

SLPA Executive Committee (EC) Meeting
December 5, 2025
2:00-3:30 p.m.

MINUTES

Meeting Notes & Potential Action Steps

In attendance: K. DaBoll-Lavoie (President), J. Burns (Immediate Past President), K. Reese (Vice-President), B. Ritchings (Secretary), C. Cook (Treasurer)

Agenda Topic/Meeting Notes	Action Steps
Welcome from K. DaBoll-Lavoie	
Review minutes of September 29, 2025 Executive Committee meeting.	<ul style="list-style-type: none"> • K. DaBoll-Lavoie will send to EC. Once approved B. Ritchings will post to website (under “Recent Mtgs” on home page, and in Members Only section)
<p>Updates from K. DaBoll-Lavoie (since the September mtg) (information sharing)</p> <ul style="list-style-type: none"> • Attended two lake quality conferences in Sept and Oct (referred to conference notes previously sent to EC) • Met with Courtney Johnson-Woods (Regional Director Adirondack Lakes Alliance for Region D) (shared mtg notes with EC) • Committee Updates <ul style="list-style-type: none"> ○ By-Laws (mtg monthly) ○ SL Handbook (revised draft document completed) ○ Fundraising and Development (July 11th potential date for Historic House Tour) • Worked on SL Handbook (SLPA & History) and Renters Packet • Shared update on Action Steps from September mtg 	
<p>Discussed the following potential SLPA Goals for 2026</p> <ul style="list-style-type: none"> • Lake Quality <ul style="list-style-type: none"> ○ Three-pronged approach <ul style="list-style-type: none"> ▪ Create sign/banner coming into town for boat wash (Bruce Smith also exploring) 	<ul style="list-style-type: none"> • Continue to develop action plan for enactment of goals

<ul style="list-style-type: none"> ▪ Distribute septic tablets (given Star Lake watershed the functioning of septic tanks significantly impacts lake quality) ▪ Develop information for renters (including information on preserving lake quality) ○ Preparing for the Future <ul style="list-style-type: none"> ▪ Continuing organizational memberships & involvement ▪ Position SLPA for grant opportunities ● SLPA Visibility/Membership <ul style="list-style-type: none"> ○ Additional sponsored events throughout summer: speaker series, Historic House Tour (fundraising), anniversary events ○ 125 year celebration events/communications ○ SLPA “Publications” <ul style="list-style-type: none"> ▪ Revised SL Handbook ▪ Development of Welcome Packet for new lake property owners ▪ Development of Renters’ Packet ○ Merchandise (being explored); SLPA stickers ○ On-line Membership Form ○ Follow up communication to lake property owners (mid July) ● Organizational documents/processes <ul style="list-style-type: none"> ○ Revised Bylaws ○ Development of Budget ○ Clarification of Financial Request process ○ Website update <p>All agreed that these would be goals for 2026.</p>	
<p>Grant opportunities: discussed how to position ourselves to apply (e.g., a recent grant opportunity came through but very time sensitive: NY DEC Invasive Species Management Grants - Round 4)</p> <ul style="list-style-type: none"> ● Ask Agency Partnership Committee to think about how to prepare for grant opportunities ● Connect w local government officials (provide letter of support) ● Explore the potential of multi-association collaboration ● Be prepared to answer: Why do we need money? 	<ul style="list-style-type: none"> ● K. DaBoll-Lavoie will connect with Agency Partnership Committee ● Have representation at town board meetings (TBD) ● Next EC mtg, include “Assessment Tax Data” on agenda. ● At next SLPA mtg, identify members with grant writing experience

<p>SLPA 125 year celebration – brainstormed ideas</p> <ul style="list-style-type: none"> • FB posts • Schedule a “birthday party” on or around anniversary of first SLPA mtg (August 16, 1901) • 125 can challenge to support Food Pantry • Create form for submitting SL memories/info re history; create booklet from submissions; share submissions at “birthday party” 	<ul style="list-style-type: none"> • K. DaBoll-Lavoie work with D. Naylor re FB posts • Put on agenda for next EC mtg to formulate action plan, and determine project leadership.
<p>K. DaBoll-Lavoie shared draft of “Renters Packet”</p> <ul style="list-style-type: none"> • Reviewed content <ul style="list-style-type: none"> ○ All agreed that document would be helpful communication ○ Add in information about sand bar etiquette, add in link to the SL Handbook ○ Revise to ensure that the most important information (e.g. lake quality) is the first section of the packet • Distribution in January/February (when contracts get signed). Distribute/communicate via email and website. 	<ul style="list-style-type: none"> • K. DaBoll-Lavoie will work on next draft of document and cover letter • See if there is information about the boat wash station at the carry on boat launch • EC members will review listing of rental property to determine potential revisions (including looking at AirBNB, VRBO, etc.)
<p>B. Ritchings has created an On-Line Membership Form. Needs to be finalized. Discussed the process of submission for the form, e.g., do we need to create a SLPA email address for submission? Also discussed whether the Membership Form needs to be completed every year.</p>	<ul style="list-style-type: none"> • K. DaBoll-Lavoie, B. Ritchings, & C. Cook will continue to discuss most effective process for implementation, and bring back to EC.
<p>Financial:</p> <ul style="list-style-type: none"> • Develop budget. Discussed potential expenses to include: <ul style="list-style-type: none"> ○ SLPA Zoom account? (Committee mtgs, SLPA mtgs) Click link for pricing information (Note: free account available, 40 minutes and 100 participants/mtg) ○ PO Box (easier for contributions and apply for grants) ○ Join Adirondack Lake Alliance? \$75.00 (associations with 75 or more members) Click link to membership form ○ Website (design and hosting) 	<ul style="list-style-type: none"> • C. Cook will draft a budget and bring to next EC meeting. • B. Ritchings will contact colleague re SL Handbook printing costs. • Next EC mtg include Financial Request form and process on agenda.

<ul style="list-style-type: none">○ Printing SL Handbook○ Printing revised SLPA brochure○ Printing renter info (or distribute via email)○ Potential conference attendance (ALA Conf June 26, Paul Smith's) (NYSFOLA Conf May 8-9, Lake George)○ Recurring operational budget items (see past financial statements)● Reviewed Financial Request Form and process<ul style="list-style-type: none">○ K. DaBoll-Lavoie shared a document which outlined current process, available documentation on current process, and meeting minutes that focused on the financial request process○ EC discussed the current form and process, philosophical differences among members, the history of the form and process, and aspects of a potential process moving forward. No decisions were made. Agreed to discuss further at the next EC meeting.	
Meeting adjourned at 3:45 p.m.	