
Wood-Pawcatuck Watershed Association
Board of Trustees Meeting

January 26, 2017

DRAFT for REVIEW

In Attendance: A. Desbonnet (acting secretary), T. Ferrio, J. MacAndrew, J. MacKenzie, B. Rashleigh, D. Walsh, C. Fox (Exec. Dir.)

1. Call to Order

A. Desbonnet called the meeting to order at 6:32 pm.

It was agreed to change the date of the February meeting of the Board of Trustees from the 16th to the 23rd; 6:30-8:00 PM.

2. Approval of December 15, 2016 Minutes

Two minor corrections to the minutes were noted. T. Ferrio motioned to approve the minutes, as amended. J. MacKenzie made a second to the motion which was unanimously approved.

3. Business Meeting

a) Executive Director Updates

- a. WPGA received the "Environment Award" from the Rhode Island Saltwater Anglers Association. Chris and Joe attended the event.
- b. The Holiday Gift Membership Campaign netted approximately \$1,665 and added 30 new memberships. Chris labeled the campaign a success that should be conducted again this coming year.
- c. The Champlain Foundation "revolving fund" has been spent down and will be closed shortly. This will hamper WPGA's ability to be a "good partner" in various projects. Jen suggested looking into ways to use existing WPGA assets in a similar fashion.
- d. Love's Truck Stop was rejected again, and will be off the table as an issue of concern for the immediate future.
- e. The RI Welcome Center will be placed at Exit 3 among existing facilities, retiring that as an issue of major concern. The state has agreed to remove a fueling station from the project, lessening water contamination concerns related to the proposed development. An eye will be kept on the project as it goes forward as it is still being located over a sensitive water recharge area.
- f. Amtrak proposal to straighten the New York-to-Boston line continues to raise major controversy throughout the region. WPGA is partnering on a letter with local land trusts in opposition. This issue will stay on the table for the time being.
- g. A meeting was held with the RIDEM director about integration of the agency with ongoing efforts in the "Flood Resiliency Management Plan" and Wild and Scenic projects. Agreement was gained that should lead to better

participation by the agency, relieving some stresses and strains that had been hampering work.

b) 2016 Year End Budget Recap

- a. C. Fox gave a rundown of the closing finances for 2016. Final accounting shows a shortfall of \$9,640 after making prior and post year adjustments. Chris noted this roughly correlates to the amount approved by the board in spring of 2016 to monitor a full suite of Tier 1 and Tier 2 water quality stations. Chris noted that at present cash flow is good and so there is no need to tap investment accounts. This may change come March/April as the amount received from Lattner Foundation was smaller than anticipated, and which generally provides cash flow until member renewal in May when we receive another infusion of unrestricted funds.

c) 2017 Budget Development

- a. A review of the 2017 WPWA budget, amended according to decisions made at the December 15 board meeting, and to correct a few inconsistencies and errors, was conducted. Bottom line was an approximate \$37,500 shortfall remains.
- b. A discussion ensued that evaluated each of the suggested revenue increases arrived at during the January 21 Workshop. From that:
 - i. Line 4020 Facility Usage was increased from \$2,000 to \$5,000.
 - ii. Line 4075 Capital Campaign (to be changed to Higher Givers) was increased from \$2,500 to \$10,000.
 - iii. A new Line (tbd) labeled as "Washington Trust Co." will be added with a \$2,000 income amount.
 - iv. Line 4910 Corporate & Non Profit was increased from \$385 to \$5,385.
 - v. Other possible income lines, as brought forth from the workshop, were deemed as not well enough defined to add to the budget as income with any surety at this time.
- c. Bottom line after including new sources of income to the budget was that an approximate \$20,000 shortfall remained.
- d. Discussion of possible areas to cut found that the only reasonable item for possible reduction was water quality monitoring. Total elimination of the program would result in an approximate \$15,000 budget reduction.
- e. It was agreed that water quality monitoring would not be eliminated in the 2017 budget, and that the budget would be balanced by removing the shortfall from investment accounts.
 - i. T. Ferrio made a motion to accept the 2017 WPWA Budget as described in these minutes; J. MacKenzie made a second to the motion, which was unanimously approved.
- f. There was unanimous agreement that a WPWA budget could not be balanced annually on investment accounts. In light of this, the board resolved:
 - i. All efforts must be made in 2017 to make water quality monitoring self-sustaining, ideally with funds being in-hand at year end / prior to start of the New Year to ensure no burden to WPWA in that regard.

1. A Task Force on Water Quality Monitoring with the task of addressing how to build a self-sustaining program should be considered. A primary goal would be to find long-term sponsors for monitoring sites, with existing monitors, home owner associations, lake and pond associations, river-side industries, as primary prospects.
 2. Sites that have “prepaid” monitoring status will be the only sites monitored under this scenario.
- ii. The board will develop an Action / Work Plan for 2017 outlining the tasks it will undertake regarding efforts for increasing revenue, at the least reflecting successful acquisition of revenue in the 2017 WPWA budget. This Action Plan should be completed not later than March 2017. Noted areas of focus and immediate actions are:
1. Facility Usage
 - a. Jen will develop a list of prospective users.
 2. Higher Givers
 - a. Alan will follow up with Ed Wood re: plans for immediate donation.
 3. Endowment Campaign
 - a. Alan will contact Rhode Island Foundation about assistance/ideas for such a campaign.
 4. Charitable Foundations
 - a. Donna will contact Washington Trust for a donation.
 5. Endowments Interest
 - a. Jen will check on having our current investment portfolio looked over by a second party as is standard practice to see if more can be done to improve investment gains.
 6. Corporate and Non Profit Giving
 - a. Alan will talk with folks at the Malted Barley about giving and other business prospects.
 - b. Joe will develop a list of prospective businesses for consideration as possible donors.
 7. Crowd Sourced Funding
 - a. Was kept on the table but at low priority. Tom noted that if a good message could be crafted, he likely could handle the technical end of things, but without a very strong message it likely would not be productive in raising funds.
- iii. Other immediate actions:
1. Chris is develop the 2017 Work Plan for staff with a draft ready for the February board meeting.
 2. There was agreement that new board members are a priority. In Donna’s absence any suggestions for new members should be forwarded to Alan.
- iv. Succession Planning was tabled for a future meeting.

- d) Annual Review of Executive Director
 - a. Those who had used the previous evaluation form to assess the Executive Director did not find it useful. Alan will send out some thoughts on an approach that can provide constructive feedback to Chris.
- e) Annual Board Self Evaluation
 - a. Tabled to a future meeting

4. Adjournment

There being no further business to discuss, T. Ferrio made a motion to adjourn, which was seconded by J. Mackenzie and unanimously approved. The meeting was adjourned at 8:20 pm.