

# New York State Federation of Lake Associations, Inc.

Meeting of the Board of Directors  
May 4, 2023  
Fort William Henry Conference Center



## Present

Tarki Heath, President	Jan Douglass	Eric Randall
Bill Harman, Vice Pres.	John Jablonski	Rebecca Schneider (via Zoom)
Walter Dutcher, Treasurer	Dean Long	Laurel Wolfe
Janet Andersen, Secretary	Theresa Mayhew	
Donald Cook	John Murad	

## Absent

Matthew Albright	Mark Teece
Ina Cholst	Kristen Wilde

## Also in Attendance

Nancy Mueller	Betsy Landre	Bernie Thoma
---------------	--------------	--------------

- 1. Call to order.** President Tarki Heath called the meeting to order at 3:34 pm and confirmed that we had a quorum of the board. She thanked everyone for attending and welcomed Betsy Landre and Bernie Thoma.
- 2. Approval of minutes.** Bill Harman moved and Laurel Wolfe seconded that the minutes of March 30, 2023 should be approved, and the motion carried. Laurel Wolfe moved and Bill Harman seconded that the minutes of April 12, 2023 should be approved, and the motion carried.
- 3. Conference 2023.** Nancy Mueller effusively thanked people who had helped set up for the conference. She was expecting about 250 attendees, and we had maxed out the Friday lunch. One speaker's talk was dropped and had been replaced. Many new faces will attend the conference, and many speakers were chosen from submitted abstracts. She also said that we had contracted for the 2024 conference with Fort William Henry for May 3 – May 4, 2024.
- 4. CSLAP report.** Nancy Mueller said that the first CSLAP training would happen at the conference on Saturday. The lab is packing now and boxes should ship by the end of May. Alene Onion and Nancy will be training during much of May and June, with about 178 people on the training list.
- 5. CSLAP contract update.** Tarki Health reported that the new contract had not yet been signed at DEC. The contract was delayed by the budget negotiations. Tarki has been discussing the situation with DEC, and they express confidence that the contract will be signed. At this point we are using the residual budget and feel we will be covered through June 30. After that time, we can proceed with the hopes that we will be reimbursed, or we can perhaps ask for an extension of the current contract. Eric Randall moved, and Bill Harman seconded that the board would grant the executive committee the authority to make a decision to move forward should we not have a contract by June 10, and the motion carried.
- 6. NYSFOLA policies.** Jan Andersen reviewed the existing and proposed NYSFOLA policies that had been distributed to board members before the meeting. Terri Mayhew moved and John Jablonski seconded that the conflict of interest policy should be updated with "NYSFOLA" and the motion carried. Laurel Wolfe moved, and Don Cook seconded that we should adopt the 2023 updated NYS model policy on Sexual Harassment Prevention, and the motion carried. The board discussed that while sexual harassment training is not required for board members, a good practice would be for everyone to review the training materials. Bill Harman moved, and Don Cook seconded, approval of the Whistleblower policy, and the motion carried.

Terri Mayhew moved, and Don Cook seconded, approval of the Code of Ethics policy, and the motion carried. The board thanked Laurel Wolfe for providing the initial version of that policy. Several policies reference a compliance officer, and the board agreed to ask John Murad, who is also on the compensation and benefits committee, to serve as the NYSFOLA compliance officer.

- 7. Treasurer's report.** Walter Dutcher had distributed a balance sheet and income statement. He said that the investment funds have recovered to some extent. Walter said that he had a large balance in the operating and short term investment account, and was hoping for guidance from the investment committee. John Jablonski moved, and Laurel Wolfe seconded, that the investment committee should meet at least quarterly to advise the treasurer to invest the funds without needing the board approval, and the motion carried. Walt also said that JotForms is working well and has some new tools to support its use. Jan Andersen moved and Bill Harman seconded to approve the Treasurer's report, and the motion carried.
- 8. Personnel changes and search committee update.** Tarki Heath said that the search committee had been working since the board approved the decision to move forward to look for a full time executive director. She stated that a position description, advertising approaches, and candidate assessment criteria were finalized. She reviewed the anticipated schedule. The position availability will be announced at the members meeting, and the application will be open until June 15 or until the position is filled. The search committee will hold Zoom interviews with a selection of applicants, and plan to have a short list to the board by August 15, with interviews around August 22, and a recommendation to the board by September 5, and with hope for the board to approve the candidate at their September 12 meeting. The goal is for the new executive director to start around October 1. Meanwhile, Nancy has agreed to an extended contract until the executive director position is filled, with the recognition that there will be transition involved. The finance committee and the comp and benefits committee should work together to address the transition issues.
- 9. New business.**

  - Nancy Mueller suggested that board members not have to pay individual memberships. Jan Andersen moved, and Terri Mayhew seconded that board members would be granted free membership while on the board, and that any members who had served three 3-year terms (9 years) on the board would be granted a free lifetime membership. The motion carried.
  - Nancy Mueller suggested that volunteers who worked more than a certain number of hours at the conference not have to pay a conference fee and for meals. The board directed the conference committee to consider an honorarium for those workers to cover the cost of registration and meals.
  - Nancy Mueller reported that NALMS had asked NYSFOLA to be a sponsor at the Erie meeting of NALMS. Terri Mayhew moved and Laurel Wolfe seconded that NYSFOLA grant \$250 to NALMS, and the motion carried.
- 10. Next meeting:** The next regular meeting will be September 12, at 10 am, by Zoom. If a president-elect stepped forward, the board would meet briefly at lunch on May 6 for elections. (That meeting was not needed.)
- 11. Adjournment.** Laurel Wolfe moved and Bill Harman seconded that the meeting should adjourn at 5:00 pm, and the motion passed.

Respectfully submitted,

*Janet Andersen*

Janet Andersen, Secretary, NYSFOLA