wayne is having as deposits are not always labeled. A discussion of communication issues between Rhonda and Wayne lead to Gary recommending a new procedure for tracking un-deposited funds. He noted that there is a need to add to the handbook the procedure for tracking deposits. Doug and Ken will contact Jim, Alisoun, Joe, Jenna and copy Tiffany about this procedure.
* Ken noted that there is still a problem with some vendors sending invoices in on paper, not by email, which leads to a delay in payment. It was decided to have Maxine contact those 3 vendors.
* Gary noted that having the inventory on the shelves seems to be paying off with good sales. He reviewed the Profit and Loss by class (store) with a year to year comparison and noted that margins are getting better. The question raised on unbilled purchases lead Ken, Doug and Gary to plan to arrange a meeting with Rhonda and Wayne.
* Ken stated that he would create a form for volunteers to request mileage reimbursement.
* Bob volunteered to write a letter to the Chatham Trails Association to thank them for their donation and let them know how the money was used.
* Doug has tallied the donations received at the Russell Colbath House and remarked that it was over $1,500 this year, with $325 being for a memorial for Don West. Kathy suggested that we use the $25 for garden labels with the other $300 going towards an interpretive panel about the Barn.
* Due to the unbudgeted cost of the volunteer at Lower Falls, yet recognizing the need for this position, Doug recommended that next year this position should go through Ed Wright as a grant funded position.

**Russell Colbath House Report – Kathy Somerville**

* The House was closed on Tuesday October 13th by Joe, Bruce, Doug, Kathy, Bob and Marcia. This great team had it closed by 12:30 pm. Bruce and Gary will cover the front door with plywood. The total number of visitors this past season was 6,173.
* Kathy suggested that all the docents meet with Joe to review the work done this season and ways to improve schedules and communication.
* A 3-pronged approach to advertising for a seasonal docent at the RC House was discussed. Bob suggested that we post an ad in January for a volunteer and campsite. We would pay for an ad in February to be in the local paper. We would also need to get a waiver on the 14 day limit to camp in a Forest Service Campground.

**Other Business**

 Boulder Loop Grant Application is still in process.

**Inventory**

 Maxine and Gary will coordinate the year-end inventory and will also contact Rhonda to verify needed information.

**Next meetings:**

**November 13th at Saco Ranger Station at 9:30 am.**

**December 11th at Saco Ranger Station at 9:30 am. Annual Meeting and Inventory planning**