

# Museum of Lake Minnetonka

## Minutes of Board of Directors' Meeting – **APPROVED**

Date: Tuesday, 5 April, 2022  
Location: Wayzata Public Library, 620 Rice Street E, Wayzata  
Attendees:

- Directors Present: Tom McCarthy, Scott McGinnis, Liz Vandam, Aaron Person
- Directors Absent: Sue Paulson
- Members Attending: Bob & Diane Bolles, Terry Burns, Paul Maravelas, Sharon Provost

The meeting was called to order at 6:05 PM by President Tom McCarthy.

### **Agenda**

McCarthy called for any additions/revisions to the proposed agenda. No additions/revisions suggested and the meeting proceeded. Vandam moved to approve the agenda; seconded by McGinnis. Motion approved 4-0.

### **Approval of Minutes from 1 March, 2022**

McCarthy called for any additions/revisions to the minutes as drafted. Hearing none, Vandam moved approval of the minutes as submitted; seconded by McGinnis. Motion approved 4-0.

### **Actions Taken Since Last Board Meeting**

McCarthy noted the Board approved electronically (5-0) the new insurance coverage on the boat/barn/trailer. The prior policy for the boat (which did not include coverage on the barn or trailer) was set to expire on 3/15.2022. The new policy provides \$450,000 coverage on the boat; \$60,000 on the barn; \$15,000 on the trailer. The deductible on the boat was reduced from \$15,000 to \$10,000 (deductibles on the barn and trailer are \$10,000 and \$1,000 respectively. Premium amount = \$5,350. The Board voted 5-0 via email to approve.

### **Treasurer's Report**

McGinnis provided the Board with an updated financial statement through the fiscal year-end, March 31<sup>st</sup>. McGinnis shared thoughts regarding the financial statement which was formatted as a Profit & Loss Statement.

*Biff* – McGinnis noted the Biff had now been removed from outside the Barn. The Board, looking to reduce all non-essential expenses, had agreed to hold off on eliminating the Biff until warmer weather. Now that Spring had arrived, the contract was cancelled.

*CenturyLink* – McGinnis updated his conversations regarding long distance charges that MLM has been charged (and paid) despite not having long distance service. Although CenturyLink agreed to remove those charges going back six months, new billing indicates other fees have increased – decreasing the monthly bill from \$99 to \$92. He then reported that Verizon will allow MLM to retain its current number, messaging box (and greeting), and receive a free phone

for \$35/month. Vandam moved to authorize McGinnis to switch phone service from CenturyLink to Verizon; seconded by Person. Motion approved 4-0.

McCarthy and McGinnis to meet to work through questions and finalize the year-end reports.

*Financial Accounts* – McCarthy then inquired regarding the proposed change in financial accounts raised by McGinnis last month. McGinnis still favors the change feeling MLM could be earning far more than \$118 interest annually with its current cash holdings; however he had been unable to investigate rate options with any banks besides Wells Fargo. Upon discussion there was strong support for moving the accounts, however it felt the proper fiduciary duty was to check out competitive rates with 2-3 banks. Person moved to authorize McGinnis to transfer the accounts after contacting 2-3 institutions and determining which offered MLM the best option; Vandam seconded the motion. Motion approved 4-0.

*Financial Audit* – McCarthy again inquired regarding the Board’s position on the need for a formal audit. The Board has considered such a step for several reasons: (1) the recent transition of Boards, (2) a formal audit has not been conducted for as long as anyone can recall, and (3) as MLM approached undertaking a capital campaign having a clean audit in place would likely be beneficial to fundraising efforts. McGinnis stated he had not seen anything in the financial books that cause him concern. After discussion, it was agreed to focus on finalizing the year-end reports as a first step. The matter could be raised again if there was sufficient interest by the Board.

**Old Business**

*Insurance* – McCarthy then provided the Board with an update on MLM’s General Liability insurance policy. Previously, the GL and Hull coverage had been written together as a single policy. The new Condition and Value Survey caused the carrier to recognize that Minnehaha’s insured value (\$450,000) did not meet the carrier’s requirement that the insured value be within 20% of the estimated market value. It was unknown if this requirement was added after the original policy was agreed to – but the carrier would only quote coverage on a policy of \$576,000 or greater. This would have entailed a substantial premium increase. As a result, new carriers were sought. The Hull coverage was written with Hanover and approved prior to the 3/15/2022 expiration.

MLM’s agent, however, was unable to secure a GL coverage quote and the old policy expired (GL coverage would include Bodily Injury, Property Damage, etc.). The Board quickly alerted all volunteers that all maintenance activities at the Barn were suspended until new coverage was put in place. Now three weeks later, finding a carrier to quote a stand-alone GL policy has been a difficult process. Instinctively, the agent anticipated finding a replacement option would be simple – after all the boat is locked up in the barn – not operating, not carrying passengers. However, the opposite has been the case.

Only late this afternoon was a quote received – from Hanover, the same carrier handling the property coverage (boat/barn/trailer). Unfortunately the premium quoted was substantial: \$5,461 which represented an increase of more than five-fold.

| 2019-2020<br>(last year the boat was in-the-water) | 2021-2022<br>(boat laid up all year) | 2022-2023<br>Proposed Premium                                |
|--|--------------------------------------|--|
| Total GL + Hull: \$13,716                          | Total GL + Hull: \$6,522             | Hull/Barn/Trailer: \$5,350<br>GL: \$5,461<br>Total: \$10,811 |

Upon discussion, it was agreed that MLM could not go without GL coverage indefinitely. McCarthy shared he had contacted the other charter boat operators in hopes of identifying options, but as of this point had been working exclusively through MLM's agent. Person recommended McCarthy reach out to other brokers, etc. however if a cheaper option could not be found in the next two weeks, the Board should accept the Hanover quote. Board agreed to hold off approving Hanover's quote for now and take action via email based on how developments unfold. Bob Bolles suggested McCarthy connect with Phil Kotousky (spelling?) who worked on the restoration. Bolles felt his knowledge of wood boats would provide a lead – though he was unable to provide Kotousky's contact information.

*Annual Business Filing with the MN Secretary of State:* McCarthy advised the Board the revised Annual Filing had been submitted to the Secretary of State's Office with the \$35 fee, however the website had not yet been updated to reflect MLM's change in leadership/contact info.

### **New Business**

*Membership Status* – McCarthy shared an update roster of members in good standing as of the end of the fiscal year (3/31/2022). Total membership is 87. McCarthy suggested Board members consider steps to grow the membership, noting that our partner history societies (ELMHS, WzHS) have significantly larger memberships.

*Digital Scanning* – Next McCarthy shared that U.S. CAD had agreed to conduct 3D scanning of the boat's exterior and interior on a pro bono basis. Not only would these 3D model add to Minnehaha's historical record, it will also provide critical information that will assist in the search for a new launch site. Scanning will provide precise measurements of the hull's shape and construction. The model will enable the team to evaluate stresses placed on the hull under different launch scenarios and assist in determining potential modifications to the trailer, etc. McCarthy agreed to allowing U.S. CAD (a national engineering/construction firm) to promote the project and suggested it would be a great opportunity for MLM to do so with its social channels. Additionally, MLM will have the option of posting the model to its website and using as a teaching tool in programming forums, etc.

To accommodate the scanning, the boat will be pulled from the Barn. McCarthy shared that he and Dave Peterson were in discussions about potentially coordinating other work while the boat was out of the barn. Two in particular were discussed: (1) replacing the heat detectors/light bulbs on the ceiling of the barn, and (2) vacuuming out the fuel tanks – both tasks made easier with the boat outside. Terry Burns concurred with removing the old fuel, especially given the unknown length of the hiatus. However before this work can be scheduled, the Board agreed it was imperative the GL insurance issue be resolved first.

### **Committee Reports**

*Communications Committee:* McCarthy reported on the meeting of the Communications Committee which took place last week. The team discussed updates to the MLM website which Sharon Provost quickly implemented:

- Museum tab renamed "About Us"
- Added to the About Us tab were:
  - MLM's Articles of Incorporation
  - MLM's Bylaws
  - BOD Terms, Meeting Schedule
  - Organizational Chart

- Added to the News tab was the March 2022 newsletter (others to be added in the future).

McCarthy stated that minutes of Board meetings should also be posted to deliver on the Board's pledge of transparency and communication. The Board agreed minutes should not be posted until the Board has approved – and agreed to retroactively post minutes dating back to the transition to the current Board. Special thanks to Sharon for all her efforts!

Next McCarthy shared a simplistic Communications Plan. Ideally, a more robust plan will be developed, however, the committee felt a temporary plan covering the next 2-3 months was an important step. Goal is to begin implementing more regular external communications, particularly via MLM's social channels. McCarthy expressed the desire to publish more frequent newsletters provided there was sufficient news content to share.

Additionally, the committee felt it important to maintain a consistent line of messaging concerning updates on the search for a new launch site. The plan articulates responsibility for the different messaging streams and also identifies that external inquiries on the search should be directed to McCarthy to manage.

*LMHO Strategic Preservation Exploration:* McCarthy shared that after two-plus years of work, the Joint Committee (JC) is approaching the end of the grant project. A draft of the final report is currently being edited, after which it will be released to the boards of the partner organizations. Each board will then have the opportunity to meet with the project's professional consultant to review questions, etc.

MLM is in the unique situation of having four of its board members on the JC (Person representing Wayzata Historical Society, McGinnis representing Excelsior-Lake Minnetonka Historical Society, Vandam representing Westonka Historical Society, and McCarthy MLM. McCarthy stated he and Paulson (not on the Joint Committee) plan to meet next week to be brought up to date. The JC members did not feel they needed to meet as an MLM board with the consultant (they will with their other organization) – but agreed Paulson should feel free to engage with the consultant on her own.

**Member Forum** – Recognizing the Member Forum had inadvertently been skipped at the outset of the meeting, McCarthy called for comments from those in attendance:

- Bob Bolles inquired about the status of taking depth measurement through the ice at the two sites under investigation. McCarthy reported the team spontaneously took advantage of some warm weather and visited both sites, recording measurement up to 200' out from shore which were mapped. McCarthy stated the objective was to identify the extent of dredging that each site would entail, however it was not seeking to develop engineering plans for two sites. Rather merely identify the degree to which work would need to be conducted.
- Paul Maravelas suggested the board contact Ann Merriman of Maritime Heritage Minnesota regarding scanning. His suggestion was to ensure their learnings from scanning underwater wrecks helped inform the work to be done on Minnehaha (from a historical record standpoint).

#### **Next Meeting**

- Tuesday, May 3<sup>rd</sup>: Board Meeting (6-8 pm). Vandam to investigate availability of the conference room at the Commerce Building in Mound (Wayzata Library not available).

**Adjournment**

McGinnis moved the meeting be adjourned at 7:20 pm; seconded by Vandam. Motion approved 4-0. The Board then went into Executive Session.

Respectfully submitted,

Tom McCarthy, President/Secretary

**Attachments:**

- Agenda
- Financial Statement
- Membership Roster
- Communications Plan

# THE MUSEUM OF LAKE MINNETONKA

## Board of Directors Meeting

April 5<sup>th</sup>, 2022 6:00 – 8:00 PM

Wayzata Public Library Meeting Room

### AGENDA

1. **Member Forum** – Members in attendance may have up to 3 minutes to speak. Board will close the Member Forum after no more than 30 minutes in order to allow sufficient time to focus on matters requiring Board action/discussion.
  2. **Call To Order** **McCarthy**
  3. **Approval of Agenda**
  4. **Approval of 1<sup>st</sup> March Minutes**
  5. **Actions Taken Since Last Board Meeting** **McCarthy**
    - a. Approval of new Boat Insurance Coverage
  6. **Treasurer’s Report** **McGinnis**
    - a. Monthly Reports
    - b. Proposed Change in Financial Institution
    - c. Audit Discussion
  7. **Committee Reports** **McCarthy**
    - a. Communications Committee
      - i. Website Updates
        1. About Us: Articles/Bylaws/BOD Terms/BOD Schedule/Org Chart
        2. News: Newsletter
        3. BOD Minutes – approved only?
      - ii. Communications Plan
    - b. LMHO Strategic Partnership Exploration
8. **Old Business** **McCarthy**
  - a. Insurance Update
  - b. MN Business Filing – Office of the Secretary of State
9. **New Business** **McCarthy**
  - a. Membership Status
  - b. Digital Scanning
10. **Adjourn**
11. **Executive Session**
  - a. Shore-Based Facilities Committee
  - b. Legislative Update

|  | MLM ACTUAL<br>4/1/2020-3/31/21 | MLM DRAFT ACTUAL<br>4/1/21-3/31/22     |
|--|--------------------------------|--|
| <b>INCOME</b>  |                                |  |
| <b>Contributed Revenue:</b>  |                                |  |
| Membership Dues  | 0.00                           | 2,515.86                               |
| Individual Contributions (annual campaign, other, renewable)                         | 6,197.50                       | 10,711.26                              |
| Grant Archiving  | 775.00                         | 353.10                                 |
| AED Refund   | 0.00                           | 300.00                                 |
| Fuel   | 26.15                          | 0.00                                   |
|  |                                | 65105 - Fuel                           |
|  |                                | 40500 - Membership Dues                |
|  |                                | 40000 - Contributions & Gifts          |
|  |                                | 40300 - Grant Archiving                |
|  |                                | 41511 - Uncategorized Income           |
|  |                                | 65105 - Fuel                           |
| <b>Earned Revenue:</b>   |                                |  |
| Ticket Sales   | 0.00                           | (86.00)                                |
| Merchandise Sales (Gross)  | 0.00                           | 300.00                                 |
| Miscellaneous/Interest   | 124.00                         | 118.68                                 |
|  |                                | 41513 - Ticket Sales                   |
|  |                                | 41618 - Prints                         |
|  |                                | 41000 - Interest Income                |
| <b>TOTAL INCOME</b>  | <b>7,122.65</b>                | <b>14,213.90</b>                       |
| <b>EXPENSE</b>   |                                |  |
| <b>Facilities</b>  |                                |  |
| Fire Extinguishers   | 0.00                           | 159.00                                 |
| Maintenance & Repair   | 1,473.53                       | 814.39                                 |
| Facility Heating   | 1,214.46                       | 2,325.83                               |
| Facility Electric  | 564.75                         | 825.81                                 |
| Bliffs   | 1,722.00                       | 1,586.00                               |
| Koehnens BP  | 194.22                         | 0.00                                   |
|  |                                | 65104 - Fire Extinguishers             |
|  |                                | 65107 - Maintenance & Repair           |
|  |                                | 63911 - Utilities                      |
|  |                                | 63911 - Utilities                      |
|  |                                | 63911 - Utilities                      |
|  |                                | 65105 - Fuel                           |
| <b>Communications:</b>   |                                |  |
| Newsletters: Printing & Mailing  | 945.36                         | 2,891.19                               |
|  |                                | 63907 - Printing & Publications        |
| <b>Admin:</b>  |                                |  |
| Minnehaha Survey   | 0.00                           | 1,714.50                               |
| National Register Nomination   | 3,125.00                       | 3,125.00                               |
| Accounting / Bookkeeping (not tax filing)  | 0.00                           | 753.49                                 |
| Tax Filing or Audit Services   | 0.00                           | 450.00                                 |
| Insurance: D & O   | 575.00                         | 575.00                                 |
| Insurance: Liability   | 250.00                         | 0.00                                   |
| Insurance: Property/Equipment/Collection   | 0.00                           | 6,072.00                               |
| Phone / Internet   | 1,501.24                       | 1,310.96                               |
| Website Hosting (paid to tech company to host the site)                              | 0.00                           | 71.88                                  |
| Dues, Registrations, Subscriptions   | 7,760.00                       | 63901 - Membership Dues Subscriptions  |
| Office Supplies (General)  | 318.13                         | 63905 - Office Supplies                |
| Post Office Box Rental   | 168.00                         | 63906 - PO Box Rental, Postage, & etc. |
| Other Printing Costs   | 0.00                           | 63907 - Printing & Publications        |
| Bank Fees  | 641.89                         | 63400 - Bank Charges, Credit Card Fees |
| State Filing & Registration Fees   | 55.00                          | 63908 - State of MN Filing Fee         |
|  |                                | 46.63                                  |
| <b>TOTAL</b>   | <b>20,508.58</b>               | <b>23,669.48</b>                       |
| <b>ASSUMPTIONS/NOTES:</b>  |                                |  |
| Website: <a href="http://www.steamboatminnehaha.org">www.steamboatminnehaha.org</a>  |                                |  |
| Domain name fee included in web hosting.   |                                |  |
| Fiscal year: 4/1-3/31.   |                                |  |
| 81 Members   |                                |  |
| <b>TOTAL LIQUID ASSETS AS OF 02/28/2022: \$144,207.07</b>                            |                                |  |
| <b>ROUGH ESTIMATE OF INCOME AND EXPENSE WITH BOAT IN WATER: \$75,000. (\$50,000)</b> |                                |  |

**MUSEUM OF LAKE MINNETONKA**  
**Regular Members as of 3/31/2022**

| <u>Member Name (Last, First)</u> | <u>Member Status</u> | <u>Expiration Date</u> | <u>Electronic Comms</u> |
|----------------------------------|----------------------|------------------------|-------------------------|
| Albrecht, Steve                  | Regular Member       | 12/31/2022             | Y                       |
| Anderson, John                   | HOF Member           | N/A                    | Y                       |
| Berno, Mark                      | Regular Member       | 12/31/2022             | Y                       |
| Bipes, Jeffrey D                 | Regular Member       | 12/31/2022             | Y                       |
| Blasing, Brad                    | Regular Member       | 12/31/2022             | Y                       |
| Bolles, Bob                      | HOF Member           | N/A                    |                         |
| Bolles, Diane                    | Regular Member       | 12/31/2022             | N                       |
| Boote, Marvin                    | Regular Member       | N/A                    |                         |
| Bortscheller, Rob                | Regular Member       | 12/31/2022             |                         |
| Burns, Terry                     | HOF Member           | N/A                    |                         |
| Buxton, Brad                     | HOF Member           | N/A                    |                         |
| Carter, Rick                     | Regular Member       | 12/31/2022             |                         |
| Corson, Dick                     | Regular Member       | N/A                    |                         |
| Cotter, Jeff                     | Regular Member       | 12/31/2022             | Y                       |
| Dickson, Maxine                  | Regular Member       | 12/31/2022             | Y                       |
| Dovolis, Chris                   | Regular Member       | 12/31/2022             | Y                       |
| Drewitz, John                    | Regular Member       | 12/31/2022             |                         |
| Dumas, Mrs. Robert               | HOF Member           | N/A                    |                         |
| Englander, Juli                  | Regular Member       | 12/31/2022             | Y                       |
| Fey, Fred                        | Regular Member       | 12/31/2022             |                         |
| Guthrie, Cameron                 | Regular Member       | 12/31/2022             | Y                       |
| Hannah, Lindsay                  | Regular Member       | 12/31/2022             |                         |
| Hannah, Richard                  | Regular Member       | 12/31/2022             |                         |
| Hanson, Bernie                   | Regular Member       | N/A                    |                         |
| Hegi, Greg                       | Regular Member       | N/A                    | N                       |
| Heiderich, Ronald Scott          | Regular Member       | 12/31/2022             | Y                       |
| Hilton, Bob                      | Regular Member       | 44926                  | Y                       |
| Holst, Joanie                    | Regular Member       | 12/31/2022             | Y                       |
| Isaacs, Aaron                    | Regular Member       | 12/31/2022             | Y                       |
| Jabbour, Gabriel                 | HOF Member           | N/A                    |                         |
| Jackson, Nancy                   | Regular Member       | 12/31/2022             | N                       |
| Johnson-Kessler, Beth            | HOF Member           | N/A                    |                         |
| Kaiser, Ken                      | Regular Member       | 12/31/2022             | Y                       |
| Kettering, Dave                  | Regular Member       | 12/31/2022             | Y                       |
| Kirby, Jeff                      | Regular Member       | 12/31/2022             |                         |
| Knutson, Keith                   | Regular Member       | 12/31/2022             | Y                       |
| Krause, Steve                    | Regular Member       | 12/31/2022             | Y                       |
| Lambert, Jeffrey W               | Regular Member       | 12/31/2022             | Y                       |
| Leipold, Darel                   | HOF Member           | N/A                    |                         |
| Leipold, LaVerna                 | HOF Member           | N/A                    |                         |
| Lewis, Dan                       | Regular Member       | 12/31/2022             | Y                       |
| Lowe, Tom                        | Regular Member       | N/A                    |                         |
| Martineau, Jim                   | Regular Member       | N/A                    |                         |
| McCarthy, Tom                    | Regular Member       | 12/31/2022             | Y                       |



**MUSEUM OF LAKE MINNETONKA**  
**Regular Members as of 3/31/2022**

| <u>Member Name (Last, First)</u> | <u>Member Status</u> | <u>Expiration Date</u> | <u>Electronic Comms</u> |
|----------------------------------|----------------------|------------------------|-------------------------|
| McGinnis, Scott                  | Regular Member       | 12/31/2022             | Y                       |
| McGlasson, Ross                  | HOF Member           | N/A                    | Y                       |
| McGlynn, Dan                     | Regular Member       | N/A                    |                         |
| McGonagle, Todd                  | Regular Member       | 12/31/2022             |                         |
| Meloche, Marcia                  | HOF Member           | N/A                    |                         |
| Murphy, Jim                      | HOF Member           | N/A                    | Y                       |
| Newman, Karl                     | Regular Member       | 12/31/2022             | Y                       |
| Niccum, Bill                     | HOF Member           | N/A                    |                         |
| Palmer, John                     | HOF Member           | N/A                    | Y                       |
| Paulson, Susan                   | Regular Member       | 12/31/2022             | Y                       |
| Pederson, Dennis                 | Regular Member       | N/A                    |                         |
| Person, Aaron                    | Regular Member       | 12/31/2022             |                         |
| Peterka, Dave                    | Regular Member       | N/A                    |                         |
| Peterson, Dave                   | Regular Member       | 12/31/2022             | Y                       |
| Pierson, Becky                   | Regular Member       | 12/31/2022             |                         |
| Provost, Sharon                  | HOF Member           | N/A                    | Y                       |
| Rissmann, Bill                   | Regular Member       | 12/31/2022             | Y                       |
| Robinson, Susana                 | Regular Member       | N/A                    |                         |
| Rud, Chuck                       | Regular Member       | 12/31/2022             |                         |
| Ruehl, Nick                      | Regular Member       | 12/31/2022             |                         |
| Schiebel, Curtis                 | Regular Member       | 12/31/2022             | Y                       |
| Schlueter, Cliff                 | HOF Member           | N/A                    | Y                       |
| Schott, Jeff                     | Regular Member       | N/A                    |                         |
| Sexton, Jim                      | Regular Member       | 12/31/2022             | Y                       |
| Sharpe, Larry                    | Regular Member       | 12/31/2022             | N                       |
| Sicard, Gerald                   | Regular Member       | 12/31/2022             | Y                       |
| Sodergren, Linnea                | Regular Member       | 12/31/2022             | Y                       |
| Straley, Stan                    | HOF Member           | N/A                    | Y                       |
| Sundet, Leland                   | Regular Member       | N/A                    |                         |
| Sween, Thomas                    | Regular Member       | N/A                    |                         |
| Thurn, Robert                    | Regular Member       | N/A                    | Y                       |
| Torkelson, Robert                | Regular Member       | 12/31/2022             | N                       |
| Tschida, Charles                 | Regular Member       | 12/31/2022             | Y                       |
| Vair, James                      | Regular Member       | 12/31/2022             |                         |
| Vaitkunas, Jim                   | Regular Member       | 12/31/2022             |                         |
| Vandam, Liz                      | Regular Member       | 12/31/2022             | Y                       |
| Warner, Bruce                    | Regular Member       | 12/31/2022             |                         |
| Weiss, Bob                       | Regular Member       | N/A                    |                         |
| Wilcox, Thomas                   | Regular Member       | 12/31/2022             | Y                       |
| Williamson, John                 | Regular Member       | 12/31/2022             |                         |
| Woodburn, Bob                    | HOF Member           | N/A                    | Y                       |
| Woodburn, John                   | Regular Member       | 12/31/2022             |                         |
| Zimmerman, Jim                   | Regular Member       | 12/31/2022             | Y                       |



## Communications Plan April – Early Summer 2022

| Website                         | Facebook<br>Twitter<br>Instagram                                     |                     | Newsletters                     | Local Media Inquiries |
|---------------------------------|--|---------------------|---------------------------------|-----------------------|
| <b>MINNEHAHA CONTENT STREAM</b> |  |                     |                                 |                       |
| <b>Content:</b>                 | Historical Tidbits / Maintenance Updates / Event Promos              |                     |                                 |                       |
| <b>Frequency:</b>               | Updated as needed  | Weekly if possible  | 4-6x / Year as content warrants |                       |
| <b>Responsible:</b>             | Sharon Provost   | Aaron / Josh Person | McCarthy                        | Boat History: Person  |
| <b>SEARCH CONTENT STREAM</b>    |  |                     |                                 |                       |
| <b>Content:</b>                 | News regarding new launch site, funding, resumption of service, etc. |                     |                                 |                       |
| <b>Frequency:</b>               | As developments / news warrants                                      |                     | Blurb or Special Issue          |                       |
| <b>Responsible:</b>             | Sharon Provost   | Aaron Person        | Aaron Person                    | MLM: Tom McCarthy     |