



Board of Directors Meeting Minutes
February 6th, 2008

Attending: Gloria Heisserman, Debra Murphy, Joe Tieger, Maury Tobin, Mark Stancliff, Terry Stancliff, Brandon Watts, Kurt Wolfgang

Meeting Called to Order at 6:10 PM

- I. Approval of Minutes
 - Kurt made a motion to approve the minutes from the January Board meeting.
 - Joe seconded the motion
 - All approved the minutes.

- II. Board Terms
 - Kurt suggested doing a lottery for term limits. He put term limits into a hat, 1 year, 2 year or 3 year, and BOD members drew. Carlyle received last paper in the hat since he was not present. Results:
 - Gloria – 2 years
 - Carlyle – 3 years
 - Joe – 3 years
 - Maury – 1 year
 - Mark – 2 years
 - Terry – 2 years
 - Brandon – 1 year
 - Kurt – 1 year

- III. Sign Letters to County and Army Corps of Engineers about EIS.
 - Mark asked if it would be more significant for the entire BOD to sign the letter. The President of the BOD signature

should suffice because the letters say “by unanimous vote.” Joe wants to change the letter to say “statement” instead of study. It is OK in the County letter. Debra will make changes and run the letter to Marks’ house to sign then mail the letters.

- Debra was concerned who would answer any media questions regarding the letter. Joe volunteered to be available. Maury will forward any media questions to him.

IV. Procedural Manuals

- a. Property Management. Joe had no comments on this manual. Debra said the manual on property management is pretty cut and dry because we don’t have much equipment. Joe says the laptop, overhead projector, and water testing equipment will fall under this manual. Mark approved the manual, all agreed.
- b. Personnel. Some changes in wording were suggested to make the document flow easier. This manual has to be given to the EPA in February. Debra will make changes discussed and send the revised document to everyone. Joe will review. Maury made a motion to accept Joe’s changes; Gloria seconded the motion but wants to see a final copy of the document, all voted in favor of this motion. This will be completed by February 12th.
- c. Financial Internal Controls. Debra to rewrite official policy on how financial transactions are done. Debra gave the bookkeeper Tammy’s resignation.
- d. Financial Management Policy. Mary, Carlyle and Debra to meet with Bookkeeper to review and discuss policy then bring policy before the board for acceptance. Decision on this policy was tabled until this meeting takes place. Debra says the Bookkeeper is concerned about who has signing capability for checks. Mark said the President and Treasurer are on the Bank Account. Kurt has a resolution ready to be signed and sent.

V. Discuss Strategic Plan

- Debra made updates to the current strategic plan; she handed out copies to all present with her revisions typed in Green.

Gloria suggests we come to the March meeting with notes and comments on the strategic plan. All agreed with Gloria.

VI. Determine Remaining Committees and Chairs

- a. Advocacy Committee
 - a. Joe T. – Chair
 - b. Gloria H. – Co Chair
 - c. Kurt – Member
- b. Fundraising
 - a. Terry S. – Chair
 - b. Maury T. – Co Chair
- c. Finance
 - a. Carlyle L. – Chair
 - b. Brandon W. – Co Chair

- Maury suggests tapping into the membership for help in these committees. There will be a board member on each committee. Membership/outreach committee, Governance, and Nomination committee may be needed at a later date. Mark made a motion to accept the committees, Kurt seconded the motion and all voted in favor.

VII. Discuss Financial Management Processes

- Debra informed the board that Workers Comp. payment needs to be made yearly, also Carlyle asked Kelly to do taxes this year. Mark suggested asking Carlyle to ask Kelly to do W2 forms as well. Debra will discuss this with Carlyle.

VIII. Other Business

- Letter for Hire. Kurt to write the letter for hire for Debra and the Executive Director position similar to what is in the Procedure manual. USGS requires Dave and Debra to submit hours every month with an hourly rate. This grant specifies \$30 per hour plus fringe. Tammy's salary was \$26.44 per hour, for 20 hours per week. Joe wanted to know how to justify this wage, Gloria and Dave surveyed other non profit organizations and this is a fair wage. Debra would be an employee not a Sub Contractor. Kurt moved to accept the Hire rate for Debra to be \$30 per hour, Gloria seconded the motion and all voted in favor of this motion. Maury recused himself from this vote.

- Phone Line. Mark is doing research on a telephone system over the internet that will allow the same line to move from house to house and can be plugged in anywhere.
- CBI. We have \$1,600 due back to CBT, is the money just sitting out there? Debra will find out from bookkeeper, she says we need to send the money back now. We still need to do a fundraiser to fulfill that part of the grant. Mark wants to know if there is an updated spreadsheet with goals listed out. Debra will get him a new one. A decision needs to be made on how the money is to be spent for training, bookkeeping and IT. Money for Executive Director is only for time spent in training and when the Executive Director works on Capacity Building things. There is concern over money that can be used for bookkeeping or IT. Mark has completed the IT Survey. CBT wants to meet with our Board to discuss the management of the grant and decide if this grant will be renewed next year. Mark suggest the meeting be held in March, Debra will schedule.

IX. New Business

- Gloria would like to give out Awards for the Science fair like we did last year. All are in favor of this action.
- Wade In. Debra would like to schedule for June 1st, despite the Pow Wow being held on the same weekend. Tim Hutchins suggested we do this on that date because we would be more likely to get Bernie Fowler's assistance. Gloria moved to set date of the Wade In to June 1st, Brandon seconded the motion and all voted in favor of this date. Debra will send Melanie and e-mail to ask her to ask her contact to come.
- Last night La Plata held a Planning Meeting. The meeting was very informative. Bill Eckman made a good presentation. The La Plata council is using the position of they shouldn't be blamed for the decisions made in the past. La Plata presentation was centered on they are making changes and upgrades and are planning on adding more development in the near future.

Meeting Closed at 9:09 pm