



Board of Directors Meeting Minutes  
March 5<sup>th</sup>, 2008

Attending: Gloria Heisserman, Carlyle Lancaster, Joe Tieger, Maury Tobin, Mark Stancliff, Terry Stancliff, Melanie Upright, Kurt Wolfgang

Meeting Called to Order at 6:15 PM

- I. Approval of Minutes
  - Page 2; Item d, should read Maury not Mary.
  - Joe made a motion to approve the minutes from the February Board meeting.
  - Carlyle seconded the motion
  - All approved the minutes.
  
- II. Briefing on Status of CBI; Melanie
  - Melanie passed a handout including the e-mail letter to CBT discussing the deliverables and the contract.
  - With the encouragement of CBT, Melanie moved money from the Capacity Building Services deliverable to General Operating Expenses to cover the bookkeeper. Carlyle suggested adding \$850 for the accountant to do the taxes.
  - Melanie wanted to make sure someone notifies the bookkeeper to bill us for June before July 1<sup>st</sup> so they can be paid from this grant.
  - CBT: Jamie and Kerri would like to meet with the BOD. Melanie told them Wednesdays are best for us, but she hasn't had a response from them.
  - Melanie is still waiting for the survey company to get back about the IT survey that Mark completed. We need

this info before the renewal meeting. Melanie has sent an e-mail to them asking for a status.

- CBI is falling in line and looks obtainable with in the next four months.

- We need to outline a plan for how any additional funds will be used and have it ready for the renewal meeting. Melanie feels the strategic plan may be too much information. Kurt says to start with last years outline then tweak it. Items like the IT equipment, office space, telephone equipment could be included in the outline for next year's money. Carlyle suggests asking all the project leaders for their input.

- Meeting scheduled for 3/17/08 to discuss the outline for the renewal meeting. (Also to be discussed: letter for hire.)

#### II-a. Letter for Hire

- There is a problem with the letter and how it is written, because it isn't right to not pay someone when they do the work. We need to get together the facts about the grants and how much money is available in the grants for the March 17<sup>th</sup> meeting. Carlyle suggests the project leaders send us their information via e-mail.

#### III. Treasurer Report

- Carlyle Reports.
- Money in BB&T checking account:
  - Last year = \$12,819
  - This year = \$64,821
- Grant money is the difference.
- Last years income = \$415
- This years income = \$2,155
- We are in the Red.
- Kurt suggests we have more accounts than one.  
Example: Operational, Grant #1, Grant #2.

#### IV. Strategic Plan

- Joe is very pleased with the Strategic Plan. Maury suggests it be re-written with an environmental spin and less of a business.

- a. - Mark said to hold discussion on this topic for another week or so, anyone who has comments to send them to Debra via e-mail then the Board can approve on-line

#### V. Financial Plan

- Joe has minor changes. Joe will give to Maury to deliver to Debra.
- Carlyle suggested change to the President & Treasurer will review the Certified Report from the CPA.
- Members were concerned that the document names individual names, it should name positions instead.

#### VI. Science Fair Winners

- Gloria doesn't have names of the winners. Mark will get the names from Connie and get names and information to Maury to put up on the website.

#### VII. General Announcements

- Maury has volunteered to re-vamp the website and this site will be updated more often and have more of a marketing spin.
- EIS; the Independent wants to do a story on the letter. Nancy at the paper to write the story.
- Joe Selden, Nancy Smart, Don Zimmer, and Connie Dunbar have volunteered to be on the Advocacy Committee. The first meeting is on March 25<sup>th</sup>.
- Kurt said the Economic Development Department sent out information last year that had in it that the County is planning 7 watershed communities. There is a good possibility Port Tobacco will be chosen as one of the watershed communities. Hew would like the Advocacy Committee to look into this.
- There is a meeting with Mr. Edlen on his project. He would like to present his plans to our Board of Directors to get our blessing for the project. His project includes septic systems upgrades and refuge areas. Maury hopes that by PTRC being there we could have a positive influence on this project. The BOD members present at this meeting should take an observation only stance at this meeting, just gathering information.

- WRAS and Implementation Steps: Debra sent this information to the Advocacy Committee.
- There is an issue about the language required in Thank You letters for donations over a certain amount of money. Carlyle will find out this information from Kelly.

Meeting Closed at 8:38pm