



New Hampshire Turtle Rescue Board of Directors Meeting
Sunday, December 21, 2025
Official Minutes

1 **Opening:** The meeting was called to order at 10:02 a.m. by Drew Stevens. The meeting was
2 conducted virtually via Google Meet.

3
4 **Members Present:** Drew Stevens, Dallas Huggins, Wendy Booth, Chris Carr, Sharon
5 Martel, Jennifer Purrenhage.

6
7 **Members Absent:** Chris Bogard, Karen Campbell, Sarah Kern, Joshua Megyesy, David
8 Steinberg.

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10 **Approval of Minutes**

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12 The November 16, 2025 meeting minutes were considered by the Board and accepted as
13 written by consensus.

14
15 **Expense Reimbursement Policy**

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17 Stevens and Martel discussed the need for an official expense reimbursement policy.
18 Martel explained the necessity of such a policy for nonprofit organizations, particularly for
19 those seeking grants to comply with Generally Accepted Accounting Principles (GAAP).
20 Martel noted that IRS protocols require an accepted method for reimbursing expenses,
21 especially for board members and personnel, and that the policy must be consistent
22 throughout the fiscal year. For that reason, the electricity expenses must remain an in-kind
23 donation until the start of the next fiscal year in March or be made retroactive to the current
24 fiscal year's start.

25
26 There was concern that the draft policy template lacked a category for essential expenses
27 such as utilities. After discussion, a new section was added cover facilities and operations
28 expenses along with program related expenses.

29
30 The board adopted the expense reimbursement policy by consensus.

31
32 Stevens confirmed that the organization's current energy costs would continue as in-kind
33 donations until the fiscal year ends in February, with actual reimbursements starting in
34 March.

35
36 **Internal Affairs and Annual Reporting**

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38 Stevens reported that the end-of-year forms and fees had been filed with the NH Charitable
39 Trusts Unit and the NH Secretary of State.

40
41 **Treasurer's Report**

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43 Martel presented the financial report as of October 31st. Cash in the bank was
44 approximately \$30,000, with a liabilities and equity total of \$50,698. Total donations and
45 grants amounted to \$49,059, including \$10,000 in foundation grants and \$19,800 from
46 other nonprofits, mainly donor-advised funds. In-kind donations, including goods, services
47 like veterinary care and accounting, and gift cards, totaled almost \$10,000. Total gross
48 revenue was \$67,366, and total expenses were \$54,513, resulting in a net revenue of
49 \$12,852.

50

51 **Fundraising Committee Update**

52

53 The recent Giving Tuesday campaign included a \$4,500 total match from the Modern
54 Woodman of America and two other donors who preferred to remain anonymous, and the
55 campaign exceeded its goal by raising \$9,680 in total, including the matched funds. Carr
56 suggested a goal of \$10,000 for the NH Gives and Giving Tuesday campaigns in 2026.

57

58 An unexpected \$5,000 unrestricted grant from a local supporter was also received recently,
59 which Stevens said would help fund planned clinic upgrades.

60

61 **3D Turtle Models for Education and Outreach**

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63 Stevens reported that he has made inquiries and is following up on more leads for this
64 project, but that not much tangible progress had been made yet.

65

66 **GPS Tracking Research**

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68 There was discussion about the limitations of current GPS tracking technology for New
69 Hampshire's threatened and endangered turtle species. Manufacturers cannot guarantee
70 that standard tracking units will last a year due to power consumption and energy storage
71 limitations. This technological constraint necessitates refining current research questions
72 or identifying new ones that available technology, such as long-term presence or absence
73 tracking, could help answer, especially regarding rehabbed or relocated.

74

75 The conversation was planned to continue at the next research committee meeting.

76

77 **Pathogen and eDNA Testing**

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79 Stevens reported on a recent meeting with the UNH Veterinary Diagnostics Lab to discuss
80 the details of the disease and environmental DNA (eDNA) testing project, funding, and
81 general plans. The team discussed adding the emerging disease *Emydomyces testavorans*
82 to the testing panel, a pathogen found primarily in head-started captive turtles in the Great
83 Lakes region. There was also a recent case in two wood turtles at a wildlife center which
84 ended up being fatal.



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86 Once the details of the costs are received from the UNH Veterinary Diagnostics Lab team, a
87 grant proposal will be submitted to LRAC to fund the project.

88
89 **Executive Director Update**

90
91 Huggins updated the board on clinic operations. Patients were being transitioned into
92 overwintering setups with bigger enclosures and improved aquatic habitats, and newly
93 built above-tank docks made of reusable and cleanable materials were donation by a
94 volunteer's son as their Eagle Scout project.

95
96 Some of the non-releasable non-listed resident turtles need to find new permanent homes;
97 they are currently being fostered by volunteers.

98
99 The facility is currently at full capacity with around 70 turtles overwintering in the clinic,
100 including hatchlings and multiple large snappers, which take up a considerable amount of
101 space.

102
103 Stevens mentioned that new lighting, sensors, and enclosures had been ordered for the
104 eastern box turtle headstarting program which would be set up to match natural conditions
105 even more closely, including daylight cycles and simulated weather.

106
107 **Interns**

108
109 There was discussion about improvements to the summer internship program, including
110 implementing a mileage policy to better cover the car use necessary for the many patient
111 releases that interns assist with. There were logistical challenges during the past summer's
112 with how the internship funds from UNH were disbursed. Stevens stressed the need to find
113 a way to reimburse interns for their mileage and gas to ensure they are not shouldering the
114 travel costs for releases.

115
116 **Officer Elections and Budget Planning**

117
118 Stevens announced that the next meeting will be the annual meeting, including officer
119 elections. The bylaws are being reviewed for clarity about the officer roles and
120 responsibilities. A budget discussion is also planned for the February meeting prior to the
121 fiscal year end, as the organization is now in a good place to create and approve an
122 operating budget.

123
124 **Adjournment:** The meeting was adjourned at 11:31 a.m.

125
126 Minutes prepared by Drew Stevens