

Harwich Pond Coalition

www.harwichwaters.org

August 7, 2024 10:00 am

Minutes from the Steering Committee

After asking for volunteers at the July 13 kickoff meeting, the following people were in attendance at the inaugural “steering committee” meeting.

Ann Frechette – John Joseph Pond

Donna Connolly – Buck’s Pond

Erik Skramstad – Long Pond (Harwich side)

Hallie Vitolo - Hinckleys

Scott Norum - Hinckleys

John Ketchum - Skinnequit

Diana Preston – John Joseph

Susan Cyr – Hinckleys

- Ann drafted an agenda for purposes of today’s discussion, using some of the documentation from the Brewster Pond Coalition. (Thank you, Ann!) Focus was completing the steps required for us to submit an application for the Harwich Pond Coalition with the state and IRS.
- We reviewed the bylaws from the Brewster Pond Coalition and modified for Harwich. There was spirited discussion on the residency requirements and annual dues. Ann will be updating the document and sending along for all of us to review. Key decision points decided were the following:
 - “At least 60% of the Board should be residents of Harwich.” We chose to eliminate definition of the remaining 40%.
 - \$25 Annual Dues was the final decision since many are already donating to their local pond associations and we don’t want to cannibalize that.
 - We discussed and tentatively landed on the following committees as part of our coalition – this can be finalized as we continue to tweak our organization.
 - Executive Committee (separate from the full Board)
 - Finance Committee
 - Membership
 - Education
 - Environmental Advocacy
 - Citizens Science
- Officers were decided for a short term until we can hold an annual meeting next summer and vote in officers and a full board for a three year term. The officers will be:
 - Susan Cyr – President
 - Ann Frechette – Vice President
 - Erik Skramstad – Treasurer
 - Hallie Vitolo – Secretary
- We also discussed the need for insurance. The topic will be tabled for now but we will come back to it once we are officially organized with the appropriate documentation.

- John Ketchum has asked us to review the www.harwichwaters.org website and provide him feedback. (Thank you, John!)
- Erik will be researching different ways to collect dues next year, hopefully leveraging a simplified online option like Zelle or Paypal. (Venmo was discussed but not possible as payments would have to be made to an individual, not the HPC's bank account). Thank you, Erik!
- Scott offered to review the Articles of Incorporation from Brewster Pond Coalition as a foundation of what we'll need to create for our coalition.
- We tentatively discussed an Annual meeting date for next year in the late June/early July timeframe. We can firm this up at our next meeting.
- Next meeting of this group will be Wednesday, September 4 at 10am at Ann's house, 10 Paradise Path. Our assignments between now and then are to do the following:
 - Review the updated Bylaws document that Ann sends along to us.
 - Review the www.harwichwaters.org website for feedback for John.

We should be able to file the appropriate paperwork with the state and IRS (501C) once we finalize the bylaws.

- Meeting adjourned.