

Meeting Minutes

Meeting Called to Order February 15, 2024 by Katrina Poydack, Chair at 5:04 pm.

ATTENDEES **ZOOM ATTENDEES** **ABSENTEES**

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Carol Crawford	John Bellville (IVSWCD)	Gene Merrill
Janice Denney		
Katrina Poydack <i>K.P.</i>		
Patty Downing		
Bob Schmidt		
Don Young		
James Gurley		
Kevin O'Brien (staff)		
Arlyse DeLoyola (staff)		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the January 2024 meeting were presented to the council for review.
 - **Carol Crawford made a motion to approve the minutes.**
 - **Don Young seconded that motion.**
 - **The minutes were approved without dissent.**

- **Financials:** The Financial Reports for January 2024 were presented to the Council for review.
 - **Janice Denney made a motion to accept the financial reports.**
 - **Carol Crawford seconded that motion.**
 - **The motion was approved without dissent.**

COMMITTEE REPORTS

- **Committee I.D.**
 A written report was reviewed and committees named. Criteria for composition of Committees: Minimum of three persons, at least one director other than executive director, at least one member of staff, remaining seats may be filled by public, board or staff. One member serves as committee chair and will report at monthly meetings.
- **Carol Crawford moved to approve the recommendations for committees and structure.**
- **Jim Gurley seconded the motion.**
- **The motion passed without dissent.**
 Committees with no report (have not met) at this meeting include:
 - Programs and Projects
 Members: Kevin, Arlyse, Carol, Janice (Bob Schmidt was added post-meeting)
 - Organizational Development
 Members: Kevin, Arlyse, Patty, Janice
 - Water Quality- discussion was held but no action taken.

- **Budget**

The committee met January 11 (prior to Committee I.D. determining focus of committee) and recommends a 3.4 % Cost-of-Living adjustment to staff wages.

Members Don Young, Katrina Poydack and Bob Webb were present.

- **Don Young made a motion to accept the recommendation of the Budget Committee for a 3.4% Cost-of-Living increase for staff.**
 - **Patty Downing seconded the motion.**
 - **The motion passed unanimously.**
- **Human Resources**

The committee met January 11th and January 30th.
Goals of the committee are to determine which parts of Kevin's job could be given to future staff positions, and how those positions would be funded. The committee agreed that we should have 25-30 thousand available before hiring an Engagement Coordinator.
Other funding sources were discussed and investigated. Next meeting is Tuesday, February 20 at 2:00pm.
 - **Policy**

The Committee met February 13, Patty Downing reported. Members are Patty, Kevin and Arlyse. They reviewed current policies and researched potential necessary policies. They prioritized the needed policies and determined that the first new policy needed is Diversity, Equity and Inclusion (DEI). They are currently researching other organizations' DEI policies and will craft one after reviewing them. Patty reported that the committee had made small changes to the current Conflict-Of-Interest policy and presented it to the board for review and action at the March meeting. Other policies determined to be necessary are:
Signature Authority, Ethics (Board roles and responsibilities), Sustainability, Email, Records retention and destruction, Fundraising and acceptance, Whistle-Blower, Budgeting, Decision-making, Contracted services, Harassment, Programs/projects, Social media. The next meeting will be February 27th at 2:00pm.

OLD BUSINESS

- **QuickBooks Issue**

Arlyse presented some pricing from Tech Soup for QuickBooks Online. She proposed no action at this time but noted that we would need a decision by July. She will continue to research options. Jim Gurley has been helping.

NEW BUSINESS

- **The Big Picture**

An article tabled to next meeting.

- **Proposals by Patty Downing**

Patty asked the board to table the first two proposals listed in the packet and reviewed her third proposal. Discussion and review failed to produce a motion.

- **Executive Director Spending Authority**

Kevin asked the board to consider approval of an amount of spending authority in order to meet the needs of the Council.

- **Don Young made a motion to approve \$500 spending authority to the Executive Director (non-probationary) with notification to the Chair and Office manager within 48 hours.**

- **Patty Downing seconded the motion.**
- **The motion carried.**
- **Let's talk website**
 - Kevin explained that in order to get the most from our new fundraising platform we should hire someone to help with marketing.
 - **Patty Downing made a motion to authorize up to \$2000 of unrestricted funds to be used for this purpose.**
 - **Carol Crawford seconded the motion.**
 - **Discussion was held regarding options.**
 - **The motion passed without dissent.**

CONTINUING

Strategic Plan Check-In:

A review of actions was conducted. Committees are meeting. Progress is being made.

- **Staff and partnering agency reports:**
 - Kevin reviewed his written report. He reported that the initial recommendations for funding were received on the east Fork and Crooks Creek projects. Both were recommended for funding but Crooks Creek is higher on the list with East Fork coming in last on the list. He explained how the funding is distributed and that the likelihood of both making the funding line was not good.
 - Arlyse had nothing to add to her written report.
- **Partnering Agencies:**
 - John Bellville reviewed the IVSWCD's recent activities.
- **Public Comment**
 - There were no public comments.

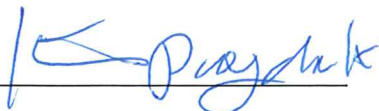
NEXT MEETING

The next monthly meeting is to be held at **5:00 pm on March 14th, 2024.**

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 7:20 PM.

Approved Minutes:

Signature 

Date 3-14-24