



Port Tobacco River Conservancy
Board of Directors Meeting Minutes
June 4, 2008

Attendance: Debra Murphy, Maury Tobin, Mark Stancliff, Terry Stancliff, Joe Tieger, Brendan Watts, Kurt Wolfgang

I. Opening: 6:10 pm

- a. Approval of Minutes from 5/7/08.
 - i. One change: Change Mary Ellen's last name to read Olcese.
 - ii. Joe made motion to approve the minutes, Maury seconded the motion and all approved.
- b. Add Action items to Agenda, between items V. & VI.
- c. Mark would like to move the BOD Meeting to the 2nd Wednesday of the Month, starting in July. Also, the BOD will take a vacation during the Month of August.

II. Executive Director Report

- a. Insurance: The Director and Officer Insurance and the Liability insurance have been procured. The Director and Officer insurance is through Georges and Company (agency) with the Philadelphia Insurance Company (carrier). The Liability insurance is through the Alliance of Non Profits for Insurance and the Accident policy does cover volunteers and is a no fault policy. Cost to PTRC is \$1,996.00. Joe would like to review the policy when we get it, Carlyle will forward a copy to Joe.
- b. Letter for Hire: This issue is still outstanding. Mark would like to put this behind us and would like Joe and Kurt to work together to come up with a final draft. Kurt will e-mail Joe the last draft of the letter. The hard part of the issue is to decide the percentage of the amount of general funds would go to the Executive Director Salary. Also, a threshold needs to be decided upon for how much money needs to be in general funds before the Executive Director gets paid.
- c. CBI: PTRC was approved for the CBI grant renewal. \$25,000 for this year. (\$15,000 was the amount we received last year.) This grant renewal is specifically for providing support for the Executive Director's Salary and continuing the support for outside bookkeeping. Debra met with Jamie from the CBT to discuss a work plan, including strategies to achieve goals. The goals include:
 - i. Implementation of the CBI Action Plan
 - ii. Participate in July 17th Communication Training
 - iii. Participate in Chesapeake Watershed Forum, October 3rd
 - iv. Participate in meeting with Chesapeake Funders Network

- v. Participate in Regional Board development training
- vi. Participate in Fundraising Training
- vii. Participate in Year 3 Organization Assessments Core Capacity Tool
- viii. Participate in other Networking Opportunities

Additional stipends may be available at a later date for items like fundraising or board development.

Brendan will work with Joe and Debra to get a grant to fund the Environmental Round Table. Joe suggests forwarding the fundraiser letter to Terry Berg for her critique. Debra will ask her if she will charge us for that before it is sent. Mark suggests Debra manages the CBI grant, and has spoken to Melanie and she will relinquish her role in that grant. Debra passed out the Year 1 progress report that Mark and her filled out. Everyone needs to review and get back with her this week with any input, especially item #4.

- d. Review of Wade In: There was a great turn out at the event. Debra has some miscellaneous bills she needs to submit for payment to her, for items paid for out of pocket. Next year the 2nd port-a-potty will be re-evaluated. Debra will send out formal Thank you letters to the Stat Police the Piscataway Indians, Clearwater, the Compton's, and Ranger Patrick Wright. She'd like to have a nice picture of the Indian's performance to send with their letter. Next year's Wade In is scheduled for June 7th, the first Sunday in June. Mark suggests a bake sale next year, but Debra is concerned about the desserts. Joe suggests adding coffee to the items offered. Debra would like to see the event grow bigger each year. Terry proposed that a committee be set up to plan the event for next year.
- e. Events:
 - i. River Artsfest: Connie, Sherrie, Mark, and Terry to participate.
 - ii. Chaney Open House: Mark, Terry, Maury, and Debra to participate.
 - iii. Lower Trib Team Wade In: Maury and Debra to participate.
- f. Joe and Mark both suggest that a Projects Committee be created. This committee would consist of project leaders with the purpose of discussing what projects we want to do and which are priorities.

III. Approval and Adoption of Strategic Plan

- a. Mark wants to remind everyone that this plan is a working document and a guide line to help us reach goals.
- b. Maury made the motion to accept the Strategic Plan, Joe seconded the motion and all voted in favor of adopting the Strategic Plan.

IV. Committee Reports

- a. Fund Raising: Terry reports. There will be a meeting next week with Debbie at the Tiki Bar, Jim Turner (Band), the Committee, and Marcia from Wise Choice. Meeting should be Wednesday or Thursday. Fundraising letter is waiting on information to be decided upon at that meeting, and then it will be ready for publication. Joe will check on gaming permits for 50/50, Silent Auction, and Raffle.
- b. Advocacy: Joe reports. He will be meeting with some people over the next couple of weeks to plan how to do the round table. He should have things worked out by next meeting. He is reaching out to other groups to help with planning so they feel ownership of the group as well. He is aiming for 40-50 people to attend the round table meeting in October.

- c. Finance / Budget: Carlyle reports.
 - i. \$44,996.09 in our account (his is a combined amount.)
 - ii. General Fund = \$3,190.73 as of June 4th, after the Insurance payment and workers comp payment.
 - iii. Debra says she has a few bills outstanding but that should be all.
 - iv. Budget: Carlyle has a report of all the checks written, he will give to Brendan to look over.
 - v. Debra has some new member's checks and a donation.
 - vi. Mark and Debra both need to know money amounts given. Debra for the CBI review and Mark for the taxes.

V. New Business: No new Business

VI. Action Items: Terry read the action items from this meetings minutes.

VII. Adjournment: 8:00 pm