

Birch Bay Incorporation Association Steering Committee Meeting Minutes

January 18, 2024

Call to Order

Meeting called to order at 5:30 PM

Matt Berry: Tonight's meeting is Zoom only due to the snow.

Roll Call

Attending: Matt Berry (Chair) Lisa Guthrie, (Vice-Chair), Sharman Burnam (Treasurer), Lisa Fischer (Secretary), Michael Stringam, Brian Bell, Chuck Kinzer, Caprice Pine, Jonathan Mallahan, Cecil Robinson, Jason Polverari, Patrick Alesse, Wayne Kortlever, James R. (Bob) Aiken

Quorum present

Approval of Minutes

December minutes were found to be incomplete. Caprice Pine asked that we ask Lisa, respectfully, to revisit the minutes, capture the duties of each committee and the board. Michael Stringam seconded. Jonathan Mallahan asked for clarification. Motion passed.

Thank you Lisa, for all the work you've done.

Brian had a question about whether the Committee & Officer Duties documents would be public or private. The group consensus was that these documents should be public and visible on the website.

Executive Committee Report

Matt: Lisa, Lisa, and Sharman feel free to add. Met last Friday, 1/12, to talk about Committee updates and discussed moving meeting time to 6:00 PM per feedback. Steering Committee members took a poll between meetings to make sure a later time would work for all.

Discussion of moving meeting time to 6:00 PM. Cecil proposed 6:30 PM to allow for dinner but that was too late for some Steering Committee members.

Caprice Pine motioned that we move the meeting times to 6:00 PM. Cecil Robinson seconded. No discussion, motion passed.

Make sure we organize the association in regards to reporting spending. Start a new PAC or utilize Birch Bay Community PAC, if necessary.

Matt reached out to potential speakers for the Quarterly Association meetings including County Executive Satpal Sidhu, County Council Member Ben Elenbaas, etc. Lots of interest, do we want speakers to address the community?

First meetings of other committees went well. If you have any relevant experience, please introduce yourself to Committee Chairs. We have had a lot of community members with relevant experience reach out to help.

Communications Committee Report

Brian: Getting the word out, keeping the wheels on! Committee is working on efficient document storage and communication.

Scope of work includes technology administration, publication authority, strategic message development.

Introduction of Communications Committee team including Brian Bell (Chair), Joan Connell, Bob Aiken, Barney Yorkston, Sharman Burnam, Matt Berry, and Lisa Guthrie.

Discussion of “Birch Bay, (Y)our Way” and possible yard signs.

Discussion of accomplishments so far including meeting for the first time, prepared scope statement, considered renaming the website, configuring Google Drive for document storage, complete media landscape analysis, begin discussing graphics, investigating email and social media automation, and project planning.

Joan discussed possible short stories to describe the history of Birch Bay, changes to the community, etc.

Research & Feasibility Studies Committee

Chuck: Posted committee report and minutes to Google Groups. The initial meeting had some really good discussion on scope of work. Chuck Kinzer elected as Committee Chair, Jonathan Mallahan as Co-Chair, Matt Berry as Secretary with Jonathan willing to fill in as Secretary when Matt is unavailable. The Committee discussed scope of work in relation to boundaries and agreed on maintaining UGA as study area but also consider Birch Point and South Point Whitehorn. Chuck discussed Scope of Work and possible future surveys.

Any questions?

Open Session

No comments in chat requesting time to address the group.

New Business

Michael Stringam discussed the need for reports from Committees at least one week ahead of Steering Committee meetings. Discussion of how to organize the timeline for timely delivery of reports, minutes, and agendas.

Matt discussed the upcoming Quarterly Association Meeting on Thursday, February 15th at 6:00 PM. Encouraged different Committees to put together a good presentation with valuable information for the community.

Adjournment

Caprice Pine motioned to adjourn, Bob Aiken seconded. All in favor. Meeting adjourned at 7:01 PM.

Meeting recording available at:
https://drive.google.com/file/d/1bdLV9ilO5TvSJqAAJLoImPmmZKpFKTKY/view?usp=drive_link

(see following pages for supplemental documents)

BBIA Steering Committee Officers and Duties

Adopted by the BBIA Steering Committee on December 6, 2023

The Chair, shall:

- Serve as the Chair of the Executive Committee
- Be responsible for the operation of the BBIA and its officers pursuant to the bylaws
- Prepare the agendas of meetings of the Steering Committee and the General Membership,
- Preside at the meetings of the Steering Committee and the General Membership,
- Serve as the primary liaison with the County, State, and Boundary Review Board
- Act as a signature on checks and bank records
- Serve as an ex-officio member of all BBIA Working Committees

The Vice-Chair, shall:

- Assist the Chair in planning and conducting meetings,
- Schedule meeting facilities,
- Assume the duties of Chair when the Chair is unavailable
- Perform other duties assigned by the Steering Committee
- Serve on the Executive Committee

The Secretary, shall:

- Maintain written records and files for the BBIA (Matt)
- Maintain the BBIA membership list,
- Prepare sign-in sheets for each BBIA meeting and maintain records of meeting attendance,
- Prepare minutes of meetings
- Provide records for paper or electronic publication as directed by the Steering Committee
- Serve on the Executive Committee

The Treasurer, shall:

- Serve as Chair of the Finance Committee
- Prepare a budget for the BBIA
- Maintain all financial records for the BBIA,
- Collect all monies due or donated and deposit them in the BBIA bank account
- Act as a signature on checks and bank records
- Maintain an accurate accounting of all expenditures of the BBIA,
- Present financial reports at meetings of the Steering Committee and general membership
- Provide financial records as necessary for compliance with any governmental agency required filings

BBIA Committee Descriptions

Adopted by the BBIA Steering Committee on December 6, 2023

Approved Committees

Executive Committee - Matt Berry, Lisa Guthrie, Lisa Fisher, Sharman Burnam; shall

- Include the Chair, Vice-Chair, Secretary, Treasurer of the Steering Committee, and other Committee Chairs
- Provide direction for the timely progress of research, communication, and negotiations of the BBIA mission
- Be responsible for working with the County; State; and Boundary Review Board
- Be responsible for ensuring that Committee reports are submitted to the Steering Committee in a timely manner, and when approved by the Steering Committee to the BBIA members
- Be a liaison between Steering Committee and other committees

Communications Committee – Brian Bell, Bob Aiken, Barney Yorkston, Joan Connell, Sharman Burnam; shall

- Include a Chair and other Association Members as needed.
- Be responsible for ensuring current information on the progress of the Steering Committee is transmitted to the public in a timely manner
- Facilitate community outreach and engagement

Research and Feasibility Studies Committee (Jonathan Mallahan, Chuck Kinzer, Pat Alesse, Caprice Pine); shall

- Include a Chair and other Association Members as needed.
- Collect research and data relative to incorporation feasibility
- All information produced by committee belongs to the BBIA