

Canaan Lake Association Board of Directors Meeting Minutes

10/15/2025 6:00 PM | Kenerson Center Conference Room, Cardigan Mountain School

Attendees Present: Karen Henry (President), Chris Day (CMS Head of School), Kim Franks (Director), Ben Hayden (Secretary-Treasurer), Kristi Wilson (Director), Carol Williams (Director, via Zoom), Elizabeth Jutila (Vice President)

Meeting was called to order by Henry at approximately 6:00 PM.

Approval of Previous Meeting Minutes: 9/17/25 Board Meeting Minutes: No comments from the BOD. Jutila made a **motion to approve** the minutes as drafted; **motion was seconded** by Hayden. Minutes were **approved unanimously**.

Treasurer's Report: Hayden reviewed what were effectively the final CLA financials for the fiscal year, reporting total income of \$6,715 against a budget of \$6,000. Donations exceeded projections materially, driven by incoming funds for the Tom Albert Memorial. CLA's primary expenditure was the Lake Host program which ended the year on budget with \$150 on account with NHLakes rolling over into 2026. Total assets equal approximately \$32,125 across the checking and money market accounts, plus the two CDs.

Tom Albert Memorial Funds: \$1,850 in donations are being tracked as a separate line item in the CLA ledger. The Board discussed the importance of aligning use of funds with donor and family intent/interest and proposed a focus on education-related initiatives after discussion with the family. **Henry** to engage Karen Albert before final decisions are made regarding use of memorial funds. Uses of the funds discussed: education materials, school programming at Canaan Elementary, water testing equipment, field trips (e.g., NH Water Festival).

Gifts and Endowments: Day led a presentation and discussion regarding gifts and endowments for non-profits, using the Cardigan Mountain School as an example to walk the board through the various types of gifts (unrestricted, restricted, endowment). Emphasis was placed on highlighting the importance that the CLA has clear mission/priorities, specific identified funding needs, and compelling use cases.

- **CLA Priority Areas:** Following Day's presentation, the Board discussed various initiatives, both new and proposed, and identified the CLA's top priorities as: (1) Lake Host program, (2) Water Quality program, (3) Education and Community Outreach. The Board briefly discussed related funding tactics, including using "challenge gifts" (matching donations), bolstering relationships with key donors, and the need to create a very clear "elevator pitch". All agreed that the CLA is in the early stage of creating a structured fundraising strategy and that more discussion and research is needed.
- **Educational Initiatives:** The Board discussed possible opportunities to expand educational programs, including developing lake-focused materials that could be age-targeted and incorporated into a curriculum partnership with Canaan Elementary, as well as possible field trip sponsorships for students. **Wilson** agreed to explore the feasibility of the school partnership and gather information on curriculum, field trip logistics, and other areas of possible partnerships, once an initial discussion with the Albert family regarding deployment of memorial funds takes place.

Action Items: **Henry** to consult with Albert family regarding use of memorial funds; **Wilson** to explore feasibility of school partnership *after* the Albert discussion; **Williams** to consider updates to the CLA mission statement as a result of this meeting and return to the Board if she feels changes should be discussed.

Franks made a **motion to adjourn** and was **seconded** by Wilson. **The motion passed unanimously**, and the meeting adjourned at approximately 7:00 PM.