

Lake Anasagunticook Association

Director's Handbook



August 2018

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
MISSION STATEMENT.....	1
VISION STATEMENT.....	2
BY-LAWS	3
CONFLICT OF INTEREST POLICY	8
EXPENSE RESIMBURSEMENT POLICY	12
ARTICLES OF INCORPORATION	14
DOCUMENT DESTRUCTION PROCEDURES	17
BOARD MEMBER AND OFFICER RESPONSIBILITIES	19
FIVE-YEAR PLAN	24
WATER LEVEL MANAGEMENT PLAN	29

**MISSION STATEMENT
OF THE LAKE ANASAGUNTIKOOK ASSOCIATION
September 18, 2016**

To be good stewards of Lake Anasagunticook.

**VISION STATEMENT
OF THE LAKE ANASAGUNTI COOK ASSOCIATION
September 18, 2016**

To work in partnership with the lakefront property owners, residents of Canton and Hartford, and other interested parties to preserve the water quality of the lake, sustain its aesthetic appeal, and provide recreational opportunities.

**BY-LAWS OF THE
LAKE ANASAGUNTIKOOK ASSOCIATION**

**ARTICLE ONE
Name, Seal and Offices**

1. The name of the organization shall be Lake Anasagunticook Association hereinafter referred to as LAA. The Association is incorporated as a private non-profit corporation under Title 13-B M.R.S.A., Chapter 201 of the 1-1-78 Revised Statutes of Maine, and all subsequent supplements and amendments.
2. The Seal of the Association shall be circular and shall bear the name “Lake Anasagunticook Association.” Graphics and the phrase “In the heart of the hills” shall take up the inner circle.
3. The principal office shall be in the County of Oxford, Towns of Canton or Hartford. The association may also have offices at such other places as the Board of Directors may designate.

**ARTICLE TWO
Purpose of the Organization**

1. To conduct activities appropriate to a Federal 501.c.3 organization and with the purpose of maintaining and improving the water quality, environment, recreational opportunities and beauty of the lake.
2. To assist the towns of Hartford and Canton, and the residents thereof, in protecting the quality of the waters and watershed of Lake Anasagunticook and to conserve the natural attraction and assets of the lake.
3. To work with other groups on projects of mutual interest relating to the lake.
4. To monitor the lake environmental conditions, to publish results and conclusions, and to formulate management and preservation policies.

**ARTICLE THREE
Membership**

1. The membership of the LAA shall consist of interested individuals who pay annual dues.
2. Dues must be received prior to the commencement of the annual meeting for the member to have a vote at said meeting.
3. Single member has a single vote.

ARTICLE FOUR

Officers and Duties

1. The Officers of the LAA shall be, President, Vice-president, Secretary, and Treasurer. They shall each be elected at the annual meeting and serve for a term of one year or until the election of their successors at the next annual meeting. The Directors may fill vacancies occurring between the annual meetings. There are no term limits.
2. The President shall preside at meetings of the membership and the Board of Directors. He/she shall supervise the affairs of the LAA.
3. The Vice-president shall perform the duties of the President in his/her absence and when requested to do so by the President. The Vice-president shall also perform duties assigned to him/her by the President.
4. The Secretary shall keep accurate records of meeting attendees, take minutes of the annual meeting, of special meetings, and directors' meetings and shall publish them to the Directors in a timely fashion.
5. The Treasurer shall maintain an inventory of assets and liabilities, keep up-to-date records of income and expenditures, and maintain a balance sheet for comparison to the annual budget. All income and disbursements will be summarized by the Treasurer for the finance committee and reported to the membership at the annual meeting. Subsequently, the fall newsletter shall publish the annual report and budget.
6. At times when a quorum of board members is not available to meet, the four duly elected officers of the association shall serve as the executive committee. The authority of the executive committee will be the same as the board except 1) when authority is limited by resolution of the board; 2) when considering an expenditure exceeding \$500; 3) when publicly discussing a policy or position; and 4) when modifying the existing By-laws of the organization.

ARTICLE FIVE

Board of Directors

1. The Board of Directors (referred to elsewhere as the Directors) of the LAA shall consist of the officers and four to twelve additional people as elected by the membership at the annual meeting.
2. The Directors shall manage and control the affairs and property of the LAA.
3. The Directors shall serve for a term of three years, to expire at the time of the election of their successors. Terms shall be staggered so that approximately one- third of the directors are elected each year. Vacancies occurring between annual meetings may be filled by a vote of the directors. The replacement Director shall serve out the term.

ARTICLE FIVE-A Conflict of Interest

The Board of Directors shall adopt, implement, and follow a Conflict of Interest Policy that complies with the requirements of Section 718 of the Maine Non-Profit Corporation Act, and may impose greater requirements and restrictions than the law requires, in the interest of insuring that all transactions involving the Corporation are in the best interest of the Corporation and consistent with its Statement of Purposes, and not affected by private or personal interest. The Board of Directors shall regularly review the Conflict of Interest Policy and make such amendments as may be necessary to comply with changes in law or as otherwise may be consistent with the purpose of this section.

ARTICLE FIVE-B Indemnification

The Association shall have the power to indemnify and, without formal action by the Directors or other persons, shall indemnify any Officer or Director, in respect of any and all matters or actions for which indemnification is permitted by the laws of the State of Maine, including without limitation, liability for expenses incurred in any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative. Indemnification under the preceding sentence with respect to persons other than Officers and Directors, such as employees, agents, or other persons acting for or on behalf of the Association, may be made only upon the affirmation vote of the Board of Directors in specific instances.

ARTICLE SIX Committees

1. Standing and temporary committees of the LAA may be formed or dissolved by the President, the Directors, or the membership at the annual or special meetings.
2. Each committee shall have a designated chairperson and be charged with specific duties. The Secretary of the LAA shall keep a record of the purpose, the name of the chair and the names of members of each committee
3. The committee chairperson shall keep accurate notes of the meetings and provide progress reports to the President or Directors as appropriate.

ARTICLE SEVEN

Dues, compensation and expenses

1. Dues may be determined at any annual meeting upon approval of 2/3^{rds} of the members present, in person or by proxy. Funds derived from dues, contributions, or other sources will be promptly deposited in an LAA checking account.
2. No Officer, Director or member shall receive compensation for services rendered to or for the LAA.
3. Expenses incurred by any member in the course of carrying out LAA activities may be reimbursed if properly approved in advance and if the expenses are in accordance with spending approval regulations stated elsewhere in the by-laws.

ARTICLE EIGHT Budget

1. The President shall appoint a finance committee consisting of the Treasurer and at least two other members.
2. Its charge shall be to propose a budget for the fiscal year beginning September 1st and ending August 31st.
3. The proposed budget shall be presented to the Directors at their meeting immediately preceding the annual membership meeting.
4. The final may be accepted, rejected, or amended by a majority vote of the membership at the annual meeting

ARTICLE NINE Meetings

1. There shall be an annual meeting of the LAA membership. It shall be held at a convenient place and time during the summer, as determined by the Directors. The purpose shall be to hear reports of the officers and committees, to elect officers and directors and to transact such other business as may properly come before it.
2. Special meetings of the membership may be called by the President, the Directors or by any officer on petition of ten members.
3. Annual and special meetings of the membership shall require at least four (4) weeks written notice to all members. Notice of the special meeting of the membership shall state the business to be transacted to the exclusion of all other business.

ARTICLE TEN Quorum

1. At the annual or any special meeting of the members of the LAA, the presence of 15% of the members in person and by proxy shall constitute a quorum. A vote of a simple majority of those attending, in person or by proxy will be required to pass motions unless otherwise specified in these by-laws.

2. A proxy shall be assigned to a specific officer and will expire at the conclusion of the meeting or meetings for which it is designated. The proxy must be in writing and shall authorize the officer vote on behalf of the member.

ARTICLE ELEVEN

Amendments and Interpretation of the By-Laws

1. The by-laws may be altered, amended, or repealed at any regular or special meeting of the LAA by a 2/3rds vote of the attending members, in person or by proxy, provided that the proposed action is inserted in the notice of such meeting.

2. In the event of uncertainty about the meaning or intent of any of the by-laws, the directors shall appoint a committee to review the article in question and render an opinion at the next meeting. A vote of the Directors shall determine the final interpretation.

ARTICLE TWELVE

Parliamentary Guide

Robert's Rules of Order shall guide meetings of the LAA and its Directors.

ARTICLE THIRTEEN

Spending Authorization

1. Expenditures of less than \$100 to reimburse members for expenses may be authorized by the Treasurer.

2. Expenditures of \$100 to \$500 must have approval in advance by both the President and Treasurer.

3. Expenditures greater than \$500 shall have the approval of the membership at an annual meeting. A majority of the Directors, by a majority vote, may approve emergency expenditures.

ARTICLE FOURTEEN

Dissolution

The LAA may be dissolved by an amendment to the by-laws. In the event of dissolution, all assets, real and personal, shall be distributed to similar organizations as

qualified by tax exemption under Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of a future United States revenue law.

**CONFLICT OF INTEREST POLICY
OF THE LAKE ANASAGUNTI COOK ASSOCIATION
May 24, 2016**

Article I - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the

member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V - Compensation

- a.** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
[Hospital Insert - for hospitals that complete Schedule C
- d.** Physicians who receive compensation from the Organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.]

Article VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII - Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**EXPENSE REIMBURSEMENT POLICY
OF THE LAKE ANASAGUNTIK COOK ASSOCIATION
Revised April 28, 2012**

It is the intention of the Association to reimburse all appropriate expenditures incurred by its Officers and Directors according to the following procedures:

DIRECT EXPENSES:

Direct expenses include, but are not limited to, such items as printing, postage fees and licenses imposed by governmental bodies, and the direct costs incurred in educational and fund raising programs to further the mission of the Association.

All requests for reimbursement will be submitted to the Treasurer accompanied by a receipt for the amount of reimbursement requested.

Expenses that are anticipated to be in excess of \$150.00 will normally have been discussed and approved at a prior Directors/Officers meeting. For direct expenses in excess of that amount without prior approval, review by the President and Treasurer is required.

INDIRECT EXPENSES:

Indirect expenses are those costs that may be associated with the mission of the Lake Association, but are not specifically related to a program or event. For example, the enrollment fee for a lake quality management workshop would be a direct expense, but the cost of travel and any incidental costs would be an indirect expense.

Consistent with our efforts to maximize volunteer effort and minimize expenses, the Lake Association may allow limited reimbursement of indirect expenses on an “as requested basis,” according to the following guidelines:

Travel and mileage for non-regularly scheduled meetings; examples are pre-approved conferences or special Board or Officer meetings (at current IRS mileage rate). Pre-approved incidental costs—examples are a conference or meeting where distance and meeting times require an overnight stay—the lesser of actual cost or \$75.00 per trip.

In addition, all requests to the Treasurer for a letter to acknowledge “in-kind” donations to the association must be accompanied with copies of appropriate receipts or documents.

Officers, Directors, and Members are encouraged to consider personal tax deductability of any non-reimbursed expenses consistent with IRS Guidelines. The Association Treasurer or other Officer will provide, upon request, a statement of attendance and participation at such events.

Question concerning the characterization of an expense as direct or indirect should be directed to the Treasurer.

LAKE ANASAGUNTICOOK ASSOCIATION

ARTICLES OF INCORPORATION

AS AMENDED

EFFECTIVE AUGUST 9, 2008

DOMESTIC NON-PROFIT CORPORATION

STATE OF MAINE

ARTICLES OF INCORPORATION

Pursuant to 13-B MRSA ^s 403, the undersigned, acting as incorporations(s) of a corporation adopts(s) the following Articles of Incorporation:

FIRST: The name of the corporation is Lake Anasagunticook Association.

SECOND: The corporation is organized for all purposes permitted under Title 13-B. MRSA or, if not for all such purposes, then for the following purpose or purposes:

The Corporation is organized as a public benefit corporation for the following purpose or purposes: The purposes of the Corporation are to conduct appropriate activities, within the meaning of Section 501(c)(3) of the Internal Revenue Service, to promote and protect the quality of the waters and watershed areas of Lake Anasagunticook (also known as Canto Lake) and to conserve and enhance the environment, recreational opportunities, and beauty of the lake and its surrounding area, including but not limited to : work in cooperation with the Towns of Hartford and Canton and other organizations and associations, including those dedicated to preserving and improving water quality and the environment; monitor lake environmental conditions, publish information, results, and conclusions, formulate management and preservation policies.

THIRD: The name of the Registered Agent and address of the registered office: (The Registered Agent must be a Maine resident, whose business office is identical with the registered office or a corporation, domestic or foreign, profit or non-profit, having an office identical with the registered office.)

Name Judith Hamilton

Street and Number 23 Pinehaven Drive
City Hartford, Maine 04220-5035

FOURTH: The number of directors (not less than 3) constituting the initial board of directors of the corporation, if they have been designated or elected, is four.

The minimum number of directors (not less than 3) shall be eight and the maximum number of directors shall be sixteen.

FIFTH: Members: There shall be one or more classes of members and the information required by § 402 is as follows:

Membership is open to all person who wish to further the purpose of the Association, in accordance with the By-Laws, and such person has registered as a Member and paid the required dues. Officers; the officers of the Corporation are a President, Vice President, Secretary and Treasurer. They shall perform the duties customarily associated with their respective offices and shall make an annual report to the membership. They shall be elected by the membership at the Annual Meeting to serve a term of one year, more or less, ending at the time of their successors. Directors; the directors of the Corporation shall consist of officer of the Corporation and from four to twelve additional persons as determined by the membership each year at the Annual Meeting.

All members have voting rights with respect to the amending these Articles of Incorporation, amending the By-Laws, electing officers and directors, any other voting rights identified in the By-Laws; and, the right to run for office; the right to attend all meetings of the Corporation; and the right to voice their ideas and views of all matters pertaining to the Corporation and its purposes.

SIXTH: No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidates for public office.

SEVENTH: Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes with the meaning of Section 501(c)(3) or the Internal Revenue Cod, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of

Competent Jurisdiction of the county in which the principal office of the organization is then located., exclusively for such purposes, or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

EIGHT: Other provision of these articles, if any, including provisions for the regulation of the internal affairs of the corporation, and distribution of assets on dissolution or final liquidation:

(a)The corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

(b)No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities no permitted to be carried on (i) by any organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

This is an information copy of the *Article of Incorporation of the Lake Anasagunticook Association (LAA)*, originating July 02, 1988 as the *Canton Lakefront Owners' Association (CLA)*, with prior amendments of name and registered agent, and amendments to date as passed unanimously by the membership August 9, 2009. The legal document is filed in the Office of the Secretary of State for the State of Maine.

**DOCUMENT DESTRUCTION PROCEDURES
OF THE LAKE ANASAGUNTICOOK ASSOCIATION
May 24, 2016**

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

The following table provides the minimum requirements.

This information is provided as guidance in determining your organization's document retention policy.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently

Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

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The National Council of Nonprofit Associations (NCNA) is the network of state and regional nonprofit associations serving over 22,000 members in 46 states and the District of Columbia. NCNA links local organizations to a national audience through state associations and helps small and mid-sized nonprofits: manage and lead more effectively; collaborate and exchange solutions; save money through group buying opportunities; engage in critical policy issues affecting the sector; and achieve greater impact in their communities.

**BOARD MEMBER AND OFFICER RESPONSIBILITIES
OF THE LAKE ANASAGUNTIK ASSOCIATION
June 24, 2018**

Board Member Responsibilities

- Serve for a period of three years.
- Be current on LAA annual dues.
- Attend board meetings.
- Chair or be a member of at least two project committees. (One committee for officers.)
- Contribute at least 8 hours in volunteer time (beyond the meetings) to the LAA.
- Attend the annual meeting.
- Attend the Lake Days celebration.
- Donate a prize to the Lake Days raffle (optional).
- Contribute cash or food items for potlucks associated with meetings.
- Encourage citizens to become LAA members.
- Attend various workshops as desired.
- Recommend Board nominees to the Nominating Committees.

[For officers' responsibilities, see individual officer responsibility lists.]

President/Chairman of the Board Responsibilities

Lead the organization

- Plan strategy for group.
- Ensure it stays on mission.
- Liaison with the community.
- Oversee all operations of the organization.
- Ensure fiscal responsibility.
- Lead major fund raising activities.
- Ensure the Facebook page is updated.
- Encourage Board members to participate in LAA meetings and activities.

Manage the operations

- Set agenda for the organization.
- Set agenda for meetings.
- Preside over the Annual and Board meetings.
- Serve as ex officio member on committees.
- Attend local LAA social functions to help raise awareness and funds.
- Attend or send a designee to town government meetings.
- Approve expenditures of over \$500.

Liaison with local groups

- Work collaboratively with local groups to improve the quality of the lake.

[See also LAA Board Member Responsibilities.]

Vice President Responsibilities

- Assist the President with his/her responsibilities.
- Preside over the Annual and Board meetings in the President's absence.
- Attend town government meetings in the President's absence.
- Attend local LAA social functions to help raise awareness and funds.
- Ensure the LAA social media (website, Facebook page, etc.) is up to date.
- Work with board members to select date and time for next board meeting. Use www.doodle.com, if desired.
- Determine location (Canton Town Office; Hartford Town Office, board member home, restaurant, etc).
- Send an invitation to the board members regarding the next board meeting. Use www.evite.com, if desired.

[See also LAA Board Member Responsibilities.]

Secretary Responsibilities

- After the each board meeting, generate the meeting minutes (including the calendar). Highlight the actions and indicate the member(s) responsible. E-mail the minutes to the board members for their feedback. Do the same for the Annual Meeting.
- Update and disseminate the Board Members Directory, Committee Assignment List, and Directors Handbook.
- Keep an archive of LAA agendas, minutes, newsletters, etc., in accordance with 501(c) (3) regulations.
- Write thank you notes as needed.
- Perform ad hoc duties as they arise.
- [See also LAA Board Member Responsibilities.]

Treasurer Responsibilities

- Server as a member of the Finance Committee.
- Serve as authorized signatory for the LAA Checking/Savings Account
 - Deposit all receipts to respective accounts consisting of Annual Dues, Donations and Fundraising amounts.
 - Balance monthly statement to accounting systems.
- Maintain a computer accounting system that includes but is not limited to:
 - Use Excel, Word, FileMaker, QuickBooks, Apple products and/or MS Office 10.
 - Post receipts with correct breakdown updating the Dues & Financial Programs.
 - Remit payment for various expenses including annual liability insurance premium, charitable donations to tax-exempt organizations, and various administrative fees.
 - Work with the LAA Secretary to keep member spreadsheet up to date. Include names, mailing addresses, and e-mail addresses.
 - Update Lakefront watershed properties for the Towns of Canton and Hartford from respective Commitment Books on an annual basis for change of ownership.
- Do financial reporting
 - Develop and present a Treasurer's Report for Annual and Board meetings.
 - Work with other Finance Committee members to develop an Operating Budget for the forthcoming year.
- Write thank you notes as needed.

[See also LAA Board Member Responsibilities.]

**FIVE-YEAR STRATEGIC PLAN
OF THE LAKE ANASAGUNTICOOK ASSOCIATION
September 18, 2016**

**Five-Year Strategic Plan
2017-2021**

Committee
Biff Atwater
Gary Dougherty
Carolyn Gray
Mike McCluskey
Liz Rothrock

Our Mission

To be good stewards of Lake Anasagunticook.

Our Vision

To work in partnership with the lakefront property owners, residents of Canton and Hartford, and other interested parties to preserve the water quality of the lake, sustain its aesthetic appeal, and provide recreational opportunities.

Executive Summary

This plan provides strategic guidelines for the Lake Anasagunticook Association (hereafter referred to as the Association) for the years 2017 thru 2021. It will focus on five significant areas as follows:

- **Community service and outreach** - Become an integral and active part of the Canton and Hartford communities.
- **Education** - Educate our Association members and watershed property owners and other interested parties on topics related to the health of the lake.
- **Addressing the health of the lake** - Maintain the water quality of the lake.
- **Public relations** - Improve public relations while focusing on topics related to the lake health.
- **Financial viability** - Be fiscally viable and consistent with our bylaws and 501(c)(3) guidelines.

Community Service and Outreach

The Association will strive so that in five years we will be recognized as an integral part of the watershed community. We will accomplish our objectives by volunteering, financially supporting local activities, and publishing information relevant to our mission. Specific efforts may be:

- Sponsor swimming lessons, outdoor movies, and similar events or activities. We will seek recognition by issuing press releases, displaying banners, posters and/or newspaper announcements, etc.
- Invite Association members, watershed residents and other interested parties to participate in lake events such as annual Lake Days, lake water quality briefings and the annual meeting. The events will be publicized in appropriate media and be held at least twice a year.
- Compile a list of activities by April 1st of each year that prioritizes the activities of the organization.

Education

The education will focus on the relationship of water quality to proper maintenance and use of highways and roads, septic systems, individual properties, fertilizers, recreation vehicles, while following shoreline ordinances and correlating them to property values and their positive impact on the tax base. Specific efforts will include:

- Participation in the state lake Association meetings and events that will provide new information pertaining to water quality of lakes in the region.
- Updating the Selectmen in the towns of Canton and Hartford and the Water District in Canton on the current status of lake quality, Association activities planned to enhance the water quality, and pertinent educational information obtained from the state organizations. This will be done the Association president or a representative.

- Develop, specific action plans, when new information becomes available that will impact the health of our lake.
- Explore opportunities and, where appropriate, sponsor qualified speakers to share knowledge about wildlife management, native fish, birds, and animals living in the lake watershed.

Addressing the Health of the Lake

During the next five years, the Association will continue its efforts to maintain the quality of our lake. Specific actions may include:

- Create a Water Quality Committee, to develop a priority list of activities and actions that will focus solely on water quality of the lake.
- Complete a watershed survey.
- Standardized water quality testing and analysis at all major water sources of the lake (when funding and volunteers are available) will be conducted annually. Results will be shared with the lake community.
- Maintain a list of shoreline property owners.
- Participate in LakeSmart will be encouraged with the goal of increasing participation 10% per year. The initial step will be to identify the barriers to participation and plans to address these issues completed by year-end 2017.
- Conduct boat inspections at the Canton launch facility on a random but regular basis. The goal will be to have volunteer inspections 12 hours per month starting mid-May and ending mid-October each year.

Public Relations

The Association will develop an active and effective public relations program recognized for its timely and accurate information concerning the Association mission and the health of the lake. Specific activities to support this goal will be:

- Publish a newsletter at least twice per year to include a summary of key activities underway and planned for the future.
- Post public service announcements pertaining to the town of Canton and Hartford in the Association newsletter, on our website and Facebook pages, and in local establishments.
- Update the local governing bodies periodically.
- Encourage Association members to volunteer and/or provide financial assistance for at least one project per year that fits our mission in each town. Early in the calendar year, the Board will identify specific activities. Visibility will be achieved by wearing clothing with the Association logo. Association banners or other items to assist should be displayed so local residents and members of the Association will note participation and involvement by the Association. (Suggestions include volunteer fire department fundraisers and highway or park cleanup efforts.)

- Encourage local residents to attend Association meetings, including Board meetings that are not specifically identified as executive sessions.
- Provide educational information to the Hartford and Canton newsletters to meet their publishing schedules.

Financial Viability

Throughout the five-year strategic planning cycle, the Association shall maintain fiscal responsibility for normal operations and provide sufficient funds to complete the activities included in the plan. Specific activities of the Finance Committee will include:

- Present to the Board a proposed budget prior to the annual meeting. As approved, it will then be presented at the Annual Meeting of the Association. The budget will fund the normal operations, strategic initiatives and provide for a surplus.
- Develop a recommended source of funds on an annual basis to include dues and additional funding necessary to complete the items in the five-year plan.
- Identify potential cash flow issues. The recommended total funding and potential cash flow issues will be presented to the Board at the regularly scheduled meeting prior to the Annual Meeting.
- Sustain our membership.
- All members of the Board are expected to be active participants in the organization, pay dues on a timely basis, and attend meetings.
- Exhibit appropriate financial oversight to assure existing and prospective members, as well as sponsors, of the financial integrity of the organization.

Monitoring of and Adjustments to the Strategic Plan

The following approach (P.D.C.A. - Plan, Do, Check, Act), shall be used to monitor and adjust the strategic plan:

- Plan, at the first Board meeting of each calendar year, the events and activities for the coming year in accordance with the strategic mission.
- Implement the activities, check the progress of the plan on at least a semi-annual basis (by June 30 and at the first meeting of the year) and act to make adjustments as appropriate.
- Have the president appoint a formal Strategic Planning Committee during 2020 to develop a plan for the next planning cycle.

**LAKE ANASAGUNTICOOK
WATER LEVEL MANAGEMENT PLAN
Revised May 1, 2013**

The purpose of this plan is to explain how the Anasagunticook Lake Dam will be operated. October

October 15th to Ice-In (Fall Drawdown Period)

On or about October 15th, the Dam gates will be gradually opened to draw the lake down to its natural water level of approximately elevation 398 feet above sea level. The drawdown will occur as gradually and consistently as possible with the goal of being complete by ice-in.

Ice-In to Ice-Out (Winter Period)

After the fall drawdown is completed, the Dam gates will be left open and lifted clear of the water. This will ensure the gates do not freeze in place during the winter and will preserve the flood control capacity of the lake during the winter months and into the spring runoff season. The lake will rise above and fall back to its natural level during this period as a result of rainfall and snow melt.

Ice-Out to June 1st (Spring re-fill Period)

On or about April 15th but after the ice is completely clear of the lake, two of the three gates will be closed in order to start re-filling the lake to its spring level of 402.5 above sea level. During this period it may be necessary to open as many gates as may be required to maintain the target level and reduce the threat of possible flooding.

June 30th to October 15th (Summer/Fall Period)

During this time period the water level of the lake will be managed as close as possible to the target level of 402.5 above sea level. In order to do this it may be necessary to raise and lower gates, before, during, and after any potential rainfall in order to try and avoid any lake flooding or downstream flooding.

Daily Operation

The dam will be checked daily and the following recorded in the dam log: rainfall in the previous 24 hr period, the distance each gate is open if any and the lake elevation as measured on the stream gage on the east abutment of the dam.

The forecasted rainfall will be monitored at the National Weather Service website for Canton, Maine (i.e., www.weather.gov). When rain is forecast within the next three days the expected lake elevation in three days will be calculated as the lake elevation today plus 0.2 ft/in of expected rain. If the three-day expected lake elevation is above 403 MSL, take the difference between the three-day expected lake elevation and 403 MSL. This is the amount the lake should be drawn down leading up to and during the storm. Take the desired drawdown amount in feet and divide by 0.6 to find the amount the gates should be opened in feet. If the three- day expected lake elevation is below 403.0 MSL no gates need to be opened.

For example, if the lake elevation today is 402.6 MSL and 6” of rain are predicted over the next three days, the expected elevation in three days is $402.6+6(0.2)=403.8$ MSL. The lake level would need to be lowered $403.8-403.0=0.8$ ft over the next three days to ensure the lake does not rise much above 403.0 MSL. One gate open 12” will lower the lake elevation without rain by 0.2 ft in one day or 0.6 ft in three days. Since the target is to lower the elevation 0.8 ft in three days one gate would be opened $0.8/0.6=1.3$ ft = 16”. The process would be repeated the next day and any adjustment made based on changes in the forecast, rainfall and lake elevation.

a. Lake Elevation Today	402.6 ft MSL
b. 3-Day Expected Rainfall	6.0 inches
c. (Line b x 0.2)	1.2 ft
d. 3-Day Expected Lake Elevation (Line a + Line c)	403.8 ft MSL
e. Drawdown Target (Line d – 403.0)	0.8 ft
f. Gate Open Distance (Line e/0.60)	1.3 ft = 16”

The objective is to avoid sustained elevations above 403 MSL because the steel flashboards on the dam are designed to fail and discharge the whole lake volume if the lake elevation exceeds 404 MSL. If the flashboards fail, downstream flow and lake elevation cannot be managed.

When discharging, the downstream flow in Whitney Brook should be kept below 18” below the top of the culvert under Bixby Rd except in emergency situations where the lake elevation exceeds 403.5 MSL.

[This previous version of this document was revised on September 5, 2012.]