

**Chief:**  
Katelyn Damon  
**Assistant Chief:**  
Mary Schuch  
**President:**  
Hugh Smallwood



**Cranberry Isles Rescue Service**  
PO BOX 56  
Islesford, Maine 04646

**Vice President:**  
Kelly Sanborn  
**Secretary:**  
Katelyn Damon  
**Treasurer:**  
Cory Duggan

#### Meeting Minutes

Date: July 20, 2017

Time: 1630

Location: Great Cranberry Island Volunteer Fire Department

Attendance: 09

Katelyn Damon, Chief + Secretary

Mary Schuch, Assistant Chief

Hugh Smallwood, President

Luke Abell

Mark Alley

Cory Duggan (phone)

David Rackliff (phone)

Catherine Williamson

Emily Wright

1. Call to Order: Katelyn Damon called the meeting to order at 1635.
2. Review Minutes from June 08, 2017.
  - a. Hugh Smallwood moves to accept the minutes from June 08, 2017. Mary Schuch seconds the motion. Vote: Yes, Unanimous. **Motion Passes.**
3. Financial Report:
  - a. January, February & March 2017.
    - i. No Activity
    - ii. Ending Balance: \$8,313.41
  - b. April 2017
    - i. Credit: \$50.00 Donation
    - ii. No Debits
    - iii. Ending balance: \$8,363.41
  - c. Treasurer not present.
4. Old Business:
  - a. 501 (c)3
    - i. Cory Duggan has been working on establishing a bank account for the

Auxiliary.

- ii. Katelyn Damon moves to fund the Town of Cranberry Isles Fire and Rescue Auxiliary with account number 81509050 in the amount of \$500. Hugh Smallwood seconds the motion. Vote: Yes, Unanimous. **Motion Passes.**

b. MEFIRS

- i. This can be removed from the agenda.
- ii. Please contact Katelyn Damon if you have issues completing a report.

c. August Auction

- i. Katelyn Damon has ordered two porta-potties for the event at the cost of \$200 each. They will be delivered on 8/11 and picked up on 8/14.
- ii. We have a substantial list of donations, for the event but more are always welcomed.
- iii. There will be a BBQ- price per plate yet to be determined.
- iv. Discussion on ordering picnic tables.

d. Taken out of order: Picnic Table Purchase

- i. Hugh Smallwood makes a motion to order three six foot spruce picnic tables from EBS at the cost of \$98.95 each. Emily Wright seconds the motion. Vote: Yes, Unanimous. **Motion Passes.**
- ii. The picnic tables will be auctioned.

5. New Business:

a. Election of Officers

i. Chief

1. Hugh Smallwood moves to nominate Katelyn Damon for the position of Chief. Emily Wright seconds the nomination. Katelyn Damon accepts the nomination. Vote: Yes, Unanimous. **Motion Passes.**

ii. Assistant Chief

1. Luke Abell moves to nominate Mary Schuch for the position of Assistant Chief. Hugh Smallwood seconds the motion. Mary Schuch accepts the motion. Vote: Yes, Unanimous. **Motion Passes.**

iii. President

1. Mary Schuch moves to nominate Hugh Smallwood for the position of President. Katelyn Damon seconds the motion. Hugh Smallwood seconds the motion. Vote: Yes, Unanimous. **Motion Passes.**

iv. Vice President

1. Hugh Smallwood moves to nominate Kelly Sanborn for the position of Vice President. Catherine Williamson seconds the motion. Kelly Sanborn was not present but previously accepted the position if nominated. Vote: Yes, unanimous. **Motion Passes.**

v. Secretary

1. Mary Schuch moves to nominate Katelyn Damon as secretary. Emily Wright seconds the motion. Katelyn Damon accepts the nomination. Vote: Yes, unanimous. **Motion Passes.**
- vi. Treasurer
  1. Katelyn Damon moves to nominate Cory Duggan as treasurer. Hugh Smallwood seconds the motion. Cory Duggan accepts the nomination. Vote: Yes, Unanimous. **Motion Passes.**
6. Other Business:
  - a. Hugh wanted to update everyone that his boat has a space at Frank Newlin's dock. The boat's spot is on the left hand side if you're standing on the dock looking toward Southwest Harbor. The bow must point into shore otherwise the boat will ground out at low tide.
7. Monthly Agenda Items:
  - a. **Training:**
  - b. **Next Meeting Date:**
    - i. Thursday, September 14, 2017; 4:30 pm
8. Setting of Action Items:
  - a. August Auction
  - b. Order Picnic Tables
9. Future Agenda Items
10. Adjournment
  - a. Hugh Smallwood makes a motion to adjourn the meeting at 1704. Catherine Williamson seconds the motion. Vote: Yes, Unanimous. **Motion Passes.**

Respectfully Submitted,  
Katelyn Damon