**FRYEBURG BUSINESS ASSOCIATION**

**Board of Directors Meeting**

**December 13, 2016, 6 pm**

**

**Admiral Peary Inn Bed & Breakfast**

**MINUTES**

 BOD present:

 DAVID CHAFFEE - President

 CALEB MAILLETT – Vice President

 DONNA PEARCE – Secretary

 BOD Absent: Kristen Charette - Treasurer

 Admin Support: Janice Crawford

 Member Representatives: Holly Foster, Steven Chase, Kimberly Clark, Jim Tyrell, Donna Woodward

1. The meeting was called to order at 6:11 pm by DC. With three board members present a quorum was declared.
2. With a motion by CM, seconded by DP the agenda was approved as written
3. With a motion by DP, seconded by CM the minutes from 9-13-2016 were approved as written
4. Review and approve financials presented by JC
5. President’s report – David Chaffee. DC outlined discussion guidelines and reviewed the motion of concern.
6. New Business - Members were given time to express their thoughts on the proposed motion to dissolve the organization and turn any remaining funds over to the Economic Development Committee of the Town of Fryeburg. After the board listened to member input the member representatives left and the board considered the following motions:
	1. Dissolve the organization and turn any remaining funds over to the Fryeburg Economic Council. Motion presented by Caleb Maillett, Seconded by Donna Pearce. Motion was unanimously declined.
	2. Maintain the organization via the current leadership. Motion presented by Donna Pearce, seconded by Caleb Maillett. Motion was unanimously declined.
	3. Turn the organization over to interested members that were present as identified above. Motion presented by Donna Pearce, seconded by Caleb Maillett. Motion unanimously passed.
	4. To expedite this process:
		1. Janice was instructed to develop the letter for David Chaffee to approve. This letter will be presented to Holly Foster.
		2. The current board will end their governance of the Fryeburg Business Association as of 12:01 AM January 1, 2017. Janice Crawford and David Chaffee will be available to the new Board of Directors after January 10th. It is expected that a representative of the group will contact these two people to set up a time for the transition. At that time all documents will be handed over to the new leadership team, signature cards for the account will be given, mailbox key will be given, December reconciliation and tax documents for the 2016 calendar year will be completed, etc.
	5. Caleb Maillett and David Chaffee rendered their resignation effective 12:01 AM, January 1, 2017 Donna Pearce and Kristen Charette’s term ended on December 14, 2016.
	6. Janice was directed to renew the Post Office Box for 6 months and to pay the DO Insurance that will expire on July 2, 2017.
7. Meeting was adjourned at 8:45 pm

Respectfully submitted

**Donna M. Pearce**

Secretary