

Old Lyme Shores Beach Association Committees<sup>1</sup>  
Revised 10/5/2024

Committee	Description <sup>2*</sup>	Members	Appointment Date
Beach	<p>Activities include:</p> <ul style="list-style-type: none"> <li>•Developing and recommending an annual beach maintenance plan and associated budget line item with regard to all aspects of maintaining the beach for the OLS membership (including, without limitation, such items as sand moving, removing, raking, seaweed removal, routine beach cleanup, storm response beach cleanup, management of raft, swim lines, buoys, trash and recycle bins, boats, racks, •Coordinating with Old Colony Beach the maintenance items per OLS’s obligations as set forth in the July 25, 2016 Sheffield Brook maintenance agreement</li> <li>•Reviewing and suggesting updates to OLS ordinance titled “beach”</li> <li>•Planning, budgeting, seeking RFPs, managing contracts and monitoring contractor performance and invoicing</li> </ul>	<p>Rick Duhaime George Finley Cheryl Patafio Mark Phelan Greg Symon Paul Yellen</p>	<p>6-15-2024 6-15-2024 9-11-2024 6-15-2024 6-15-2024 6-15-2024</p>

<sup>1</sup> “The Board of Governors shall annually appoint standing committees to advise the Board with respect to assigned areas of responsibility, and may appoint ad hoc committees for specific short-term purposes. All committees shall be advisory to the Board and may not act for the Board unless expressly authorized by the Board to do so.” Bylaws, Article III, Section 9.

<sup>2</sup> Each Committee’s activities also include:

- Developing and recommending a budget line item with regard to its activities
- Memorializing its activities to guide the membership in future years
- Any other activities related thereto as may requested by the BOG

Committee	Description	Members	Appointment Date
Communications	<ul style="list-style-type: none"> <li>•Web site refresh</li> <li>•E-Newsletter</li> <li>•Facebook and Instagram Presence</li> </ul>	Margaret Caron John Cunningham Dede DeRosa Diane Duhaime Meredith Johnson John Mandracchia MaryKate Reynolds Catherine Rottinghaus Greg Symon	6-15-2024 6-15-2024 6-15-2024 6-15-2024 7-24.2024 6-15-2024 6-15-2024 6-15-2024 6-15-2024
Entertainment	<ul style="list-style-type: none"> <li>•Planning and running the July 4th parade, all other activities associated with OLS July 4th celebrations, and Carousel Night</li> <li>•Any other activities related thereto as may requested by the BOG</li> <li>• Planning and overseeing two events per summer for new and long-time members to mingle and get to know each other (e.g., live band, social gathering, karaoke, trivia, talent show, musical bingo)</li> <li>•Coordinating all aspects of Friday night movies on beach, including equipment and staff</li> </ul>	Margaret Caron David French Martin Merritt Julia Nixon Scott Rottinghaus	6-15-2024 6-15-2024 6-15-2024 6-15-2024 6-15-2024
Finance	<ul style="list-style-type: none"> <li>•Preparing Monthly Financial Reports as outlined in 1-4-2024 special meeting vote</li> <li>•Developing proposed budget and mill rate for FY2025-2026 in advance of and for sending written notice to the membership at least 10 days prior to the annual meeting</li> <li>•Developing slide presentation for presentation at the June 14, 2025 annual meeting and for posting at the oldlymeshores.org web site on the topic of why and how the proposed mill rate is determined and related to the proposed budget, both of which are presented for a vote by the membership at each annual meeting</li> <li>•Monitoring compliance with the BOG's written policy for</li> </ul>	Rob Cappellucci John Cunningham Jay Moynihan Greg Symon Paul Yellen Tim Larson Stephen Osowiecki	6-15-2024 6-15-2024- 6-15-2024 6-15-2024 6-15-2024 7-10-2024 9-11-2024

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	<p>receiving, approving and paying invoices issued to OLSBA</p> <p><b>Insurance:</b></p> <ul style="list-style-type: none"> <li>•Reviewing current insurance coverages and premiums</li> <li>•Monitoring contract expiration dates/renewal dates to ensure no inadvertent non-renewals</li> <li>•Seeking new coverages and/or eliminating coverages as may be deemed appropriate</li> <li>•Working with insurance brokers/agents to gather information on appropriate insurance coverages and associated costs for OLSBA</li> <li>•Updating policy information for broker/carriers as may be necessary (e.g., changes in officers, board members)</li> <li>•Contact person for broker/carriers</li> <li>•Contact person for claims and potential claims</li> </ul> <p><b>Capital Improvements Planning:</b></p> <p>Develop a rolling ten-year capital improvements plan for OLSBA which should address funding, costs, schedules, requirements, responsibilities, dependencies, priorities, and reporting; collaborate with other committees so as to include their capital improvement needs in the plan</p>		
Historian	<ul style="list-style-type: none"> <li>•Maintain an archive of photographs, written materials, and any other information that the committee deems of importance or interest to OLS with regard to OLS's history</li> <li>•Make the archive available to members within a reasonable time (not longer than 10 calendar days) following a request by any member</li> <li>•Work with the Entertainment Committee to plan OLS trivia game, if the two committees agree this would be a good activity for the membership</li> </ul>	TBD	TBD
Infrastructure	<ul style="list-style-type: none"> <li>•Assessing infrastructure needs and associated expenses (e.g., roads, gates, signs, bulletin boards,</li> </ul>	Rob Cappellucci John Mandracchia	6-15-2024 6-15-2024

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	catch basin maintenance, planters, benches •Surveying membership to prioritize infrastructure expenditures •Planning, budgeting, preparing RFPs, managing contracts and monitoring contractor performance and invoicing	MaryKate Reynolds Greg Symon Paul Yellen	6-15-2024 6-15-2024 6-15-2024
Nominating	•Maintaining record of current and past officers and governors, with their terms of service and appointment/election dates •Creating, updating and maintaining position descriptions for officers, governors and committee membership •Soliciting membership interest in order to fill open officer, director and committee positions •Reviewing submissions for, and conferring with members who expressed an interest in, open officer, director and committee positions •Making recommendations to the BOG based on review of submissions	Diane Duhaime John Mandracchia Paul Yellen	6-15-2024 6-15-2024 6-15-2024
Parliamentarian	Serving as parliamentarian at BOG and Association meetings in accordance with Robert’s Rules of Order, and any other parliamentary-related areas of responsibility as may be assigned by the BOG	Kathy Olsen	6-15-2024
Recreation	Managing recreation program, including hiring and managing beach attendants who run the program	TBD	TBD
Security and Recreation (consider “Monitoring” in lieu of “Security”)	•Hiring and managing gate and beach attendants; managing recreation program, including beach attendants who run the program; interfacing with Treasurer/bookkeeper for payroll •Managing traffic control (e.g., street gates, speed gates, speed detectors) •Distributing membership stickers and maintaining records for same •Distributing boat registration stickers and maintaining	Erik Bird John Mandracchia Scott Rottinghaus Tim Larson Judy Didato	6-15-2024 6-15-2024 6-15-2024 7-10-2024 7-10-2024

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	<p>records for same</p> <ul style="list-style-type: none"> <li>•Distributing and enforcing beach rules via gate and beach attendants and communications with members</li> <li>•Surveying past officers, board members and others for their experience as to what has and has not worked well</li> <li>•Assess security camera options, including placement, costs, videocam via website, storing recordings</li> <li>•Serving as point of contact with law enforcement, both proactively (e.g., guest speaker invitations for advising membership on home and family protection) and, as the committee may deem appropriate, post-incident</li> </ul>		
Service Manual	<ul style="list-style-type: none"> <li>•Creating and maintaining a service manual for officers and BOG members, including topics such as the charter, by-laws, Robert’s Rules of Order, and budget-related policies and procedures</li> <li>•Creating an orientation program for new officers and governors</li> </ul>	John Mandracchia Scott Rottinghaus Paul Yellen	6-15-2024 6-15-2024 6-15-2024
Voting Operations	<ul style="list-style-type: none"> <li>•Ensuring that a proxy form is included in each annual meeting package that is sent to the membership, per Section 3 of our bylaws which requires that “The Secretary of the Association shall solicit, annually, the names of the proxy voters from each owner.” Using a proxy form is a method by which members who do not attend the meeting in person may vote. Members use the form to appoint a proxyholder who, in turn, attends the meeting in person and votes for the member.</li> <li>•Developing for BOG review and approval, a methodical check-in and verification process for membership meetings. For example, verifying one vote per home against a roster of addresses with the named owner(s) for each address, and making sure only one set of YES and NO laminated voting cards is distributed to only one named owner (or proxyholder) per address.</li> <li>•Researching and analyzing additional methods by which members could vote on issues that come before</li> </ul>	Diane Duhaime Len Javinett Polly Merritt Maglio John Mandracchia	6-15-2024 6-15-2024 6-15-2024 6-15-2024

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	<p>the membership at meetings (other than voting in-person or using the proxy form), such as secure online voting, mail-in voting and/or voting if attending via Zoom; developing a recommended new budget line item for implementing the option(s) the committee advises be adopted. Implementing any remote voting options would be a major change for OLS, such that the BOG would not attempt to implement any new voting methods without first: (a) obtaining a membership approval vote at an annual meeting; and (b) conducting extensive testing of the option(s) approved by the membership, with demonstrated flawlessness of those option(s) before going live with the entire membership.</p>		
<p>Welcome and Directory</p>	<ul style="list-style-type: none"> <li>• Welcoming and orienting new members to OLS, including describing OLS volunteer opportunities</li> <li>• Providing new members with contact information so they have a starting resource for future questions they may have,</li> <li>• Adding new members to the OLSBA e-mail distribution list and OLSBA directory database, and deleting former members from same</li> <li>• Providing the treasurer and tax collector with timely directory updates for invoicing members</li> <li>• Developing a schedule and associated budget line item for printing and distributing the directory, researching Town of Old Lyme records to verify names of property owners (that is, the names of the voting members) for use at OLSBA meetings</li> <li>• Considering and making recommendations for an electronic membership directory</li> <li>• considering a process and budget line item for mail-in/e-mail/electronic voting by membership</li> </ul>	<p>TBD</p>	<p>TBD</p>