

Wood-Pawcatuck Watershed Association
Board of Trustees
BUSINESS MEETING
August 15th, 2013
6:30 p.m.

MINUTES

"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: A. Debonnet, T. Boving, K. Coulter, W. Galloway, A. Morrison, P. August, C. Fox
Not attending: H. Drew, G. Cunningham, M. Grant

1. CALL TO ORDER & APPROVAL of MINUTES —
 - a. Approval of minutes from Annual Meeting –motion to approve made by P. August and seconded by T. Boving- motion passed
 - b. Approval of minutes from June 20th meeting –motion to approve made by W. Galloway and seconded by T. Boving- motion passed
 - c.
2. REPORTS
 - a. Financial update / *August*
 - After reassessing 2012 budget, shortfall was not the \$4K expected but \$21K. We need to be vigilant on this year's budget.
 - YTD report looks ok but we need to be conservative in spending
 - b. Program Highlights / *Fox*
 - Kenyon fish passage – off schedule/on budget but may become VERY over budget. There is an extra \$100k if needed beyond the contingency. On Aug 27th Senator Reed along with others will tour the site.
 - Chris met with Champlin Fnd about \$78k to repair the building and withdrew their request to drawdown the \$250K WPWA Capital Revolving Fund.
 - Stream gage at the Wood River will take about \$16K to operate for one year. Chris proposed funding for one year and will work on coming up with the money (\$12k from October 13- July 14) with USGS. A long term plan is to have the municipalities fund the gage.
 - Friends of Hopkinton Land Trust request is on hold.
 - Membership rate increase went into effect in June.
 - Over 500 people attended programs in the summer. At least ½ were disadvantaged children.
 - c. Membership Attributes Task Force Findings / *Morrison*
 - Distributed copies of proposed survey
 - Board has a week to make comments and then we will format it and send it out.
 - Committee will work on database shell next.

- d. TF Description document available at the meeting for reference
- e. Board Development Committee / *Galloway*
 - 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). Document should be more active than passive.
- 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. –September workshop discussion
 - ii. Set a WPWA Overhead Rate
 - 1. Set a rate of 15% with the ability to negotiate that rate.
 - iii. Reopening A Board Decision
 - 1. Walt will send out a sample policy
- 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-8:45

Minutes submitted electronically by A. Morrison & C. Fox 10/11/2013