



New Hampshire Turtle Rescue Board of Directors Meeting

Tuesday, January 2, 2024

Official Minutes

Opening: The meeting was called to order at 6:00 p.m. by Drew Stevens at the New Hampshire Turtle Rescue headquarters and virtually via Zoom. Stevens reported that Bogard was under the weather and not feeling well enough to join. Stevens also welcomed new member Kern to the Board.

Members Present: Drew Stevens, Dallas Huggins, Jennifer Purrenhage (via Zoom), Joshua Megyesy (via Zoom), David Steinberg (via Zoom), Sarah Kern (via Zoom).

Members Absent: Chris Bogard.

Others Present: None.

Approval of Minutes: None.

Old Business: None.

New Business:

Volunteer Committee

Huggins stated that NH Turtle Rescue is registered for the upcoming UNH COLSA Natural Resources & the Environment Panel & Career Fair on February 21, 2024. At least two internships will be available. The internships involve mainly clinic maintenance and patient releases but may also involve research. Recruitment of interns and volunteers will be a necessary part of the upcoming spring and summer season.

Dallas Huggins made the motion to create a Volunteer Committee to help manage and coordinate volunteer activities. Sarah Kern seconded the motion. The motion passed with a unanimous vote of 6-0-0.

Stevens appointed Huggins as the Chair of the Volunteer Committee. Kern stated she could assist in the creation of volunteer manuals.

Education Committee

Huggins stated that education and outreach is an area we need assistance with. Huggins asked Kern if she is still available to help with educational events, and Kern confirmed that she is.

Dallas Huggins made the motion to create an Education Committee to organize events and develop education materials and presentations. Josh Megyesy seconded the motion. The motion passed with a unanimous vote of 6-0-0.

Stevens appointed Kern as Chair of the Education Committee.



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Board Member Application: Wendy Booth

Stevens asked the board if everyone had a chance to review Booth's resume and letter of intent, and everyone confirmed that they had. Stevens explained that Booth has been a strong supporter of NHTR, working weekends in the clinic, donating in every way possible, boosting our posts on social media, making connections with others in the community, and more. Huggins and Stevens have worked closely with Booth and she has been a critical part of NHTR's success in the past year, and recommended adding her to the Board.

Dave Steinberg made the motion to appoint Wendy Booth to the Board of Directors of New Hampshire Turtle Rescue. Dallas Huggins seconded the motion. The motion passed with a unanimous vote of 6-0-0.

Stevens noted that Chris Bogard shared her support for Booth's nomination over the phone prior to the meeting, though she was not present to vote.

Huggins asked if an interview should be part of the process of adding board members, and if so, if that should be added to the bylaws. Megyesy stated that adding to the bylaws may be unnecessary, but an interview could be pursued as needed. There was general agreement that it did not need to be part of the bylaws.

Additions to the Agenda: None.

Member Updates:

Treasurer's Update

IRS Classification Stevens presented a series of slides to the Board. First, it was noted that NH Turtle Rescue is now correctly listed as a public charity on the IRS website. Many systems verify an organization's nonprofit status by querying the IRS website, which still had NHTR listed as a private foundation months after receiving their letter confirming public charity status. This had been preventing NHTR from signing up or registering for certain services or applications only available to public charities.

Revenue and Donations Stevens then went through financial details. So far, \$75,300 in revenue has been raised for the 2023 Fiscal Year. Stevens pointed out that some notable grants would not have been possible without proper classification by the IRS.

Stevens then brought up a large grant received from The Cove Charitable Trust for general operating expenses. There is an expectation that a grant expenditure report be submitted to the grantor by August 2024. A discussion began about how the funds may be used. Huggins suggested that there are numerous larger purchases that could be valuable investments for



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NHTR, but that the grant was received so recently that there had not been time to look into it very much. Kern inquired about the fund and who they typically donate to. Stevens explained that it is a relatively small fund and that no information on other grant recipients had been found yet, so it is unclear what the grantor would be most impressed with how we spend the funds. Further discussion of the grant expenditure was tabled by Stevens.

Stevens discussed a storage container donated by Prime Warehouse LLC in Lee, NH. The storage container is a 20' weatherproof shipping container which will be used for much-needed additional storage. The donation was facilitated by Booth.

Fundraising Stevens then went over fundraising updates. For Giving Tuesday (November 28, 2023) a total of \$689.85 was raised through social media posts. A Games of Chance Charitable Organization License was just received from the NH Lottery Commission, which was necessary to participate in the Aces and Eights Casino charitable gaming program. NHTR's 2024 participation dates are Jan 2-6, Jan 8-9, Jan 26, and Jun 24-25.

Expenditures Stevens turned to 2024 Fiscal Year expenditures, totaling \$25,444.78 to date. Of the \$20,488.21 spent on supplies, \$2,570.98 went towards food/nutrition and \$17,917.23 towards husbandry. \$2,200.32 went towards business/office-related items, and \$2,766.25 went towards veterinary fees. Stevens noted that veterinary fees would be far higher if we weren't working with very generous veterinarians who charge us a reduced rate for their services.

Stevens also reported that NHTR's finances had been moved from Excel spreadsheets to Quickbooks Online.

Executive Director's Update

Clinic Report Huggins reported that the clinic admitted 188 patients this year, released 50 patients, and has 72 patients currently in care. There is a great flow going in the clinic. There are full aquatic and terrestrial setups, each with protocols in place to make feeding and cleaning very streamlined.

Huggins then discussed several individual patient rehabilitation and release stories from 2023. Huggins also noted that stories of certain patients are gradually being put on the NHTR website as well and plans to continue adding stories over time.

Interns and Volunteers Huggins noted that there will be two clinic internship positions available for the summer. The main responsibilities would be assisting with clinic maintenance and patient releases. Huggins asked if an intern would be able to assist in turtle monitoring as well. Steinberg stated that there wouldn't be any issue from UNH's side. Megyesy noted that Huggins and Stevens should apply for a research permit, and



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additional names may be included if we know them upfront, otherwise they can be added in the future. There may be training required before permitting.

Outreach Events Huggins moved on to discussing outreach events. There was a recent Turtle Paint Along with Matt Patterson that Huggins and Stevens attended. The only future event currently scheduled is the annual Nottingham Library presentation in April.

Other

Stevens asked if there were any further items to discuss. Huggins noted that NHTR is in greatest need of help with donor management, grant applications, accounting, and fundraising.

Purrenhage pointed out that the board planned to return to grant funds discussion. Huggins proposed that Stevens and Huggins would start putting together a document on potential expenditures and share it with the board for feedback. Kern noted that a portion of the funds could be used to create an education kit and fund programs for certain schools without the ability to pay.

Stevens proposed that all board members provide feedback on how to spend the grant funds, and in the meantime Huggins and Stevens will compile a list of recommended purchases and associated costs to the board.

Adjournment: The meeting was adjourned at 7:24 by Drew Stevens.

Minutes Prepared by Dallas Huggins and edited by Drew Stevens.