**BOARD OF DIRECTORS MEETING**

**October 7, 2016**

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

The meeting opened at 9:30am. The minutes from the August 29, 2016 meeting were accepted with stipulation of spelling corrections.

Treasurer’s Report

* $33,458.81 currently in checking account. The balance was $26,000 at one point, the greatest variation in values in quite a while. Tabled for later discussion
* Virtual deposit slip is what Ken views. Doug noted that if procedure for deposits as outlined in the Retail Handbook is followed then Wayne knows which deposits belong to which stores.
* October 25, 2016 was the first Campton deposit in a month. Matt is still learning VIS
* Bob requested Alisoun not handle WMIA deposits – Matt should handle this. Tiffany will verify this change
* Bob also requested Alisoun not close out at the end of the day, but rather Chris or Matt handle
* Maxine will arrange a day in November to meet with Matt and go over retail.

Retail Report

* Bruce talked with owner of Stan & Dan’s Ski shop who noted his margin is 40% for high ticket items and 50% for low ticket items and that his breakeven point was 30%. We mark up 40% across the board but we also do not pay rent, utilities, etc. Doug noted there is only so much we can sell in the stores and that we need to focus on grants and donations.
* Doug created a page for the Retail Coordinator section of the Retail Handbook
* Bob & Doug will talk with Brian in reference to Joe and Chase assisting WMIA if they have time and the need arises
* A tentative date for the yearend inventory is Wednesday, December 28th
* Passes: Blank checks will be left in the safe at Saco so Ken, Bob or Doug can come in to sign when monies needed. The week turnaround time between purchase order for passes sent and monies cleared is a week which causes problems
* Passes will be changing with only daily and yearly ones being issued. WMIA only does yearly: Doug will create a page for the Retail Handbook
* Andro’s computer: Bob noted that WMIA would like to have this computer hardwired and would also like to know the internet server. Tiffany will contact the IT people and find name of server.

Membership Committee Report

* Thirty-six member families renewed.
* Three families donated $100
* To date $1030 has been generated by memberships
* Heritage Day garnered two new members
* Kathy reordered letterhead stationary for $140
* Video: Kathy talked with Bob Bernhardt. He did not tape at Heritage Day but did video Squam Lakes presentation at RC House. It is hoped the video will be on display at Saco by spring
* Joe Phillips created a rough draft of new WMIA brochure. Kathy will work with Joe on this during the winter months. Kathy will email current rough draft to the Board
* Doug queried if WMIA wants to continue as member of Chamber of Commerce

Russell Colbath House Report

* Restorations are on hold until season ends
* 4,340 visitors from July 4th through October 1st
* Staffing 2017:
1. Phil Chase may not be available every weekend
2. Roberta will work two days a week
* The RC postcard created by Heidi is provided for all who make a donation
* There is a separate account for RC House
* Daughter of artist who painted picture of RC House: Kathy is the contact person. Maxine and Kathy will discuss marking down these prints at Saco to get them sold as they are taking up valuable space
* Doug questioned value of putting ad for volunteers in the Berlin Sun. Board decided to acquiesce with Nick’s decision
* The ad in Conway paper has been very successful.

Brickett Place Report

* Great season. Rattlesnake and Emerald pools very popular and people stop at BP for directions.
* Staffing
1. Jim Coogan may return in 2017
2. John Bender may not be part of staff
* It was queried if made more sense to pay Jim $180 for two days rather than mileage of $60/day to Ted
* Ed and Bob discussed a work day. Ed has the money for materials for restroom repairs and to paint the garage.
* October 21st at 9am tentative work day – Bob will confirm with Ed
* Bob asked Tiffany if WMIA can sell items at BP with profits going to BP repairs. Tiffany will check with Forest Service and get back to the Board

Forest Service Report

* The ranger meeting will be in April
* There is a new Pemi ranger arriving from BLM in the west

Other Business

* Boulder Loop Trail Kiosk: a temporary display is up. Bob requesting billing out permanent panels before end of 2016 and install in spring of 2017. Bob will talk with Joe
* Doug listed WMIA sponsors on the website
* Doug feels the Board needs to review the payment procedure for Saturday Night presenters. Was tabled until the May retail meeting
* WMIA annual meeting on December 2d: notification to WMIA members will be sent in November.

The next Board meeting is at 4pm on November 7th

The meeting adjourned at 11:30am