

Harwich Ponds Coalition

www.harwichwaters.org

September 4, 2024

Minutes from the Steering Committee Meeting

Steering Committee Meeting Attendees:

Susan Cyr - President

Ann Frechette - Vice President

Erik Skramstad - Treasurer

Hallie Vitolo - Secretary

John Kechum - Webmaster

Scott Norum

Diana Preston

Rich Walker

Patrick Otton

1. Members of Steering Committee

- The Steering Committee was confirmed by the group to consist of the nine attendees present at this meeting plus Donna Connolly, who had been present at the August 7th meeting.
- It was noted that there are two additional positions that could be filled in the future.

2. Review of Draft Organizational Documents

- We reviewed the Draft Articles of Organization, Draft Articles of Incorporation and the Draft Harwich Ponds Coalition Bylaws that Scott Norum had prepared based on discussions at our organizational meeting in August. Various editorial changes were identified for Scott to revise prior to submittal including:
 - A motion to include the protection of salt waters as part of the goals of the HPC was unanimously passed.
 - Another motion was made to require that a 60% majority of the current active Board of Director members must be residents of Harwich or Harwich property owners who rent for 14 days or less. After some spirited discussion, this motion also passed unanimously.

3. Membership & Dues

- Due to the fact that the HPC would begin to incur costs upon filing of the initial documents with the IRS and the Commonwealth of Massachusetts, a motion was made to have the members of the Steering Committee make their membership contribution at

this time. After further discussion, it was decided that the IRS paperwork that was required to open a bank account should first be obtained and the account opened before the membership fees are collected. Scott Norum volunteered to cover the initial fees and agreed to be reimbursed once the bank account could be opened.

- Erik reported that his research into forms of payment that could be accepted for membership dues or donations confirmed that Paypal would be the most cost effective and easiest to implement. John confirmed that Paypal would be easy to integrate into the website with funds then flowing directly to the bank account. There is a 2% fee associated with the use of Paypal, and the Steering Committee agreed that the fee should be added onto the bill, rather than being deducted from the donation. The goal is to get the donation system active on the website by the end of the calendar year.

4. Formation of Committees

- The formation of five committees was discussed including Finance, Education, Science, Environmental Advocacy and Membership. In order to get people involved that were present at the initial July organizational meeting, it was decided that Susan would prepare a draft letter that would be sent out and that this letter would summarize the activities completed to date and request that anyone interested in participating in any of these committees reach out. It was decided that one of the Steering Committee members would help to coordinate the formation of each of the committees until new volunteers could be identified to lead these committees as follows:
 - Finance Committee - Erik Skramstad
 - Education Committee - Hallie Vitolo
 - Science Committee - Scott Norum
 - Environmental Advocacy - Ann Frechette & Patrick Otton
 - Membership - Susan Cyr

5. Wrap Up

- Ann noted that there was a meeting of the Harwich Wastewater Group on September 4 at 6:00. She indicated that she would be present on behalf of GSCA and Diana volunteered to be present to represent HPC.
- The next meeting was set for 4:00 pm on October 18, 2024 and would be held at Hallie Vitolo's home at 9 Stanley Road in Harwich.
- Assignments prior to the next meeting include submittal of documentation with the Commonwealth of Massachusetts and the IRS and a review of potential membership levels.
- Meeting adjourned