



Port Tobacco River Conservancy
Board of Directors Meeting Minutes
September 10, 2008

Attendance: Gloria Heisserman, Mark Stancliff, Terry Stancliff, Joe Tieger, Kurt Wolfgang

I. Opening: 6:32 pm

- a. Approval of Minutes from 7/9/08.
 - i. Joe made motion to approve the minutes, Kurt seconded the motion and all approved.
- b. Add Dinner as a standing item to the Agenda under the last item.
- c. Mark suggested we schedule BOD meetings for every other month, the 2nd Wednesday of the month. Everyone agreed to the meeting schedule change.

II. Old Business

- a. Events:
 - i. Charles County Fair: Mark reports. Due to lack of interest in manning the booth we missed the deadline for application for a booth in the fair. We will be unable to participate this year.

III. Committee Reports

- a. Fund Raising: Terry reports. See Also Handout.
 - i. Night on the River. Terry handed out the Income Statement prepared by Mark. This income statement does not include the donation from Bill Wilson for \$50.00, the donation from Kathleen Blanche for \$15.00 and any other donations received by mail. Also, Joyce bought the Duck print that did not sell for the Silent Auction for \$175.00; this is not reflected in the Income Statement Mark prepared. There were 192 Tickets sold and 156 people checked in. Feed back from the BOD included the intake/check in procedure was confusing and could be better handled next year and also worries about the management changing hands. Gloria would like to know how many new members we received from the fundraiser. She spent some time with the gentleman who took the Eagle picture and thinks he may be interested in becoming part of our BOD.
 - ii. Mark would like the BOD to establish a fundraising budget. Gloria and Joe both suggested a good starting budget for the fundraising committee would be \$3,000. This money would be spent only towards fundraising issues upon approval from the Executive Director. Joe made motion for the BOD to approve \$3,000 for the Fund Raising Committee Budget, Gloria second the motion and all voted in favor. Terry will notify Debra of this decision and ask her to notify the accountant.
 - iii. Terry asked the BOD for help with an event between now and January 1st. Specifically she'd like to hold a "dinner" fundraiser at one of the local restaurants. Most of the local restaurants do this type of thing for charities; some will give up to 20% of their profits raised on a specific night. She needs someone to head this event by contacting the restaurant, passing out flyers, doing advertisements etc. Kurt suggested asking Outback because that organization seems very generous. Mark asks if anyone knows of someone who would like to help out to let Terry know. Everyone was receptive of the idea, but there were no volunteers for the project.
 - iv. The Martina McBride Raffle was a waste of time, there were no tickets sold besides the ones sole at the Night on the River. We made \$8.00 from this fundraiser. The BOD brainstormed a few ideas for future events. Items also discussed with the BOD were

recruitment and volunteer issues. Terry asked the BOD for help in recruitment of volunteers, it seems like we keep going back to the core group for volunteers and she is afraid some volunteers may be feeling burnt out and/or over extended. Anything the BOD could do to help recruit new volunteers would be greatly appreciated.

- b. Advocacy: Joe has put the Roundtable event on hold for the time being. There is a group meeting in Leonardtown at the library with a lot of the other environmental groups. He thinks this meeting may accomplish the main objective of our Roundtable idea. This meeting may not address the networking issues we wanted addressed. Joe is planning on attending this meeting and will put the Roundtable meeting on the back burner until afterwards to see if it is necessary. Joe will send out the e-mail with the details on the Leonardtown Meeting.
- c. Finance / Budget: Carlyle was unable to meet with us this evening, but sent Mark the financial report instead. Mark left the report at home and will e-mail it to the BOD.

IV. New Business:

- a. General Meeting agendas for the 2008-09 year. The next General Meeting is 9/16/08, Joe may speak on Advocacy. It will be held at the La Plata United Methodist Church. Debra and Joyce are putting together a speakers list for the next couple of months and would like suggestions for speakers. Joe suggests a "Members Night" also a "Photo Contest".
- b. Septic System Retrofits: Maury had asked that this be put on the agenda. Debra & Maury have just gotten theirs installed. Dave Gardner and Debra and Maury are the only PTRC members who've gotten this done.
- c. Nomination Committee and Elections: Mark reports that we are going to loose both Kurt and Maury from the BOD this January. To make an effective BOD we need to replace these members and really need to get more people. Maury and Debra have suggested Rebecca Turner to Mark as a potential BOD member. Joe and Mark think that Heather would be a great addition for the BOD as well. Gloria suggested the gentleman who took the eagle photograph from the Night on the River Event (Terry to find out his name and contact info.) BOD members have to be voted on by membership. Mark would like to have a vote by the November Meeting. He will send out an e-mail to the general membership asking if anyone is interested to send their name to him. Terry will send Heather's information to Joe.
- d. ED Training and Budget: Mark reports. We have a great resource in the Maryland Associations of Non Profits and in River Network that we should be utilizing. They offer training at very reasonable rates and very often. Mark would like to set Debra on a schedule to get training. Joe suggests to ask Debra submit a training plan to the BOD for approval from budget. Everyone agrees with this idea.

V. Update on Letter for Hire:

- a. Joe has the language written for the letter, but was unable to bring it with him. The language reads something like a goal of \$60,000 for salary with a percentage of the general funds set aside. Kurt has not looked at the letter but suggests using a sliding scale for the money to be set aside for the Executive Director salary. Gloria says that to be fair to Debra we need to make a commitment to her and would like to see at least a 3 month commitment. Mark will forward to Joe the latest draft of the letter. Joe will finalize and send to the BOD for review. After the BOD has reviewed the letter satisfactorily it will be presented to Debra. Terry suggested we give Debra a bonus from the money made at the Night on the River event. This bonus as a good faith gesture to show her that we appreciate and recognize the work she is doing for the organization and that the BOD would like to resolve the pay issue as soon as it can. Joe made a motion that we pay Debra \$2,000 for work preformed, leadership, and work preformed on the Fund Raising Committee, and great press. Gloria seconded the motion and all voted to approve the motion. Mark will get with Kelly Keough and ask her to cut the check, ask her not to tell Debra and Mark will present the Bonus to her at the September General Meeting.
- b. Debra and Maury both would like the PTRC to send out the e-mail from CBF (supporting the EIS and asking for e-mails) to our membership. Everyone agrees this would be OK.

VI. Action Items Review and Adjournment

- a. Terry: Get Gloria a number for the new memberships received from the fund raising event.
- b. Terry: Get the information for the man who donated the Eagle photograph.
- c. Terry: Inform Debra of the \$3,000 budget for the Fund Raising Committee.

- d. BOD: Think of someone to help head the Dinner Event for Fund Raising between now and January 1st.
- e. Joe: Send out e-mail with details on the Leonardtown Environment Meeting.
- f. BOD: Contact Joyce or Debra for suggestions of Speakers for the General Membership meetings.
- g. BOD: Nominate new BOD Members.
- h. Mark: Send out e-mail to general membership asking if anyone is interested in being a part of the BOD to send him their name and contact information.
- i. Terry: Send Heather's e-mail information to Joe.
- j. Mark: Talk with Debra about submitting a Training plan for approval for budget.
- k. Mark: Forward the latest draft of the Letter for Hire to Joe.
- l. Joe: Finalize the Letter for Hire and send via e-mail to BOD for approval.
- m. Mark: Get with Kelly Keough and ask her to cut check for Debra's bonus, ask her not to tell Debra as he will present it to her at the next General Meeting.

VII. Dinner: Debra is signed up to provide dinner for the next BOD meeting, which will now be held November 12th.

VIII. Adjournment: 8:02 pm