

**Board of Directors Meeting Minutes**  
**Thursday, December 10, 2016 (Telephone Conference)**  
**Wednesday, December 16, 2015**

**Attending Telephone Conference:** Dan Lynch, Patricia Cicero, Suzanne Wade, Jane Carlson, Dave Hoffman, Jim Kerler

**Absent:** Eric Compass, Tabby Davis

The purpose of this teleconference was to finalize the budget for and vote on the DNR River Planning Grant application. A few corrections were noted by the board and changed during the phone conference. Dan made the motion to accept the resolution to apply for the River Planning Grant, seconded by Dave; motion carried.

**Next Regular Board Meeting:** January 27, 2016

**Attending this meeting:** Jane Carlson, Patricia Cicero, Joe Zakovec, Suzanne Wade, Dan Lynch, Dave Hoffman, Jim Kerler, Tabby Davis

**Absent:** Eric Compas

President Jane Carlson called meeting to order at 5:15 PM

**1. Introductions:** None

**2. Approval of 11-18-15 and 12-10-15:**

Patricia moved to approve the 11-18-15 minutes; Joe seconded; motion carried.

12-10-15 teleconference minutes will be included on December's regular meeting minutes.

**3. Announcements:**

Patricia talked about the Wisconsin Lake Partnership Convention (March 30 - April 1, 2016) and their acceptance of our presentation about our work with the Yahara WINS projects. The convention's focus is on citizen-based monitoring programs. Patricia will coordinate with Nancy about the presentation.

**4. Treasurer's Report:**

Dan reported as of 10/31/15 the unrestricted funds balance is \$4,201.00 and the restricted funds balance is \$21,770.00. Need justification for Nancy's hourly rate for IRS and other financial reporting.

Motion by Jim to accept the treasurer's report; seconded Joe; motion carried.

Dan continued to discuss the 2016 budget. He noted that Yahara WINS 4 needs adjustments to reduce the salary lines and increase administration expenses; we need to make sure that overall funding levels for newsletters, insurance and other expenses will be funded; our goal should be to have a zero change in net assets for 2016 budget; the unrestricted operating fund balance will be reduced by the 2016 memberships and donations received in 2015, so the 12/31/15 fund balance will be approximately \$2,000.00; and finally, the Planning Report card needs a little work to have a zero fund balance by 12/31/15.

## 5. Membership Report:

A new field was added to the membership spreadsheet that shows the total amount donated by one membership. We've received \$3,945.00 in '16 memberships and \$3055.00 in donations totaling \$7,000.00.

## 6. Stream Monitoring Report:

### A. Guidelines/Price Sheet Update:

DNR's WAV action volunteer program lost 2 staff which is a 100% turnover in staff. DNR thought it might be good time to review program. DNR put together an advisory committee which Nancy has been asked to serve on.

### B. Yahara WINS Year 4 Grant:

Grant approved.

Nancy was asked by a group if they could self-fund their phosphorus training and testing. Board proceeded to discuss whether we want monitors to self-fund themselves.

Board discussion on how much to charge for groups to utilize the Stream Monitor Coordinator's (SMC) time and equipment. \$25/day for equipment and \$35/hr. plus mileage for SMC. These values are not finalized and no motion was made.

Board discussed the draft of the "Guidelines for New Projects or New Program Directions." This draft document will be used to direct the SMC when new projects or programs are proposed. This way the SMC can look at this document and see if the new project/program fits within the parameters of these guidelines. The board went over the guidelines and agreed with its purpose.

Suzanne motioned to approve the Guidelines for New Projects and Programs; Dan seconded: motion carried.

## 7. Chapter Liaisons:

A. Mauneshia River Alliance: Jim talked with a MRA member about MRA coming to one of our board meetings (could be held in his area). Seemed OK with this concept. Jim will connect with them at a later date to see their availability.

B. Johnson Creek Watershed Alliance: none

C. Friends of Badfish Creek: none

D. Friends of Turtle Creek: none

## 8. Brief Updates:

A. Community Shares: Suzanne needs to do some work with the Big Share in March.

B. Fundraising: ongoing

C. Board Member Recruiting: Still looking. Suzanne has a lead (UW ex guy). We will want to have two more board members by May.

## 9. Rock River Recovery Updates:

Suzanne reported they will have a meeting focusing on lake/watershed groups and connecting with communities. They updated folks on the work at North Lake and their adaptive management with farmers, and are also looking for success stories on lake groups working with farmers.

Adding some USGS data recording stations (4 more by 2017) (from Yahara WINS meeting Jane attended) which will likely be monitored by RRC citizen monitors.

**10. Testing the Waters:**

Suzanne will meet with Ben Meadows to see their interest in TW and Stream Monitoring. They said that it's much easier to get equipment than monetary funds. Need to set up one date out of the two week TW adventure to hold a promotional party (towards end of trip).

Suzanne will have an article for the newsletter to promote the program.

**11. Documentation of Votes on Letter of Support for City of Middleton pond dredging:**

DNR no longer requires Letters of Recommendation unless a commitment of matching time or money will be provided.

**NEW BUSINESS**

**12. Draft 2016 Budget:**

Dan distributed a draft of the 2016 budget. Reviewed 2016 budget and discussed differences between '15 and '16. More discussion will be needed on proposed budget. A conference call will be scheduled as soon as possible and we will continue budget talks in January's meeting.

**13. Position Descriptions for Admin/Bookkeeping Services:**

Will do more by email. Patricia shared her notes with board on description of admin/bookkeeping services. Board discussion on where to advertise this job posting.

Dan moved to accept guidelines as modified; Patricia seconded; motion carried.

**14. Contract with Suzanne Wade for grant-related administrative services:**

Discussed the need to continue Suzanne's employment to capture more grant monies. RRC will eventually need another employee to replace Suzanne.

Dan moved to extend an interim agreement with Suzanne; seconded by Jim; motion carried.

**15. Newsletter:**

Newsletter is underway. Patricia and Joe reviewed the 8 articles they have. May have a need for a couple more.

Adjournment at 8:00