# Wood-Pawcatuck Watershed Association Board of Trustees Meeting Meeting Minutes April 17th, 2014 6:30pm

Attending: A. Desbonnet, Grace Lentini, T. Boving, H. Drew, W. Galloway, P. August, A. Morrison, M. Grant C. Fox,

Not in Attendance: K. Coulter, G. Cunningham

### 1. Call to Order 6:34 PM A. Desbonnet

**Business** A. Desbonnet

H. Drew motion to approve 1/23/14 & 3/20/14 minutes, P. August 2<sup>nd</sup>, motion passes.

### 2. Reports

### a. Program Reports C. Fox

Helen signed an application to the RI senate for 1k to support WQ monitoring expense River restoration and flood mitigation- June 30<sup>th</sup> target date for ribbon cutting. Chris has a verbal agreement with RITNC for technical support for lower Pawcatuck river restoration (1.5 x normal salary). Some items may get delayed from 2014 work plan due to ED time being used for this.

Wild and scenic designation creeping along. Waiting for senate approval

Recreation – nothing to report

Fund development- nothing to report. 10k grant from RI foundation – Still pursuing that Membership-nothing to report

Campus – almost done-behind schedule and over budget – going to Champlin for an additional 10k. We need to push campus rental.

Digital print and presentation outreach – may be pushed out until later in exchange for funded work

## b. Committee Reports

# 1. Climate Change Lecture Committee (ad hoc) H. Drew

Three lectures planned, kick off at WPWA annual meeting on may 28<sup>th</sup>. Guest speaker Senator Whitehouse will promote series to be held at Chariho middle school (6:30 to 8:30pm)

- 1. June 26th Dave Vallee and Michelle Burnette storms
- 2. July 10<sup>th</sup> Tom Boving and Allison Mccann drinking water
- 3. July 24<sup>th</sup> –streams and fish /biodiversity

Grants from coastal institute and towns. Alan will be MC. Grace will do press release and coordinate with media, Helen will send out emails to groups. Will be posted on website, FB. Need insurance binder from WPWA. Need to provide thank you's for speakers. 4 sponsors – RI foundation, Narragansett electric co, Westerly community bank, sea grant. Asking for \$500 to \$1000 from each. Everyone attending gets 12 month free membership. Signage and directions critical (as per Walt). Will post lectures on RI climate change & WPWA website.

#### 2. Board Development H. Drew

A Desbonnet expresses need for orientation procedure for new members. A few board members needed to review with new board members bylaws, contributions, staff and program

introductions, etc. Bios for new board members needed. Commitment for long term planning and governance required.

- H. Drew interviewed Erin Diaz (Beaches & Backroads Realty)she is interested in getting involved with WPWA. Helen will follow up.
- A. Morrison will follow up with Jon Mitchell
- H. Drew nominates Grace Lentini as new board member, P. August makes a motion to accept nomination from the development committee. Second from T. Boving. All in favor (unanimous) 7-0. TBD which term Grace will be filling the remainder of, or if her term is for 3 yrs.

## 3. Fund Development Committee A. Desbonnet

A Desbonnet talked to Jenny Perriera at RIF about the funding proposal that he and C. Fox put together- probability of funding was small since RIF can't provide salary money. However she was interested and requested a two paragraph statement of what and why we need the funds. Gives Chris the ability to become free to turn from project manager to ED. Will send to Jenny. Sounds possible. Did not formally submit proposal yet.

W. Galloway reports RIF is doing a Boards 101 training session in June. Will keep board informed.

#### c. Business

### **1. Annual Meeting** *C. Fox*

Date set for May 28<sup>th</sup> from 6-8:30pm, board members to arrive at 5pm to assist. Not much progress to report. Invitation went out in April newsletter and will again in May Membership Renewal letters. Promoted as Family Reunion. Ribbon Cutting for Welcome Center by guest speaker.

- H. Drew reports Sen. Whitehouse has committed. Requests that board members call or write to former board members. She provides cards and assignments via spreadsheet.
- C. Fox mentions Donor Appreciation Party that was delayed in late 2013, board discussion ends in decision to allow Annual Meeting to serve as the donor party.

#### 2. Slate of Officers A. Desbonnet

Recommends committee not be formed, not required by bylaws. Will discuss and present slate potentially by email in May.

#### **3. Staff Evaluations** A. Desbonnet & C. Fox

A. Desbonnet recaps informal 2013 review discussion had with C. Fox and possibility of dispensing with 2013 evaluation. Proposes a self-evaluation workshop on May 7<sup>th</sup> to review 2014 work plan to see what board and staff have accomplished what has been added and needs to be eliminated. Consensus reached to forgo 2013 Program staff evaluation and replace check list evaluation forms and design an annual evaluation process for both board and staff based on the work plan and tasks laid out in each year's work plan. Timing – will be done around end of Sept. each year.

#### 4. Succession Planning Discussion A. Desbonnet

Building a slate of officers with some planning involved. A. Desbonnet reports he will not seek a second term as president instead he will chair the fund development committee. Fund Development Committee needs a lot of start-up effort which will take a tremendous amount of time and he wants to devote his time to that. So how can we plan the transition step to next president? Suggestion: Helen as president, Kim as vice president?

TBoving reports he will be abroad for 2014-15 school year and intends to step down in Sept.

Discussion of new board members –what we are looking for in volunteers – announcement on website. Plea to membership. Best way to cultivate members is at like minded events and identified potential members. Will revisit during June elections.

## 5. Building Volunteer Capacity A. Desbonnet

Need a mechanism to bring volunteers on board. Don't have the internal systems, point of contact and support network to capitalize on responses in an effective and meaningful way but can inventory information in house. Need volunteer coordinator, fodder for 2015 work plan. Restructuring of database needs to be done prior to ramping up volunteer engagement. A. Morrison indicates her husband is willing to undertake the database re-design. C. Fox indicates existing database must not be manipulated until July, after June member renewals are complete.

# 3. Adjourn 8:26pm

Minutes submitted electronically by A. Morrison & C. Fox.