



Board of Directors Meeting Minutes

April 2, 2008

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

Meeting Called to Order at 6:14 PM

I. Approval of Minutes

- Joe made a motion to approve the minutes from the March Board meeting.
- Kurt seconded the motion
- All approved the minutes.

II. Executive Director Report

- a. River Rally Participants: Mark feels the information presented at the River Rally is very informative and useful. The price per person ranges from \$1,000 to \$1,200. Maury and Debra both applied for and received scholarships. The cost to send Maury will be \$100 and the cost to send Debra will be \$345. Combined air fare for both is \$422. The cost of sending Debra and Maury (including air fare) is \$867. No one else on the board can commit to going to River Rally this year. Kurt made a motion to use general funds to cover the cost of both Debra and Maury to go to River Rally. Brendan seconded the motion and all voted in favor.
 - Debra reports: checks received tonight (\$1,540 total) could be used to cover the expense of sending her and Maury to the River Rally.
 - Debra estimates the money in the General Funds account to be distributed as such:

\$5,200	Existing balance
\$1,000	Donation from Wal Mart for Clean up & Wade In.
\$500	Donation from Mr. & Mrs. Tieger
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\$6,700	Sub Total
\$-2,100	Insurance
\$-400	Workman's Comp.
\$-350	Projected Wade In Expenses
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\$3,850	TOTAL

- The Board agrees we should have enough to cover sending Debra and Maury to River Rally.

b. CBI Wrap Up: Debra has put in approximately 100 hours on this grant since January, she will bill CBI for this time.

c. Fundraising Training: As part of the CBT grant, there is \$400 available for fundraising training. The trainer will talk about topics such as what supporters give and how they give. Available dates for the Board are May 14th and May 21st. Debra will contact the trainer and set up date for the training.

d. Clean Up: Joyce has 87 people confirmed to attend the clean up. Connie and Sherie are helping by setting up an informational display and setting out refreshments.

d. Wade In: Clearwater Nature Center is confirmed for the Wade In. The state police will help with traffic and also give us some cones to set up before the event. Tim Hutchins is to help confirm Bernie Fowler. Debra has asked Safeway and BJ's for donations. She has asked Compton for bus service again. Melanie is asking her contact about the American Indians coming. The time of the Wade in is 2:00 to 4:00. Debra has also asked the Board of Education to pass out flyers again this year and she is working on the invitations. Terry suggests having a nice picture made of all the BOD in the water.

III. Committee Reports

a. Fundraising: Terry Reports. We are still waiting for the OK from Melanie on whether the CBI will OK us giving the \$2,000 event planner money to Debbie at the Tiki Bar. There is still some concern about when the event will be held. Mark is worried that delaying the event will delay the money coming in to pay for things needed. Also, he encourages the Board members to start actively looking for corporate sponsors. Debra is concerned that there isn't

enough time to pull off an event. Kurt suggests doing a smaller event right away to start money coming in. He suggests something like a Crab Feast at Captain Billy's. That type of event has proven that it makes a lot of money in a little time with little effort. Also, along with an event we should look into doing a raffle for a high dollar item like a jet ski. Kurt will look into getting a jet ski for a raffle. Terry will find out information on how to go about doing a Crab Feast. Other suggestions for raising money include asking for donations from the previous Board of Trustee members. Terry will ask Tim Hutchins to speak with those people. Also, Terry will send an e-mail to Candice Quinn-Kelly for help with Fundraising. Debra says Joyce and Jerry would like to help with the committee.

- "Freindraising": Terry reported that Chaney is going to do an Environmental Open House. They have asked PTRC to be on the advisory committee for this open house. Sherie Zimmerman will be our representative.

b. Advocacy: Joe reports. Members met this past week and decided on the focus of the committee and the proposed activities. The primary focus for the committee was to discuss any action that in anyway could affect the Port Tobacco River. The secondary focus would be anything affecting the environment even outside our watershed. They propose to act as a "private regulator to keep and eye out and report any violations to the proper authorities. They also discussed a future "hands on" project at Chapel Point State Park. The committee would like to get together with other environmental groups in the area and to make sure one person who has our interests in mind is at every governmental meeting. These people would report back to the entire group. Mark suggests to be on guard because some people and/or groups have negative connotations and we don't want to be too controversial because this may turn off the commissioners. Mark made contact with people involved with Gary Hodges and put the bug out that we'd like to meet with him. Debra and Maury will send out an e-mail for a letter writing campaign for the zoning text amendment. Mark and Debra will set up a lunch meeting with Mike Sullivan as a thank you for his contribution and help him understand the mission of the PTRC.

c. Finance: Carlyle reports. Debra and Carlyle will meet to work out a budget. Balance as of 4/2/08 = 61,959.58. 12,270 = Grants
2,555 = Donations 200 = Membership dues. Mark asked for the total amount available in the General Fund account; \$5,158.77. Gloria and Kurt are concerned about only having one bank account and the money co-mingling. Kurt is also worried about the accountability for money coming in and going out. Kurt made a

motion to separate grants into their own accounts, i.e.; one account for every grant and one account for general funds. (This would make 5 accounts), only with the blessing of the accountants. Carlyle will contact ASI and ask if this can be done and how much money it will cost. Mark tabled the motion until the next meeting and Carlyle can bring back answers.

VI. General Business

- a. Strategic Plan: Mark would like to approve this as a working document. CBT has given us \$287 for River Network to critique the strategic plan. Debra would like the River Network to also discuss the advocacy part of the plan. Mark suggests we replace the May meeting with this training. Mark will get with Melanie to find out more specifics about this training. Kurt voiced concerns about Board burn out. Mark and Gloria agree and suggest we e-mail the strategic plan to River Network and have them come with input on May 7th. Debra will coordinate with River Network the May 7th training.
- b. Letter for Hire: Mark suggests this be tabled until the next meeting. Fran at CBI suggests that it is fair and right that the Board allocate a percentage of the membership dues to the Executive Director. Debra suggests we pick a cushion or base line for the general fund (after making a budget.) Only after this cushion is reached will the Executive Director receive a percentage of all money received.
- c. Budget: The budget would be for the General Funds account only. Carlyle suggests we start from the amount spent last year. He and Brendan will put together the budget for vote at the May 7th meeting. If anyone has any items that they think should be included in the budget send an e-mail to Carlyle.
- d. Insurance: Carlyle got information from the Alliance Non Profits Insurance. This covers liability and has a very wide range of coverage including volunteers, employees and accidents. Carlyle likes this policy because they specialize in non-profits. It was the most comprehensive quote he received. \$1,000 = Cost \$1,000,000 = Coverage Also, Chubb Insurance Group offered a policy for Directors and Officers Liability, cost = \$1,100 coverage = \$1,000,000. Kurt made a motion to accept Carlyle's suggestions and procure both policies. Gloria seconded the motion and all voted in favor. Carlyle abstained from the vote. Carlyle says we could finance if necessary, but the interest is high. Debra wants to check with ASI about financing, she is opposed to this idea. Carlyle will talk with ASI and the insurance company about the specifics of financing and e-mail this information to the BOD.

V. New Business

a. Website Update: Maury is excited about how the new website is turning out. He is waiting for content, but would like it up and running before the Wade In. Information the Website will contain: Home Page, About PTRC, Projects, What You Need To Know, Important Facts, Contacts, Upcoming Events, Sign Up, and Join.

b. Jerry's Grant: Debra reports. Jerry would like to Break Ground by next week. Jerry and Debra met with Jim Berry and the Teachers and Staff at McDonough. Their goal is for the permit to be completed this week. Debra signed the contract with Jim on Monday. There are 100 student volunteers to help with the planting. They would like a ceremony with the Commissioners and the Board of Education when the project is complete.

c. CBT: There is a support function in April for the CBT. We will send \$75 to show our support.

d. Science Fair: Gloria reports. The winners are Katie O'Donnell, Valerie Garcia, and Christina Millman. Each won a \$50 savings bond, paid for by Gloria.

VI. Adjournment

9:05 pm