



New Hampshire Turtle Rescue Board of Directors Meeting
Sunday, July 13, 2025
Unofficial Minutes

1 **Opening:** The meeting was called to order at 10:00 a.m. by Drew Stevens. The meeting was
2 conducted virtually via Google Meet.

3
4 **Members Present:** Drew Stevens, Dallas Huggins, Jennifer Purrenhage, Joshua Megyesy,
5 Sarah Kern, Chris Carr, Karen Campbell, Sharon Martel.

6
7 **Members Absent:** Wendy Booth, David Steinberg, Chris Bogard.

8
9 **Others Present:** None.

10

11 **Approval of Minutes**

12

13 Stevens presented the draft meeting minutes from the previous meeting for the Board to
14 review and approve.

15

16 *The draft minutes from the February 23, 2025 meeting were approved as written by*
17 *consensus.*

18

19 **New Business**

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21 Meeting Scheduling

22

23 Stevens initiated a discussion to schedule the next board meeting, proposing August 17th
24 to establish a regular meeting cadence, such as the third Sunday of every other month.
25 Megyesy and Campbell indicated their unavailability on August 10th and 17th.

26

27 *The board agreed to schedule the next meeting for August 24th at 10:00 AM.*

28

29 Insurance Policy Renewal Discussion

30

31 Stevens brought up the upcoming renewal of the organization's insurance policies, which
32 include workers' comp, employer liability, directors and officers (D&O), commercial
33 property, and general liability insurance. Stevens suggested that some policies, particularly
34 those related to employee hiring, may not be necessary for the upcoming year since there
35 are no immediate plans to hire. Stevens plans to obtain detailed information from Keslar
36 Insurance Agency to be distributed to the board for an in-depth discussion at the August
37 meeting.

38

39 Bylaws Review

40

41 Stevens addressed Section 8, Part D of the bylaws concerning expenditures over \$500
42 requiring board approval, noting two recent purchases for camera monitoring equipment



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43 made with grant funds that did not receive prior board approval. Purrenhage suggested
44 increasing the approval threshold to \$1,000 and creating an addendum for grant-specific
45 expenditures, allowing purchases over \$1,000 if the funds are earmarked for a specific, pre-
46 approved purpose with an existing budget.

47

48 Stevens acknowledged the organization's lack of a formal budget, which has made
49 financial planning challenging. Purrenhage suggested creating a list of prioritized needs to
50 guide grant applications and expenditures for unrestricted funds. Martel offered her
51 experience in budget preparation to assist the organization in developing a comprehensive
52 budget.

53

54 Martel suggested amending the bylaws to allow either the president or treasurer to sign
55 checks.

56

57 *The bylaws were amended by consensus to add the President as an officer authorized to*
58 *sign checks.*

59

60 Drew Stevens nominated Sharon Martel to officially take over the treasurer role,
61 acknowledging her significant help with accounting and financial organization.

62

63 *The board unanimously voted to appoint Sharon Martel as treasurer.*

64

65 Officer and Board Member Responsibilities Discussion

66

67 Stevens expressed a desire to delegate more business-related responsibilities to allow him
68 and Huggins to focus more on turtle rehabilitation. He emphasized the need for more board
69 involvement and volunteers with relevant skill sets to help manage the increasing workload
70 and improve organizational efficiency.

71

72 Stevens discussed the need to delineate responsibilities within the organization to
73 facilitate recruitment for various roles, suggesting that defining officer positions in the
74 bylaws would be helpful. Martel proposed the need for a grant writer, and Stevens
75 acknowledged its importance, noting the time commitment involved despite previous
76 success in obtaining grants. Stevens plans to formalize the roles and expectations to aid in
77 recruiting suitable candidates and present these to the Board at a future meeting.

78

79 Upcoming Public Engagement Events

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81 Stevens announced several upcoming exhibition-style public events for August,
82 September, and October, which include the Nottingham National Night Out, Danville Old
83 Home Day, Chester Spring Hill Farm Festival, and SELT Trail Fest. He mentioned that these
84 events might require multiple shifts for volunteers to ensure adequate coverage and



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85 prevent overextending participants or ambassador animals. Stevens plans to send an email
86 with the dates and times for these events to solicit volunteer help.

87

88 Acquisition of Second Shipping Container

89

90 Stevens sought and received board approval to purchase a second shipping container for
91 long-term storage at a cost of \$1200, which includes delivery and setup. The shipping
92 container is being sold at a discount because it has a damaged door that will be removed
93 prior to delivery. Kern and Martel suggested increasing the initial proposed budget to
94 \$1,500 to cover potential additional costs.

95

96 *An expenditure of up to \$1500 was approved for the acquisition of a shipping container.*

97

98 **Member Updates**

99

100 President's Report

101

102 *None*

103

104 Treasurer's Report

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106 Stevens presented a positive financial update, reporting \$36,982.49 in the bank as of July
107 1st, attributing this success to concentrated fundraising efforts. He detailed the
108 organization's income and expenditures for the current fiscal year, noting that income has
109 exceeded expenses significantly, which is expected to result in a good surplus for the next
110 year's budget.

111

112 Stevens also reported the successful submission of the organization's IRS Form 990-EZ for
113 the March 1, 2024 – February 28, 2025 fiscal year.

114

115 Fundraising Report

116

117 Stevens provided updates on successful grant acquisitions, including \$5,000 from the
118 Fuller Foundation for the Eastern Box Turtle Head Starting Initiative and an unrestricted
119 \$7,500 grant from the New Hampshire Charitable Foundation's Hermit Thrush Fund. The
120 organization also received funds to purchase camera monitoring equipment through a
121 grant from the Caswell Family Foundation.

122

123 Stevens reported that the NH Gives event, held on June 10th and 11th, was a great
124 success, raising \$3,345.50 from 51 donors, with an average donation of \$65.60. Carr and
125 Campbell helped organize this event, which included matched donations, and 26 new



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126 donors were acquired through this initiative. The event only cost \$50 to join, indicating a
127 strong return on investment.

128
129 Stevens highlighted that social media posts have been a very successful fundraising tool,
130 keeping supporters engaged, despite his personal dislike for social media. However,
131 Stevens and Huggins expressed burnout from managing social media and the newsletter,
132 indicating a need for assistance from individuals with strong writing and species
133 knowledge. He also noted the difficulty in finding external help that understands the
134 specific needs of the organization's content.

135
136 Stevens explained that new perforated intake receipts, which include patient ID numbers
137 and donation information, have significantly increased post-drop-off donations from
138 members of the public who bring in injured turtles. This initiative has also reduced calls
139 and texts for patient.

140
141 Stevens discussed challenges with maintaining a donor database connected to
142 QuickBooks for automated donor acknowledgments. Martel suggested TechSoup as a
143 resource for discounted donor database software, and Stevens confirmed he has explored
144 such options but require more time to evaluate their suitability. Megyesy suggested
145 exploring list-buying options for likely donors, which Stevens expressed interest in as a way
146 to identify reliable, consistent support.

147
148 Executive Director's Report

149
150 Huggins reported the successful onboarding of four UNH interns through the SOAR fund,
151 providing crucial daily assistance with releases and other tasks. Booth has been
152 instrumental in volunteer coordination, helping to onboard new volunteers, while
153 Campbell has significantly contributed to exams, easing the workload during the busy
154 season.

155
156 **Other**

157
158 Stevens highlighted Carr's successful initiative of sending letters to conservation
159 commissions, police departments, road agents, and vet clinics, totaling 400 letters. This
160 outreach significantly increased awareness and directly lead to multiple injured turtle
161 intakes over the active turtle season.

162
163 Huggins and Stevens emphasized the demand for educational "turtle talks" from various
164 organizations, especially during summer, but noted current staff lack the bandwidth to
165 fulfill all requests. Martel proposed targeting schools during the academic year for
166 presentations, while Kern stressed the need for a dedicated person to manage scheduling



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167 and logistics for such programs to avoid overwhelming staff. Stevens agreed on the
168 importance of delineating these responsibilities to better recruit volunteers.

169

170 **Adjournment:** The meeting was adjourned at 11:37 a.m.

171

172 Minutes prepared by Wendy Booth and edited by Drew Stevens