

**Wood-Pawcatuck Watershed Association  
Board of Trustees Meeting  
Meeting Minutes  
June 19th, 2014 6:30pm**

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Attending: Alan Desbonnet, Grace Lentini , , Hellen Drew, W. Galloway, Pete. August, Chris Fox, Kim Coulter, Jennifer MacKenzie

Not in Attendance:, G. Cunningham, T. Boving, A. Morrison, M. Grant

1. Jennifer Appointed as ad-hoc Secretary for the meeting.

2. **Call to Order 6:40 PM** A. Desbonnet

H. Drew motion to approve 11/11/13, 4/17/14 and 5/28/14 minutes, P. August 2<sup>nd</sup>, motion passes.

**2. Financial Report**

Pete August presented financial reports for first quarter 2014. All looks good. We are on budget. Annual dues look lower than budget, but there are still annual dues coming in for the year as they flow in with renewals. Receivable outstanding are high as the organization waits for payments from grants which are also on schedule.

**3. Business**

**1. Recap and Evaluation of Annual Meeting – C. Fox**

Overall the Annual Meeting went very well. It was much easier to organize logistically and less expensive to run because of the pot luck. The weather was a bit cold and windy and Chris suggests that next year we get a tent with sides on it. To do so will be more expensive because it requires a fire permit. Also, the Executive Director should be relieved of last minute logistics the day of the event next year. We need volunteers to handle last minute items (ie. Parking signs) so the Executive Director can focus on hosting the event. We may also want to consider a PA system for next year. There were no new attendees this year. Helen asked if hand written notes were helpful. The board agreed that they were and it should be done again next year. This coincides with the need to update the member database as many of the hand written letters were returned.

**2. Hurricane Sandy Grant was Approved C. Fox**

Chris was informed earlier in the day that the Hurricane Sandy Grant for Flood and Storm Resilience and the Watershed Management Plan was approved for \$785,000.00. This is good news but it will spread Chris' time more thinly as it will require 10 hours of his time per week to oversee its implementation. The grant calls for a Watershed wide plan including all municipalities and state agencies to mitigate against severe storms and rising water levels. Expenditures must be used within 24 months of the signing of the Cooperative Agreement. Chris expects that it will take until late Q3 or early Q4 to get the Cooperative Agreement completed. Chris is going to try to get acceptance for sole source engineering in the Agreement so that Fuss & O'Neill can do the bulk of the implementation. They are in a position to complete most of the work and it is expected

that their efforts will reduce the amount of work DEM has to complete. Pete mentioned that we may want to join the North Atlantic Coast CESU to set our overhead rate at 17.5% for all future government contracts.

3. Transitioning from a project based WPWA work plan – A. Desbonnet  
The Board agreed to discuss the transition from a project based to an ED based organization. Alan recapped the Report done by Lighthouse Management Consulting that came in and completed a workshop at WPWA last year. There is also a work plan set forth by the RI Foundation which includes fund development, board development, board functioning and ED development. He suggests we bring in Lighthouse again to facilitate discussions. He reminded us that while new funds from the grant give us some breathing room with respect to fund raising, we should not be complacent. Also, the project will be taking up a considerable amount of Chris' time. New Board members will need to be brought up to speed before the next exploratory workshop. Alan will post notes/minutes on past discussions and the previous workshop on the Board website and email new members. There is also literature on the bookshelves in the board room. It was agreed that the workshop will take place at WPWA on Tues. July 29<sup>th</sup> 2014. Alan

4. **Election of New Board Members** – A. Desbonnet

Alan mentioned that he and Chris are going to meet with Ms. Noorian to learn the best ways to elect officers of the Board. Technically the bylaws state that we should change officers and every first meeting after the annual meeting. New officer were elected as follows.

Peter nominated Helen for the new President. Alan 2<sup>nd</sup>. Motion passes.

Helen put forth a motion that Jennifer become the new Secretary, Alan 2<sup>nd</sup>. Motion passes. Helen nominated Alan for Vice President. Pete 2<sup>nd</sup>. Motion passes. There was discussion about Jennifer becoming treasurer which she said she was not ready at this early time. Peter will remain in the position for one more year. There was also discussion about Kim being 2<sup>nd</sup> Vice President. It was agreed that the position was not necessary at this time.

4. **Reports**

a. **Program Reports** C. Fox

DEM is coming on Monday night with the Governor's staff. The USGS is coming up with the Wood River Stream Gauge. On June 30<sup>th</sup> the Save the Bay envelope was sent to all members to tour three sites. We are not open to the public because we have not obtained the CO. There are two items on the punch list to complete before the inspection can take place: a small ramp outside the first building for handicap access and vapor barrier to be put around exposed insulation. Chris will complete these items next week. It will then take a few days for inspection and a CO to be issued. Once open, we will need all board members to step up and volunteer for weekend coverage. Chris sent out a google calendar evite. Chris is going to get started on a work plan for 2015 with the staff in August. The hope is to have complete the FY2015 budget by August.

## **b. Committee Reports**

### **1. Climate Change Lecture Committee ( ad hoc) H. Drew**

The Climate Change Conference is in full swing and will begin June 26<sup>th</sup> with two additional Seminars on July 10<sup>th</sup> and July 24 to be held at Chariho middle school (6:30 to 8:30pm)

1. June 26<sup>th</sup> Dave Vallee and Michelle Burnette - storms
2. July 10<sup>th</sup> Tom Boving and Allison Mccann – drinking water
3. July 24<sup>th</sup> –streams and fish /biodiversity

Grants from coastal institute and towns. Alan will be MC. Grace has completed a press release and coordinated with media, Helen sent out emails to groups. Chris will reach out to ECO RI to get the word out. Chris will also provide signage. Kim will take of check-in and free memberships. Membership pamphlets were provided at the meeting.. W. Galloway will get copied of presentations to be posted on the RI climate change & WPWA website.

### **2. Board Development A. Desbonnet**

Bios are needed for all Board Members. It was agreed that they should be put up on the website along with a picture. Please email these in to Heather.

### **3. Fund Development Committee A. Desbonnet**

Alan is going to chair this committee. He and Chris are going to sit down and determine the general direction of the committee. They will look back at Dante's report.

### **4. Membership Database**

We need to look at the most cost effective software to use to create/update the membership database. Jennifer will ask about the best software at the RI Foundation training for Non-Profit Board Members on June 24<sup>th</sup> and report back at next meeting.

### **5. Adjourn 8:30pm**

Minutes submitted electronically by Jennifer MacKenzie and Chris Fox