

COUNTRY POND LAKE ASSOCIATION  
Minutes 12-8-2017

Present: Tully Zipkin, Greg Senko, Jeannie Cashin, Jennifer West, Linda Foss, Bill Cashin, Tobi Howell

Guest: Tom O'Brien, President NH Lakes Association

Meeting called to order at 7:15pm

Website discussion:

- A motion was made and accepted to renew the GoDaddy website for 1 year at a cost of \$180

Presentation by Tom O'Brien:

Tom provided advice on how to successfully run a lake association. The following summarizes the wide range of topics that he covered:

Website

- Focus on membership rather than dues and differentiate community members vs. voting (paid) members.
- Ask members to send a favorite picture for a gallery.
- Acknowledge business and association members on a "sponsors" page.

Nonprofit Start-up

- IRS filing can take 3-9 months.
- By-laws do not require need legal review. We will send them to one of Tom's contacts for review.
- Meetings should maintain the decision-making process set forth in the by-laws. When making decisions try "does everyone agree", then wait 5 minutes (silence = affirmation).

Annual Meeting

- Establish a date and time to make it easy for members to plan to attend every year.
- Assure that voting members receive the by-laws and a list of candidates for office prior to the meeting. Voting members can be given a specific color card for a vote at sign-in.
- Make it fun and interesting: provide exhibits, a guest speaker, and food.

Marketing and Community Outreach

- Build a strong relationship with towns, businesses and committees.
- Cast a wide net to capture members— create alliances.
- Seek allies with a common interest in conservation (campgrounds and fish & game clubs).
- Look for business sponsors, consider in-kind as opposed to paid memberships.
- Find out how much revenue goes to town via taxes on lakefront property. Ask what how the town's tax base would be affected if the lake became unusable for recreation.
- Find out who owns and maintains water access and boat ramps. Ask them to help.

Lake Science

- We have recently observed increasing cyanobacteria, Southern naiad, algae, and a proliferation of native plants in Country Pond. Use this to create a sense of urgency.

- Tom explained changes in water conductivity, color and depth, and how, in aggregate, degradation will occur. As a low-gradient lake, Country Pond has a higher potential for ground water and pollutant runoff. Section 319 grants are available for watershed assistance.
- Water testing through VLAP or UNH programs for data collection & trending is key.
- Educate about and encourage lake friendly landscaping
- Investigate doing a shoreline survey (Shoreland Act DES)
- NH DES helps support aquatic invasive species prevention. The first line of defense is early detection with rapid response. Prevention is key, try to develop a Lake Host program.

#### Membership and fundraising update:

- Nearly 140 homes have received a flyer from the officers going house-to-house. Person to person contact occurred at several homes, a few new emails were obtained and some paid dues at that time.
- Feedback has been positive, but some people are still confused and about the similar websites and Facebook pages. We will continue to promote our mission and goals.
- Jennifer reports that 18 families have paid dues and we all have received verbal pledges from others.
- We will continue to reach out to the community, and where possible insert ourselves into other community organizations (Fish & Game club, campsites, town committees) in both towns.
- We need to provide periodic newsletters (both print and email) to keep everyone informed of our goals and accomplishments. It is important to maintain good contact management, and we should investigate NH LAKES contact management software.
- Fundraising activity ideas: BBQ, pot luck, fishing events, boating events. Let people know how funds have helped, what money is used for.

#### Annual Meeting:

- Will be the first Saturday in June from 9 – 11am. This year's date is June 2.
- Jennifer has a contact at the Newton Fish & Game Club and will attend their meeting to ask about hosting our annual meeting.
- Tom O'Brien has volunteered as a guest speaker at the meeting.

Meeting Adjourned: 6:30pm

Next meeting is: January 23, 2018

Minutes submitted by Jeannie Cashin – acting Secretary

COUNTRY POND LAKE ASSOCIATION  
Minutes 11-12-2017

Present: Greg Senko; Linda Foss; Jennifer West; Bill Cashin; Jeannie Cashin; Tully Zipkin

Meeting called to order at 5:00 pm

Secretary's Report:

Treasurer's Report:

Correspondence:

New Business:

Greg filed the paperwork for the 501c3 status.

Jenn set up a PayPal account for dues and donations collection.

The flyer is complete and ready to distribute.

Discussions:

We will all participate in house to house distribution of fliers. These will also be posted in stores, restaurants, libraries, town halls and post offices where allowed. Take a clipboard to obtain email addresses when possible. Colored paper (aqua) suggested for fliers.

If possible we can have the flyer as an insert in the Carriage Towne News & possibly an article in the paper also.

The list of residents from Kingston's tax card information cannot be completed on line at this time due to the unavailability of tax information on line.

Flyer Distribution:

Areas covered are as follows;

Jennifer and Tully – Country Pond Rd, Wilders Grove Rd, Ridge Rd, Concannon Rd, Wenmarks Rd, Newton Library, Town Hall, Junction store and Acio's.

Greg and Linda – Sunshine Dr, Pond St, Country Shores Campground, Marcoux & Roberts Rd, Kingston Town Hall, Library and pizza shops

Jeannie and Bill – Highland Rd, Hooke, Winding Pond, Merrill, Reinfuss, Lions and Post Offices in Kingston, Newton and Newton Junction.

Research potential for Carriage Towne News flyer insert & article.

Jeannie will send the Excel document to all for reference while distributing, and will purchase paper and baggies for fliers.

Annual Meeting:

Date for first annual member meeting to approve by-laws & vote for officers will be the first weekend in June.

Subject of interest for a potential speaker at our first annual member meeting includes a DES speaker with slide show about identification of weeds or NH Lakes Association representative to explain water quality testing and lake host programs or a representative from another local Lake Association.

Bill will attempt to obtain emails for the two campground contacts.

Jenn will monitor the Gmail account for funding.

Greg will finalize the by-laws and provide copies of fliers for distribution.

Linda will collect pictures & look into website construction.

Next meeting is 12-8-2017

Meeting was adjourned at 6:15pm

Minutes submitted by Jeannie Cashin, Acting Secretary

COUNTRY POND LAKE ASSOCIATION  
Minutes 10-22-2017

Present: Greg Senko; Linda Foss; Jennifer West; Bill Cashin; Jeannie Cashin

New Business:

Email:

Jennifer successfully changed the password for the g-mail account on 10/9.

Facebook page:

Tully secured administrator capabilities for the current Facebook page. All alleged negative links have been removed. He will add a disclaimer to the Facebook page.

Website:

Tully will provide access to the GoDaddy account, so we can begin to develop the website.

NP-1 Application:

Jeannie went to Concord to submit the Articles of Agreement, file the NP-1 application (\$25 fee). Certification as a NH nonprofit Corporation was granted on 10/11.

501c3 status:

Greg suggested that we file the 501c3 form soon, there is a \$275 cost to submit the application. Jenn suggested splitting the cost among the four acting officers, as we have no association funds at this time. All have agreed. Jennifer, as acting Treasurer, will obtain & file the short form application for the 501c3.

State Attorney General's Office registration:

Greg will register CPLA with the State Attorney General's office, per charity registration requirements.

Town Registration:

Tully filed a copy of the Articles and Certificate of registration in the Town of Newton on 10/17.

Member Communications:

A message was composed, approved by majority of acting Board and sent to potential members to clarify our mission and differentiate from Country Pond Association NH.

Contact list:

Jennifer and Jeannie met and updated the information, via tax cards, of homeowners in Newton, on and around the pond. Jeannie will create an Excel document of Newton waterfront/access residents.

By-laws:

Greg has worked on our by-laws & reviewed the proposed additions. A few more additions were suggested, including having an uneven number of Board members for a majority vote and allowing voting by email. We need to define a process for amending by-laws, and to add that Members may attend Board meetings but only Board members may vote at these meetings. Greg will add the agreed upon components to the by-laws.

NH Lakes Association:

The Board recognizes the need to apply for grants to assist in funding programs and committees for the benefit of water quality. This process can be assisted and simplified through membership in the NH Lakes Association. We feel that it is necessary to start the collection of dues to enable us to accomplish these goals. Jeannie will contact NH Lakes.

Bank Account:

Jennifer will research local banks to determine if there is a fee associated with a nonprofit account.

Next meeting is: 10-28-2017

COUNTRY POND LAKE ASSOCIATION  
Minutes 9-30-2017

Present: Tully Zipkin; Jennifer West; Greg Senko; Jeannie Cashin

New Business:

Communications/Publishing information:

There needs to be a process in place for approving email correspondence and Facebook posts. Approval must be obtained from a majority of the Board before information is posted online. Information must be factual with potential links to Government Agencies and must not include personal opinions. All members of the Board should have the ability to access accounts that currently exist. This will be included in our By-laws.

Articles of Agreement and By-laws:

CPLA needs to move forward with the NH non-profit company NP1 application and adaptation of by-laws. We have obtained example by-laws from at least 3 lake associations and need to review, adapt and personalize these as well as to create a Mission Statement for the proposed Country Pond Lake Association.

This coming Monday the Board will meet to work on by-laws. Following this we will schedule a meeting, for those that have expressed interest in CPLA, to vote on acceptance. Inclusion of people is priority and we will attempt to reach as many people as possible.

NH Lakes Association:

We will also research the membership options and associated costs of joining the NH Lakes Association. Joining NH Lakes is highly recommended by other lake associations

Action items:

We discussed several items that need to be accomplished prior to the next meeting.

Item	Responsible Person	Deadline
Obtain passwords for current Gmail and Facebook accounts	Tully	10/2/2017
Update Gmail contacts when list is available	Jeannie	
Email contact list re: DES advisory removed on 9/27	Jeannie	
Provide DES link for inclusion in above email	Greg	
Research ability of server for board communications	Tully	
Follow up with Sean Murray for contact to assist on website	Tully	
Develop and review CPLA by-laws	All	
Determine best option for NH Lakes membership	All	
Obtain names from Newton tax maps, public info	Jennifer	
Obtain names from Kingston tax maps, public info	Greg	
Research insurance options and cost for nonprofits	Jennifer	

Next meeting is: 10-9-2017

Minutes submitted by Jeannie Cashin

