

Boston Harbor Association March 4, Meeting Minutes

1. Welcome 5:30 pm- In attendance: Larissa James, Jackie Ashley, Nancy Brown, Kim Kelley, Scott Provost, and Nina Goodrich. Absent: Kate Gervais & John Payne 6/8 members in attendance $\frac{3}{4}$ member quorum. Jackie left a message for Rylee Bauer- no answer.
2. Meeting called to order at 5:42 pm by Larissa James, President
3. (We didn't approve the last meeting's minutes- and I did update them- should be ready to post.)
4. Treasurer's Report- Nancy provided a detailed expense and income report- still at \$11,096.
 - a. For the WSECU Bank Account: Nancy Brown to remain the primary authorized agent for the WSECU account. Jeff Salazar and Joyce Herschberger to be removed and Larissa James, President and Kate Gervais, Vice President to be added to the account including signing authority.
 - b. Budget- we should have a true budget for 2024 – Nina had a basic one from a couple years ago she can share. Nancy Brown to produce a basic budget and report at the next meeting.
 - c. Translate our work and systems to Microsoft Teams and QuickBooks- Larissa explained the benefits to our group to utilize QuickBooks for Sponsorship and Membership billing. Low cost through Tech Soup- \$75 a year. Larissa will help set up the Membership and sponsorship accounts. Scott moved to approve the purchase of Quick Books. Nina seconded the motion; the motion was passed unanimously. Larissa explained the benefit of utilizing Microsoft Teams- also low cost on Tech Soup- +/- \$100. Nina moved to purchase and utilize Microsoft Teams; Scott seconded the motion. The Board unanimously approved the motion. (Attachment from Larissa James of Benefits of utilizing these tools attached.)
5. Sponsorships- follow up from last meeting's assignments and new sponsor ideas. Nina will update the form and send out the initial round of emails to sponsors. New ideas- Luken's Tree Services from Kim Scott & Kristy's business – from Scott. Jackie confirmed Sue Wise & Brandy with Movement Mortgage will sponsor this year. Jackie asked Gull Harbor Church and they are considering sponsorship.

Other: Jackie to connect with Heidi at South Bay Fire Department about committees to meet there & support for July 3rd. Jackie to connect with the Sheriff's Department about Security for July 3rd and ask about closing or limiting access to the neighborhood for July 3rd- entrance donation / fee?

6. Website updates- Nancy and Kim to work together to update the site. Larissa to maintain the Social Media postings for sponsorships and events.
7. Breaking into Committee Structure: We have 3 Committees.
 - a. Environment Committee- Kim Kelley- Kim to follow up about Lighthouse Project
 - b. Sponsorships- Nina Goodrich
 - c. Community Outreach- Jackie Ashley & Larissa James Includes National Night Out, Block Parties & Community Garage Sale
 - d. Day of Event July 3 Wednesday
 - Bike Parade- ALL- Nina to ask Bjorn about making signs- and we want to pay him. (What about T shirts for new board members too?)
 - Volunteer Bucket Patrol- Community Outreach Committee?
8. Annual Calendar- Set Dates for Board Meetings at 6:30 pm @ the Marina: April 8, May 6, June 3rd, June 24th, July 8th, Aug. 5th, Sept. 9th, Oct. 7th, Nov. 4th, Dec. 2. 2025: Jan. 6th, Feb 3rd.
Important Dates in 2024: June 29th Sewer Sister's Garden Tour, April 21st Earth Day- special Ivy Pull and Burfoot Park 50th Birthday, August 6th National Night Out, August 9 & 10 Community Garage Sale, and Sept. 21st BHA Annual BBQ@ the Marina.
9. Survey- timing and content. Please send questions to Scott. Survey under Community Outreach Committee.
10. Adjourned the meeting at 7:30 pm, next meeting April 8, 6:30 pm at the Marina.

Respectfully Submitted, Jackie Ashley, BHA Secretary