**BOARD OF DIRECTORS MEETING**

November 13, 2015

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

The meeting opened at 9:35am. Minutes from the previous meeting were accepted.

**Treasurer’s Report**

The meeting with Rhonda on 11/11/15 was excellent.

Ken noted that his goal is to have the budget available for the December Board meeting and to keep $40,000 in the bank account.

1. A new system for credit cards will cost approximately $2650 plus cost of card readers. Ken suggested we pay the amount in one lump sum.
2. Volunteer mileage: for 2016 fiscal year request volunteers put designated number on their mileage request sheets. Doug asked if we are going to pay the volunteer at lower falls or should it be grant monies for mileage?
3. Tiffany will talk with John Marunowski regarding the Trailhead Program and accomplishments of said program.
4. An end of the month telephone notification to Andro and Campton was discussed. Tiffany felt it would not be necessary.
5. Doug reviewed the updated pages for the Retail Book.
6. We need to identify a SKU number for donations for each of the three stores.
7. One of the new sheets for Retail book notes the date for end of month bank deposits. Bob will call Andro and Campton to remind them the first month this program is in force, after that no calls will be made. Tiffany will notify the rangers of this change and Doug will send new retail pages to Wayne.

**Membership Committee**

There are two new members and currently 39 families. Kathy will include a notice for the Annual Meeting, December 11th at 11am. Tiffany noted she may not be able to attend this meeting.

Kathy is working on the Fall newsletter. Gary will write an article on hiking. Any other ideas please contact Kathy.

**Retail Committee**

Gary reviewed the Profit and Loss sheets he provided.

Tiffany requested a sheet of current inventory at Campton which was provided before she left Conway.

The Product Request Form created by Nick at Andro was approved. Maxine will notify Campton and Andro to use this form to request new items.

Transfers: It was determined that Andro and Campton must request an appointment if they choose to come to Saco to pick up items. Otherwise they can email Maxine the items they wish transferred.

It was requested that all stock be received by Memorial Day, 2016.

**Russell Colbath House**

The interpretive Panel: there is a meeting in the annex on November 20th to review the season and discuss any future changes, improvements, etc. for the Russell Colbath House.

Kathy has been attempting to gather photos of the barn during the construction phase. Several suggestions were supplied regarding individuals or organizations that might have photos to share. Tiffany will talk with Joe to determine if Forest Service approval is required for the interpretive panel.

Staircase: Tiffany noted that historical engineering is working on issue of collapsed cellar stairs. Tiffany hopes that they will be repaired by summer. She also noted that $15,000 is available for this project.

Volunteer Ad: It is hoped we can arranged a campsite at Jigger Johnson for the summer of 2016 to make available for an individual who will be a docent at Russell Colbath three to four days a week. There are volunteer campsites in Campton. Tiffany will research this to see if possible to offer one at Jigger Johnson. WMIA is willing to pay for the campsite…question arises as to how to include cost of showers. WMIA will pay $90/day for a RC docent plus campsite fees. The Board will revisit how many days the RC docent will work per week.

**Brickett Place**

3154 visitors this summer/fall. BP was staffed five days per week. In 2013 there were approximately 1700 visitors and the property was staffed 3 days per week – and this was the year of the government shut down.

The Board needs to make decisions regarding the 2016 season. We need to pay someone to mow lawns and do maintenance, preferably someone from that area. It was suggested to approach people Bob or others know for this position. The pay would be $4000 for the season. The Forest Service needs to be involved with the screening and hiring process. Bob noted he will not be at BP on weekends in 2016.

**Forest Service**

Year end inventory will take place December 30, 2015. All stores will close the retail portion of VIS on that day. It will be necessary that each store closes correctly the night before.

Campton: Gary, Bob

Andro: Ken, Jane

Saco: Maxine, Bruce, Doug and Kathy

**Other Business**

The Boulder Loop Grant Application: Joe and Bob presented before the Board of Directors of Pequawket for funding for kiosk. They requested $809. It was determined that we will move forward with the establishment of an interpretative trail and will pay $2000 salary for an individual to bring this to reality. The Forest Service will provide materials.

Our next meeting will be December 11th at 9:30am.

January 22, 2016 will be a Retail meeting with BOD meeting afterwards.

The meeting adjourned at 11:50am.