



**CRC MEETING MINUTES**  
**6-18-20 SPECIAL BOARD MEETING (ZOOM & in person)**

**ATTENDANCE:**

Michelle Pratt –President, Scott Perusse-Vice President, MaryAnn Philo-Secretary, Jerry Crane – Emeritus, Deb Herath – Emeritus, Penni McEleney-Treasurer, Ginny Graves, Ron Greene, Beth Thomas, Rick Seaman, Kevin Maloney, Linda Champagney

**Absent:** Sandy MacDowell- Hospitality, Sharon Jones

**ANNOUNCEMENTS:**

2020 Meetings Schedule: July 14, August 11, September 8, October 13

**DISCUSSION:**

The meeting was called to order at 7:07 pm.

The June 9<sup>th</sup> Board Meeting Minutes were approved with one change in attendance and one clarification of the public address system.

Ginny contacted Suffield Town Hall about the Babb's project and is waiting for a return call.

In our by-laws, CRC's fiscal year currently runs from April 1<sup>st</sup> to March 31<sup>st</sup>.. This has never been registered, or accepted by the Attorney General's Office. Attorney Brad Moyer agreed to help us at no charge to get the proper paper work filed, so the dates can be accepted. With Brad's help, Deb filed the paper work on line and when it's approved she'll follow up with the state, and re-file the proper tax forms as needed.

Michelle received the special permit for the boat parade. The Mass Environmental Police paperwork must be filed by Chief Bishop. Michelle has the permit plus parking permits for the cars at the ramps. We are limiting the advertising of the parade this year in an attempt to adhere to the COVID rules. Jerry will be sending an email out to the members to inform them about the boat parade which will start to gather at Babb's at 4 with the parade beginning at 5pm. Jerry is contacting a musician Sam to see if his band will do a set prior to the start of the parade, and Ginny's granddaughter will sing a patriotic song. Jerry and Ron are going to have a moment of noise instead of a moment of silence. We will post the information about the events on the CRC facebook page.

Light up the lake will move forward. The flyers are ready and will be going out, hoping everyone will put lights and flares on their beaches. We are looking for someone to do a drone over the lakes to take pictures.

We are looking into getting a database for our membership so the board members can access this information. We are giving apparel for higher contributions, we send thank you notes and we need to know if someone volunteers. Jerry has an EXCEL sheet that keeps membership information for several years. This contains name, address, phone number and level of membership. There is a separate list for email addresses. Not everyone gives home address, and not everyone supplies email. Membership mailing only happens once a year, and the email list is what we use to send out information. A contact information database will be more powerful than a spreadsheet, and be accessible to all board members. We voted to explore the possibility of purchasing a hosted database management system. Deb, Paul, Rick and Jerry are looking into this.

It seems like there is a need at this point to formalize what each position on the board is doing. We can create a master binder that has all the information as to what everyone does. Make a policy and procedures book, so everyone can refer to it if needed. When doing events, it helps to have contact information and a list of what needs to be done to complete projects. This is going to be a work in progress, getting the books together. Michelle will send out a time line Deb created to help the board get started thinking about what and how things are done, and writing the information down.

Meeting Adjourned 7:55pm