

DRAFT
Wood-Pawcatuck Watershed Association
Board of Trustees Meeting
June 16, 2016

Attending: A. Bryson, H. Drew, B. Rashleigh, W. Galloway, D. Walsh

Excused: K. Coulter, P. August, J. MacAndrew

Guests: T. Ferrio, A. Desbonnet

1. Call to Order 6:30 PM

2. Approval of Minutes

Helen asked if there were any comments or corrections on the minutes previously circulated to the trustees. There being none, Donna moved to approve the minutes of the meetings held on March 17, May 9 and May 19, 2016, Brenda seconded the motion, and the three sets of minutes were unanimously approved.

3. Nominations to the Board

Walt nominated Alan Desbonnet and Tom Ferrio as trustees to fill vacant positions on the board. Alan has previously served as trustee and no further discussion was necessary on his qualifications. Tom is a retired electrical engineer and MBA who has been involved in many community activities since moving to Charlestown more than 10 years ago. He has been a volunteer monitor for Watershed Watch and has helped in WPWA's paddles for kids.

After discussion, Antonia moved to elect Alan and Tom, Helen seconded, and the motion was unanimously approved.

4. Election of Officers

Helen informed the board that Pete will stay on as treasurer until a successor is found. Antonia was nominated as secretary, and Walt as first vice-chair. A discussion ensued regarding nominating Alan for chair. It was agreed that Walt and Donna will co-chair the fund development and membership committees, leaving the board chair time for his duties as chair. Brenda then moved to elect a slate of officers consisting of Alan as chair, Walt as vice-chair, Pete as treasurer, and Antonia as secretary. Antonia seconded the motion and there was unanimous approval.

Helen offered advice to the new officers to be positive and say we can do things. She noted that Jill from the RI Foundation had suggested that the chair call all board members to determine interest and effort. It is important to keep up maximum communication among the trustees. The Board thanked Helen for her dedicated service as chair.

5. RI Foundation Grant

Antonia did an overview of the requirements for the grant, which Chris had suggested we apply for. There was a discussion whether to apply at the July or October dates. Alan thought we should wait till October because we need to work on policies to see what we want. Alan could call the consultant who was used to develop our strategic plan to see what could be developed, as a scope of work from a consultant needs to be part of the application. Others thought that our objective should be "how to build a board that would help improve prospects for long term fiscal sustainability." Alan will draft a proposal for consideration and circulate to board.

6. Board Development

Alan had circulated the matrix developed in 2010. It had not really been used, and it concentrated on commitment to WPWA mission. It was agreed the matrix should be updated in light of current needs, particularly with regard to the need for persons committed to fund development. There is also a need for technology skills and public relations skills.

There was a discussion on how to find new board members: (1) go to former members and ask about their networks; (2) look at other organizations with similar missions; (3) look at membership rosters for long term givers.

A to do by next meeting was suggested, including talking to past board members about possible new members, redrafting the matrix, looking at the top 50 givers over last 2-3 years. The secretary was asked to send out an email to all trustees asking to provide their skill sets.

7. Fund Development

Alan will re-send the existing plan to the trustees. It was noted there is a immediate need for fundraising in addition to the implementation of a fund development plan. Donna has identified some follow up on member non-renewals but needs help in doing it. Alan will set up a meeting with Chris on names and people to meet with.

Helen pointed out we are lacking financial information since January. Alan will try to get the budget vs. actual data for the year to date for the next meeting.

8. Other Business

Helen advised that we need to address staffing the Welcome Center in early July.

9. Next meeting

The next meeting is scheduled for July 21 at headquarters.

At 8:15 the meeting was adjourned.