

**Approved 1/21/16**  
**Wood-Pawcatuck Watershed Association**  
**Board of Trustees Meeting**  
**December 17, 2015**

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Attending: P. August, A. Bryson, A. Desbonnet, H. Drew, C. Fox, W. Galloway, M. Grant, J. MacKenzie, J. MacAndrews

Excused: K. Coulter, A. McCann, D. Walsh

**1. Call to Order & Overview      6:35 PM**

Helen reported that Jill Stefanelli has resigned from board due to other commitments. She will still volunteer to assist the organization as needed. The minutes of the November meeting were reviewed and modified to reflect that the Water Quality Assessment team will report to the board in February. Alan moved to accept the minutes as amended, Jen seconded, and the minutes were adopted unanimously.

**2. Status of Activities**

Chris transmitted special thanks from him and staff to the board for all the extra effort they put forth in 2015, at meetings, in committees, and individually. He noted that attendance and participation at the board level has increased dramatically over the last few years.

To date, the annual fund drive has netted \$9,656 of its \$14,000 goal. Every donor received at least a personal thank you note. Bloomerang made it possible to determine a donor's giving history, which was helpful in personalizing the note cards. Membership and donation revenue together were budgeted at \$32K. Thus far we have received \$35K, just with membership & Fall Fund Drive revenue.

The first digital edition of our newsletter Watershed went out on 12/10/15 to 686 email addresses. In addition, 17 people received paper version in the mail. The digital newsletter will go out bi-monthly as opposed to the paper version that went out quarterly, and will continue to be available on our website. There has been positive feedback overall. Business sponsors for this edition were gratis based on services provided to WPWA. Staff will determine a payment structure and solicit businesses for the next newsletter in February.

The first property inspection at Boulder Farm is being scheduled with Madeline Jeffrey for January. Madeline has extended an invitation to any board member who would like to attend along with Denise. The \$15K endowment from Madeline to support staff expenses to conduct annual inspections was received a few months ago and the restricted donation is held in our control with 1<sup>st</sup> Allied in Westerly.

Chris reported that he will be seeking a RI Foundation 2016 Grant. There was some discussion of a newly found \$7 million pool of EPA funds and our ability to access it.

Membership revenue is \$6402 more than last year at this time, for a total of \$25,042. The Fund Development Committee's personalized renewal reminder process netted \$6,965. Last year, we simply attached florescent stickers to the Summer newsletter indicating their memberships had lapsed.

The membership and fund development committees are working on organizing a Business Focus Group dinner at WPWA in late January. The goal is to determine what does WPWA currently offer that makes membership attractive to businesses, and seek input from them as to what more WPWA could provide to businesses. This process is behind schedule, and steps will be taken to get it back on track.

### **3. Emeritus Trustees Policy Development Update**

The board decided that the changes proposed to the current policy should be adopted as part of our existing set of policies. Pete will present at the next meeting language to adopt as a policy. He also has a recommended list of inductees.

### **4. 2016 Work Plan**

Item 2 (a) in the work plan, the campaign to protect drinking water resources, was discussed. A board workshop will be held in early 2016 based on the *Assessing the Wood-Pawcatuck Watershed Association's Water Quality Monitoring Program Report* prepared by Elise Torello with support from Denise Poyer, Tom Boving, Brenda Rashleigh, and Walt Galloway. The goal is to develop a public workshop to be presented later in 2016.

### **5. 2016 Draft Budget Review**

Jen presented the draft 2016 budget. As presented, there was a deficit of \$30K. The board discussed possibilities and suggested ways to project additional revenue based on performance to date and realistic new funding proposals. Jen will revise the draft based on the suggestions and present a final budget at the January meeting.

Chris reported that we did receive the requested \$75K from the Lattner Foundation. The funds must be directed to water quality improvements in Lower Narragansett Bay. Chris will be working on identifying and designing a strategy for large scale implementation project in that bay.

### **6. Wild and Scenic Study Update**

Alan attended the first meeting of the working group, which was organizational. He requested a \$60K budget for WPWA, half of which would support Denise on annual basis.

### **7. ED Evaluation**

Alan moved to go into executive session to discuss the performance evaluation of the executive director. Pete seconded the motion and all approved. The board entered executive session at

approximately 8:15 PM. At approximately 8:45 PM, Pete moved to return to open session, Walt seconded the motion, and all approved.

## **8. Adjournment**

At 8:50, there being no other business, Alan moved to adjourn, Pete seconded, and all agreed.