



BOARD OF DIRECTORS MINUTES

January 2, 2023



Call to Order - Andrew opened the meeting at 6:03 pm.

Present: Andrew Pelkey (P), Heather Linehan (VP), Dave DeJohn (PP), Maria Rainey (S/T), John Crooks, Cori Cahow, Donny Piccirillo.

Absent:

Professionals: Pam Moreau (BM), Mike Barwell (Ed), Amy Papinau (Ed), Abby Zuidema (Cert), Annette Zamarchi.

Review and Approval of Minutes – December 5th, 2023

Motion to Approve – Dave

Seconded by – Donny

Unanimously Approved

Review and Approval of Treasurer's Report – December 2023

- Checking Account Balance – \$36,393.56
- Savings Account Balance – \$3,102.35

Motion to Approve – Dave

Seconded by – Heather

Unanimously Approved

NEW Member Applications

- We received 4 new member applications: Chad Pooler – Freedom Outdoor Services; Danielle Beauchemin – HB Property Management; David Tremblay – Dave's Landscaping LLC; and Mark Lundin – Dayton Bag & Burlap.

Education Coordinator Report – Amy Papinau

- Next meeting is Tuesday, January 16th.
- Dinner meeting is set for January 17th. It will be at the Puritan, and Amy and Cori will coordinate registration. There are 42 paid registrants as of 12.18.23. NARFA is sponsoring
- Estimating Systems – 20 businesses need to show interest. So far, we have 10. Deadline is January 22nd.
- Joint NHAA/NHLA Meeting – Agenda is set, and registration is live. Vendors are being recruited.
- Safety Day – Milton CAT has agreed to partner on this. The date is set for April 10th, rain or shine. Milton CAT will be joining the Ed. committee meeting on Jan. 16th to work out details. The format will be several 30-45 minute hands-on/interactive sessions that attendees can cycle through over the course of the day.

- Twilight Meetings – Due to the By-laws allowing a name change without an amendment, the name will be changed to ‘Landscape After-Hours’. 4 total ‘Landscape After-Hours’ are being confirmed for the third Wednesday of the months May, June, July, and August; one each month.

Certification Coordinator Report – Abby Zuidema

- Next meeting is Wednesday, January 17th
- 32 out of 60 recertifications have come in.
- There are a few more weeks to prepare for the written exam in March. There are 6 people confirmed for the exam, but Abby is expecting around 20.

Business Manager Report – Pam Moreau

- Scholarships – We have 3 people who have put in for scholarships, but none of their applications are complete.
- Taxes – They are in the works. Pam sent an email out to Andrew today.
- Golf Tourney – Deposit has been paid, and the date is set for August 6th. Pam to continue on with the Golf Committee
- BOD Meeting Schedule – the 2024 meeting schedule was distributed to the board. Meeting dates have been verified. July’s meeting will be moved from the 2nd to the 16th.

Newsletter and Website Editor Report – Carolyn Isaak

- Newsletter deadline – Due the 10th of each month. (January 10th for February issue)

Other Business

- NEW Admin Service Committee
 - We need to amend the bylaws to accommodate the changes, and Andrew and Pam would like a couple more people to form a committee with them to help finish off the transition.
 - We have the cost and scope of services from RT Consulting.
- **VOTING – The NHLA BOD**
 - Proceed with the proposed management of the NHLA to the membership. Divide management of the NHLA to a company for the financial business and a liaison to oversee the everyday running of the Association. Suggest - RT Consulting and an Executive Director.

Motion to Approve – Heather

Seconded by – John

Unanimously Approved

- Proceed to set up a new bank account at Bar Harbor Bank, with the purpose of ease of use for RT Consulting.

Motion to Approve – Heather

Seconded by – John

Unanimously Approved

- Proceed to change the Beneficial Ownership to the Treasurer, Maria Rainey – temporarily, until an Executive Director is in place.

Motion to Approve – John

Seconded by – Heather

Unanimously Approved

- Proceed to transfer signing privileges to Maria Rainey, Dave DeJohn, and Andrew Pelkey for all checks and business documents.

Motion to Approve – John

Seconded by – Heather

Unanimously Approved

- Proceed to make Kathryn Huff the Interim Business Manager and give her signing privileges for all checks and business documents.

Motion to Approve – Heather

Seconded by – John

Unanimously Approved

Adjournment – The meeting adjourned at 7:17 pm.

Submitted by: Maria Rainey - Secretary/Treasurer

**NEXT MEETING: Tuesday, February 6th at 6:00 pm
North Point Outdoors, 22 Ashleigh Drive, Building A, Derry, NH 03038
and Zoom**