

draft
Wood-Pawcatuck Watershed Association
Board of Trustees Meeting
November 17, 2016

Attending: A. Desbonnet (acting secretary), C. Fox (via phone), T. Ferrio, J. MacAndrew, J. MacKenzie, B. Rashleigh, D. Walsh

1. Call to Order

The meeting was called to order at 6:31 pm.

2. Approval of October 20, 2016 Minutes

J. MacAndrew made correction to the minutes in f) paragraph 2 to read "...is too large of a reliance..." T. Ferrio moved to accept the minutes of the October 20, 2016 meeting as amended, D. Walsh seconded the motion, and the minutes were adopted by unanimous vote.

3. Business Meeting

a) Officer Needs

B. Rashleigh noted she would speak with A. Desbonnet after the meeting about serving in the post of secretary.

b) Budget Update

J. MacKenzie reported little change since the October meeting. Memberships and program fees were stronger than anticipated, and cash flow is good. Funds will be removed from appropriate accounts to balance the shortfall at year end. MacKenzie reported that a draft, conservatively crafted 2017 budget has been created, and has an approximate \$38,000 shortfall to be reconciled. A. Desbonnet noted that 2017 budget reconciliation will be the sole agenda item for the December 15 meeting.

c) Membership Development Committee Report

D. Walsh presented the Christmas Gift membership appeal materials, providing 5-10 copies to each board member for use/distribution. The cards will be mailed to all members immediately following the Thanksgiving holiday. C. Fox reported that 100 WPWA ball cap hats have been received for use in marketing and fund raising.

d) Fund Development Committee Report

A. Desbonnet had no significant items to report. He will be contacting the Lactour's to reschedule their meeting, and will contact Dante Ionata and Laura Bottaro to see about setting up a meeting time. D. Walsh will contact Pat Foutes to set up a potential meeting.

e) Executive Director Update

C. Fox submitted a written report for consideration, and which is attached to the minutes of the meeting. No follow up questions were asked.

f) Rhode Island Foundation Grant Update

A. Desbonnet reported on the meeting with Mark Amaral of Lighthouse Consulting. A day-long workshop will be held at the WPWA office on Saturday January 7, 2017 with a snow date of Saturday January 21, 2017. Time to be determined but likely will be 9:00AM to 3:00 or 4:00PM. It is anticipated that at the budget reconciliation meeting on December 15 issues of importance will be identified, particularly those that reflect the need for increased revenue of an unrestricted nature. These issues, increased membership revenues for instance, will be provided to Amaral who will then use them as focal points in the workshop. The intent of the workshop will be to focus on issues (with a focus on identified budgetary issues), explore ways to resolve issues, identify steps of action to resolve issues, and determine timeframes and resource needs to resolve issues. Workshop outcomes will be discrete action plans that will drive efforts of the board over the coming 3 to 5 years in major areas—fiscal sustainability and building greater engagement at community-based levels.

g) Rhode Island Foundation Financial Management Training Opportunity

A. Desbonnet reviewed an invitation to engage in financial management training offered by the Rhode Island Foundation. After discussion, it was agreed that A. Desbonnet would develop the application to engage. C. Fox, A. Desbonnet and J. MacKenzie will engage as regular attendees with other board members attending as desired. The application is due November 28. Desbonnet intends to have a draft proposal out for board review before the Thanksgiving holiday.

h) Expectations of Board Members

The board reviewed a draft of Responsibilities and Expectations of board members, making several changes within each heading. A. Desbonnet will amend the reviewed document to reflect the changes, will update a Selection and Vetting policy to reflect the changes as appropriate, and then get that out for board review.

4. Adjournment

There being no further business, the meeting was adjourned at 8:12 pm.