

Wood-Pawcatuck Watershed Association

Board of Trustees

BUSINESS MEETING

August 15th, 2013

6:30 p.m.

AGENDA

"It isn't possible to manage your superiors and peers. But you can understand them and inform them and motivate them and cause them to question what they do and how they do it. You can influence and persuade them. You can set an example."

S. Joyaux—"Strategic Fund Development"

Attendees:

1. CALL TO ORDER & APPROVAL of MINUTES — June 20th meeting
2. REPORTS
 - a. Financial update / *August*
 - b. Program Highlights / *Fox*
 - c. Membership Attributes Task Force Findings / *Morrison*
 - d. TF Description document available at the meeting for reference
 - e. Board Development Committee / *Galloway*
 - i. Review/comment on 1st draft of board roles & responsibilities
 - ii. Expectations, roles and responsibilities of board members must be crystal clear so that all members are able to act accordingly, and can then hold each other accountable for their actions (or inaction).
 - iii. Define next steps to the BDC or set a new Task Force in motion to develop this policy document.
 - iv. A discussion about how we hold each other accountable must occur and outcomes folded into the policy.
3. BUSINESS
 - a. Policy needs / *Desbonnet*:
 - i. Board Giving Responsibility
 1. Board giving is a primary need of a successful fund development program, and WPWA needs a clear policy defining board member giving responsibility. (some options are: Give or Get; Set Amount; Personal Capacity)
 - ii. Set a WPWA Overhead Rate
 1. WPWA needs a policy, with justifications, that sets a standard overhead rate to include in grant proposals. (see Fiscal Agent Policy rate – 15%; Is this suitable? Justifications? Do we want multiple, conflicting rates?)
 - iii. Access to Board (password locked) Website
 1. The website was devised for board member use; do we allow staff access? How about past board members? Volunteers, especially those serving on committees and Task Forces? WPWA

needs a policy that allows access to needed information without jeopardizing board privacy.

iv. Reopening A Board Decision

1. It is bad business to revisit board decisions, especially because a board member missed a meeting where a decision was made) but there are times it is necessary; WPWA needs a policy to set out criteria for such events. (may need some research first to identify how others do this)

4. OTHER

a. September Board Workshop --- Setting the FY14 WPWA Budget

- i. Develop "Forecasting" scenarios drafted during the March 2013 Amaral let organizational development workshop.
- ii. Draft FY14 budgets for each scenario and deliver to Executive Director for finish work with staff.
- iii. Executive Director (and Treasurer) present budget for approval at October 2013 Board Business Meeting.
- iv. TASK the Executive Committee with ensuring we have what we need to construct an FY14 budget at the September Workshop.
 1. Define what is needed for success.

5. ADJOURN