



CHOCORUA SKI & BEACH ASSOCIATION Board of Directors Meeting

Minutes May 9, 2026

Meeting Information

Time: 9:00 AM

Location: Tamworth Town House, 27 Cleveland Hill Rd, Tamworth, NH

Attendance: Dave Hathaway (President), Paula McNiff (Vice President), Jen Riley (Treasurer), Cheryl Gannon, Sherryl Hitte, Eileen Lennon, Cristin McGrath, Halley Shefler, Ashley Sweeney.

Via phone: Jor Molchan signed off at 11:37 AM

Absent: Rob Steinberg (Secretary)

Closed Session Summary: 9:00 AM

Topics

- Bridge Funding Schedule discussed
- Maintenance and long-term operational budget plans
- The attendance policy/publication was discussed.

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Open Session (Commenced at 9:37 AM)

1. Financial Updates and EFT Payments

- **EFT Payments:** Updates were made to the website to include **ACH, Venmo, and PayPal** options. A calculator is now available on the CS&B website to determine the number of months late, interest, and late fees.
- **Unipay:** The Board is moving forward with **Unipay** for transactions.
- **Action Items:** **Ashley S.** will create Unipay instructions for the website, and Jen would like prepared information for invoices.

2. Budget and Treasurer Reports

- **The Association's financial tracking** has been successfully transitioned to **QuickBooks Online**
- **Budget Planning:** Committees (Beach, Parks and Recreation, and Roads Bridge) must submit their budgets for the next fiscal year.
- **Treasurer Reports:** The Board discussed bank account reconciliation and income reporting.
- **Motion: Approve a policy allowing the Treasurer to write off arrears of amounts less than \$1** (*Moved JR, 2nd SH, Vote 10-0-0*)
- **Motions: Approve the Treasurer Reports for November 2025 through April 2026** (*Moved AS, 2nd HS, Vote: 10-0-0*).
- **Arrears:** Arrears will now be published on the website as the total amount of the arrears owed to CS&B rather than by individual names and their amount owed on the CS&B website. The Board will still have access to the actual list with lot numbers, names, and amounts owed.
- **Budget Suggestions:**
 - Remove the line item for the Parliamentarian at the Annual Meeting.
 - Reduce the security budget.
 - Reduce the line item for the annual meeting refreshment.

3. Organization/Digitalization of CS&B files/documents

- **Google Workspace:** The Board discussed moving to a **shared Drive** for centralized document storage. Allows for easier sharing of materials and transitions when called for.
- **Motion: Approve the cost of 6 seats for Google Workspace at ~\$504.00 per year** (*Moved AS 2nd JR Vote: 9-0-1*)
- **Action Item - Jen R.** initiate the setup of Google Workspace for the 4 officers, the A & B Chairperson, and the Beach Chairperson.
- **Notebook LM:** Ashley demonstrated this AI-powered tool for internal Board use to assist with document queries.
- **Action Item - Ashley S.** to send out a link for CS&B Document “Notebook.”

4. Administrative Approvals

- **Motion: Approve the minutes from the April 11th meeting with noted corrections** (*Mover: SH, 2nd: JR, Vote: 9-0-1*).
- **Incident Report Policy:** The Board discussed moving from an email-based process to a formal reporting form using Google Forms.
- **Motion: Approve the Incident Report Policy and the use of a new reporting form** (*Vote: 10-0-0*).
- **Action Item: Ashley** sends the **Incident Report Policy** and the **new reporting form** to **Paula** for website installation

5. Memorial Day Clean-up:

- Sign-up links for chores, cookout donations,(Ashley and the Beach Gates (Cheryl) have been distributed through emails and via the website.
- Vincent Adamoyurka will handle the docks and rafts.
- **Action Item: Cristin M.** to purchase the hamburgers, hot dogs, rolls, etc.
- **Action Items :**
 - **Cheryl G** - Coordinate Beach work the day of the Cleanup
 - **Ashley S.-** Coordinate Parks and Recreation work on the day of the Cleanup

6. Committee Reports

- **Beach Erosion:** (Dave H.) The project is complete, and the drains are functional. Maintenance, including *painting curbs and adding reflectors* near the bike rack, was discussed.
- **Action Item: Ashley,** please add painting the curbs to the list of tasks on SignUp Genius
- **A&B:** (Ashley & Jen) Ashley has transitioned to leadership of this committee and is seeking a full-time resident to assist. Also discussed adding her husband, Dan Sweeney, as a committee member.
- **Beach:** (Cheryl G.) Inventory of the shed is underway. Boat rack stickers will only be issued to members current on dues and assessments.
- **Parks & Rec:** (Ashley S.) Repairs are needed for rusted equipment. Mulch will be delivered for Veterans Park and the front sign.
- **Roads & Maintenance:** (Dave H.) Calcium Chloride has been applied; the application is **\$300 under budget**. Speed bumps are scheduled for installation.

- **Website:** (Paula M./Jor M.) - Several changes/additions have been made.
 - Updated the “**Invoice and Dues**” page.
 - A **Projects Page** was added for ongoing and recently completed projects, including pictures and documents.
 - The **Annual Meeting** page is now nestled under the **Members’ Dashboard**
 - **The Calendar** has been updated
 - The **Emergency plan** was taken down, and is soon to be replaced by an updated plan.

Action Item: Paula, add to the website if possible, and if the necessary information is received:

- BOD Meeting Dates to list of dates
- Calendar (visual monthly calendar)
- Search
- Incident Report Policy and Digital Form

- **Emails:** (Paula M.)
Members’ undeliverable emails have been resolved. About 30 emails have been received, which were either forwarded or answered. Several community emails were sent.
- **Phone:** Eileen L. reported member inquiries and communications.

7. New Business

- **By-Laws:** Cheryl G. will email the proposed by-law amendment for a future agenda.
- **Brief notes** will be taken during Closed Sessions. They will not be published. Topics discussed may be added to the Closed Session of the official minutes.
- **Evacuation Plan:** The Board is awaiting feedback from the Tamworth Fire Chief; the Police Department suggested that residents sign up for **reverse 911**.
Action Item - Cheryl G & Sherryl H. to follow up with officials, complete, and submit the Evacuation Plan.

8. Adjournment

- **Motion: To adjourn the meeting at ~ 12:30 PM (Vote: 9-0-0).**
- **Next Meeting:** June 13, 2026, at 9:00 AM, Tamworth Town House.

Respectfully Submitted,

Paula A. McNiff

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Vice President

Chocorua Ski and Beach Club Association