

Board Meeting Minutes - July 22, 2015

Minutes taken by Eric Compas

In attendance: Jane Carlson, Suzanne Wade, Patricia Cicero, Jim Kerler, Dan Lynch, Joe Zakovec, Eric Compas

Absent: Tabby Davis, Dave Hoffman

Called to order: By Board President Jane Carlson at 5:04pm

Introductions: none

Approval of June 22, 2015 Minutes: Patricia moved to approve minutes. Joe second. Motion carried.

Announcements: Patricia, "Brew with a View" fundraising event on Aug. 20th from 5-8pm at Korth Park.

Treasurer's Report: Report handed out by Dan. Total unrestricted operating funds are \$2,811 and the total restricted funds are \$30,600. Suzanne noted that Yahara WINS expense of \$455.50 (\$524?) needs to be moved. Suzanne noted that we need to spend Quirk grant; need conversation with Eric. Suzanne moved to approve treasurer's report. Patricia second. Motion carried.

Budget Update: Suzanne handed out budget forecast for remainder of 2015. Patricia asked about administrative costs for both Lake Planning and Yahara WINS grants. Suzanne raised the concern about limited funds for Nancy's time. Jane raised question about adopting new budget; required under bylaws? The board does not believe it's necessary since we are not changing any categories. Funds for computer and travel could be used for salary.

Aside: Suzanne raised question about next year's Confluence; Nancy not interested in holding it as previously held because of the amount of effort and cost and has suggested substituting more of a social event. Jim, Suzanne, and Jane still interested in holding Confluence; the training/education portion is necessary at a minimum. The board is open to changing it some.

IRS Letter: Dan reviewed IRS series of letters regarding 2013 returns with perceived missing materials. Also received letter regarding 2014 returns and missing materials. Potential \$3,500 fine or 5% of gross receipts (Jane calculated at around \$1,600); can also fine us per day for missing materials. Patty Lynch is pulling together the materials need for the response. Dan and Patty will ask auditors to review response before it's sent.

Membership Report: Suzanne reported that we have three new members since last meeting. GAAP review suggested that we increase our membership dues. Patricia suggested that we review bylaws to see if vote of full membership required to increase dues. Proposal to send email request to all current and prior member and active monitors that aren't members for with any resulting new memberships and donations targeted for citizen monitoring program. Eric agreed to set up MailChimp system to submit letters. Suzanne will send lists to Eric. Jane will send letter by Saturday.

Stream Monitoring Report: Jane stated no new formal report, but have new "Guidelines for Monitoring Coordinator" written by Suzanne. Patricia circulated draft with her comments. Included guidelines about what Nancy can or cannot do without Board approval. Patricia suggested varying consulting fees if not a RRC partner. Jane and Patricia will be meeting with Nancy in September to get update on project work and conduct Nancy's annual review. Suzanne would like to see a flat fee for consulting fees, not a complicated formula. Patricia responded that projects can vary considerably and our costs need to reflect that. Suzanne would like simple hourly rate including overhead (administrative, etc.) similar to what consulting firms use. Establish subcommittee to finalize document and fees. Suzanne and Patricia will serve on subcommittee. Will present final document for Board approval for next meeting.

Chapter Liaison Reports: We received newsletter article from Friends of Badfish Creek chapter. Potential new chapter for Turtle Creek, and one donation received from them. Dave Hoffman will be meeting with them to discuss options and reporting back at next meeting. Patricia spoke with Pat Giese with the Johnson Creek group. Will be conducting cleanup in conjunction with the Rock River Sweep and also asking Village to become municipal member. She may be applying for grant funding to work on project plan for the Creek.

Aside: Jane would like to hold meetings at various locations around the basin and include Chapter contacts in meetings to build closer ties. General agreement.

Old Business

Community Shares: Suzanne reviewed meeting with Jan from Community Shares (CS). Our treasurer will need to review bank statements and send copy to CS. Will have GAAP review done by Aug 1.

Fundraising: Patricia had handed out contact assignments earlier this year. Patricia moved that we grant Suzanne authority to request/apply for grant funds to support water sampling efforts. Dan second. Motion carried. Dan moved that we grant Suzanne authority to request/apply for grant fund to support "paddle and probe" effort. Joe second. Motion carried.

Board Member Recruiting: Patricia reported that Eve Swenson declined a Board position. Jane raised question about everyone's terms and whether Scott left a partial term. Eric also spoke with a prospective board member that works at SpaceSaver.

Rock River Recovery Update: Jane and Suzanne will be attending WDNR's quarterly networking meeting next week. Suzanne will be presenting the paddle and probe effort. Suzanne mentioned that Andy Yencha resigned but money is still available for education position.

Paddle and Probe Update: Suzanne and Greg Farnham are finalizing the logo. Will be giving talk in Watertown. Committee meeting is July 30 at 1 PM.

ELI Webinars Contract: Jane: We contracted with Beth Gehred to conduct the webinars.

Newsletter: Suzanne suggested January, April, August/September cycle to the newsletters (reduction from four to three per year). Next newsletter won't come out till January.

New Business

September Meeting: Jane won't be able to attend. Will need to reschedule.

Snacks. Eric moved that crispy, fresh cooked bacon should be served at all future meetings. And cheese curds. Dan second. Motion carried.

Move to adjourn by Suzanne. Joe second.