

Squannacook Greenways, Inc.

Board of Directors Meeting Minutes

December 14, 2011 at 7:00 p.m.

Nashua River Watershed Association, Groton, MA

Attending:

Mark Cram, Bruce Easom, Al Futterman (NRWA), Alfred Gadway, Ray Jackson, Bill Rideout, Rollin Willis, Joan Wotkowicz

Guests:

Hirk Fortin, Ken Gerken

Review/approve minutes

A motion to accept the minutes of the 11/15/2011 meeting was unanimously approved.

Financial report

Bill Rideout distributed a summery report showing net assets of \$3,560.73.

A motion to reimburse Bill Rideout \$15 for a certified copy of our Articles of Incorporation was unanimously approved.

It was noted that all expenses should be approved by vote. Currently the only expected future expenditure is Rollin Willis's \$195 membership renewal in Association of Fundraising Professionals.

A motion to reimburse Rollin Willis membership fee not to exceed \$200 was unanimously approved with one abstention.

Bruce Easom questioned if we need to file an annual report with the state and submit a filing fee. Bill does not know about an annual report or fee with Massachusetts. Bill reported that we do need to file an annual report with the IRS, although he is not aware of any filing fee. The fiscal year ends Dec 31, with taxes due May 15.

Annual forms required by bylaws

Directors signed a Conflict of Interest policy to remain on file.

Status of 501(c)(3) application

Bill reported that our application was submitted to the IRS on Dec 31 and should be approved within 90 days if there are no problems. By March 1, we should have approval and a tax-free number. At that point we can apply for tax-free status in Massachusetts.

Everything donated this year should be tax deductible. Donations after Jan 1 are absolutely tax deductible.

Bill distributed a blank form for use as a receipt for donations.

Response to letter from Commissioner Lambert

Squannacook Greenways received a letter from DCR Commissioner Lambert consisting of eight questions about our ability to build a rail trail. Each question will require a detailed response. The officers met on November 28 to kick off a response.

Bill has developed a draft response and sent a link by e-mail to the Board of Directors.

All directors please review and contribute to the document!!!

Capital Campaign

Rollin Willis outlined the four periods of a capital campaign:

- Planning – Develop a campaign statement (one page or less) that says who we are, our history, plans, and goals. The statement should also define our dollar goal and time line for fundraising and, if appropriate, specific projects that money will fund. If funds will be restricted, need very specific information about what will happen to those funds. Identify prospective donors and develop a “gift pyramid.” Develop materials.
- Quiet phase – Solicit donations from closest major donors. Can still revise goals, etc.
- Public phase – “Thermometer” goes up. Networking.
- Wrap-up – Review what did or didn’t work.

Recognition is extremely important, so we need to budget an amount, possibly 10-30 cents on a dollar. Anonymity might be important to some.

It was agreed that we should start a capital campaign subcommittee at our next meeting, along with several other subcommittees.

Director Donations

Bill requested donations from the Board of Directors by the next meeting. The goal is arrive at a sum that we can claim in our response to DCR. Bill expressed a goal of \$10K to establish credibility with Commissioner Lambert.

Construction and maintenance budget

Mark Cram requested a quote from Gary Shepherd for removing rails and ties, but has not yet received a response. The quote request did not include rail salvage, but did include transportation and disposal of ties, which appears to be very expensive according to Mark’s research.

Next meeting

Squannacook Greenways will hold our next rail trail meeting on Thursday, January 12 at 7:00 pm at the NRWA in Groton.

Respectfully submitted,

Joan Wotkowicz

Clerk

Squannacook Greenways, Inc.