

**Executive / Organization & Development Committee Meeting**  
**May 20, 2015, Hancock Engineer's meeting room**  
**4:00 - 6:00 p.m.**

**Minutes**

**Present:** Tim Brugeman, Tim Macke, Theresa Allen, Dick Kozlowski, Jane McCleary, Elaine Reynolds and Phil Martin

The meeting was called to order at 4:00 p.m. by T. Brugeman. Brugeman welcome everyone and asked if there were any changes to the agenda. Hearing none, the agenda was approved.

**Coordinator Comments** - P. Martin passed out copies of his comments. (See attachment at the end on the minutes.)

- Martin reviewed the active and potential grants that the BRWP are involved with implementing or pursuing. A detail of each grant is in the Coordinator Comments at the end.
- Martin mentioned there was a need for more hole sponsors for the golf scramble. He also mentioned that there was plenty of room for additional teams.
- Martin presented Project Proposal 2015-9 for \$25.00 to renew the Wildlife Collection Permit from the Ohio Department of Natural Resources. This permit is required in order to do our macroinvertebrate water quality monitoring. T. Allen moved to approved Project Proposal 2015-9. T. Macke seconded the motion. The motion passed 5-0.
- Martin presented Project Proposal 2015- 10 to purchase Quick Books from Tech Soup for our accounting purposes. T. Allen moved to approved Project Proposal 2015-10. D. Kozlowski seconded the motion. The motion passed 5-0.
- Martin mentioned that he would be in DC from May 28<sup>th</sup> to June 2<sup>nd</sup>.

**Financial Report**

- T. Macke presented the financial report. The main focus was on the balance in the Coordinator fund. He noted the Coordinator fund has a balance of \$3,564.18 at the end of May. He also mentioned that the \$5,000 received from the City of Findlay in December 2014 was placed into the general fund. P. Martin mentioned that the Board of Directors had agreed to place \$12,000 of the local match into the Coordinator fund. He suggested that \$4,000 be transferred from the General fund to Coordinator fund. T. Allen moved to transfer \$4,000 from the General fund to the Coordinator fund. T. Brugeman seconded the motion. The motion passed 5-0.
- T. Brugeman noted that funding for the Coordinator's position ends on June 30, 2015. The BRWP has applied for a one-year grant from the ONDR to provide some funding for the Coordinator's position. Brugeman mentioned that the grant probably would not be awarded by the end of June. He asked for suggested options starting June 1, 2015. P. Martin suggested that with a projected June 30 balance in the Coordinator fund is around \$6,000, that coordinator be a salary of \$1,000 per month which would require a minimum of 50 hours of work. There would be no fringe benefits or mileage paid. Any salary and travel expense earned under a grant would be paid in addition to the \$1,000. If the grant from the ODNR is awarded, adjustments will be made. After much discussion, it was decided to present the plan to the entire Board at the June 17<sup>th</sup> meeting.

## **Organization & Development Committee**

- T. Brugeman started a discussion of Board Development and Board Discussion. He introduced J. McCleary and E. Reynolds. McCleary present a three page “Board Succession Brainstorm” handout that they had prepared. (see attachment at the end) McCleary mentioned that P. Martin, E. Reynolds and her had attended a workshop present by The Community Foundation. After their presentation, there was a lot of discussion. The committee decided to ask the Board Of Director to proceed with the development of the plan at the June 17<sup>th</sup> meeting.

Meeting was adjourned at 5:45 p.m.

## **Attachments:**

### **Coordinator’s Comments**

#### **Board of Director’s Meeting May 20, 2015**

#### **Active Grants**

- Great Lakes Basin Mini grant. 210 acres of Cover crops and conservation tillage acres enrolled with money encumbered for 3 years. Grant is fully used.
- GLRI Upper & Lower Riley Creek watershed - Due to the late harvest season, not all of the cover crops were planted. 180 additional acres were enrolled in conservation tillage and some cover crops.
- Lye Creek Riparian Buffer - The only jobs left to do is to finish-up the state reports. I want to have this done by this Friday. I invoiced the City of Findlay for \$815.00 to cover my time.
- GLRI Emerald Ash Mitigation grant - The \$93,470 grant includes the Village of Ottawa, City of Findlay, and the Hancock Park District. The BRWP will be the fiscal agent. All the partners have signed their contracts and have sent their purchase orders. The PO have been sent to Woody Warehouse. The Village of Ottawa asked for a site modifications needed in Ottawa. I completed the paperwork and sent them to the US Forestry.
- GLRI grant from Ohio EPA for \$99,984.80 was awarded to the HSWCD. I wrote this grant and it was applied for through the Hancock SWCD. The grant is for BMPs in the Upper & Lower Eagle Creek watersheds and the Lye Creek watershed. Included in the budget is \$8,052 .80 for the Rain Garden at Jefferson Primary school plus \$1,000.00 for coordinator salary. Contract between OEPA and HSWCD has been signed. An MOU between the HSWCD and the Findlay City Schools has been signed. A sub contract between the BRWP and the HSWCD will be signed at their June 1, 2015 BOD meeting. Tim and I met with Jefferson Primary and a timeline was created.
- Heidelberg University, The Ohio State University, Bowling Green State University, and University of Toledo, and OSU Extension have received a grant for monitoring of nutrient loading in the Blanchard River, Sandusky River, and Portage River watersheds. Heidelberg will add 2-3 nutrients testing sites in the Blanchard River. There is money for the coordinator to do transect work in the Blanchard River watershed.

## **Potential Grants**

- Great Lakes Basin grant in Putnam County. This grant is for \$247,763. This is the same grant source as the Upper & Lower Riley Creek watershed's grant. There is \$5,040 in the grant for the watershed coordinator over three years. The grant was submitted on April 24<sup>th</sup>. Awarding should occur sometime in August.
- Great Lakes Basin mini grant for the Middle Riley Creek watershed. This grant can be for up to \$30,000. This is the same grant source as the Lower Riley Creek - Allen County watershed grant. I wrote the grant. There is money in the grant for the watershed coordinator. The grant was through the BRWP on April 24<sup>th</sup>.
- A \$30,000 grant was submitted to Greg Nagoette from ODNR on April 28, 2015. Hopefully, we will know if we get the grant by August.
- The Findlay Hancock County Community Foundation accepted our letter of intent for \$15,000 to do the assessment study behind Riverside Dam.

## **Golf Scramble**

- need 4 more hole sponsors
- no teams have entered yet.

## **Project Proposal**

- 2015-9 Wildlife Collection Permit renew
- 2015-10 Quick Books

Leave: I will be in DC from May 28<sup>th</sup> to June 2<sup>nd</sup>.

## BOARD SUCCESSION BRAINSTORM

### ISSUES TO CONSIDER

1. Will BRWP continue to exist without adequate funding for the coordinator?
  - a. How can we recruit potential board members without coordinator funding?
  - b. We love Phil, but someday he's going to move on to the Ohio State Home for retired OSU fans. So who can replace him and all the experience and knowledge that he will take with him?
  - c. How can we seek a potential coordinator candidate, without stable funding revenues?
2. If funding is available for a coordinator, who are likely candidates and where can we find them?
3. If funding is available, a Board Development Committee with a chairperson(s) to coordinate the process would need to be established.
4. Collect all materials from past board development initiatives and materials from recent Community Foundation training and committee will use them to develop a plan of action.
  - a. Will board members commit to putting in the time necessary to follow through?

### ELAINE AND JANE'S THOUGHTS ON BOARD DEVELOPMENT

#### I. Who is our audience?

- A. Agriculture
- B. Commerce
- C. General Community
- D. Government Agencies

#### II. State Our Case – What We Can Do For You! (We came up with a few ideas but I am sure the board can come up with more.)

- A. Agriculture
  1. Provide support/education on latest trends – Best Management Practices (BMPs) such as filter strips, cover crops, riparian buffers, conservation tillage, 2-stage ditches, blind inlets, etc.
  2. Financial support in form of grants to support implementation of BMPs
- B. Commerce
  1. By collaborating with agriculture on funding for and the implementation of BMP's, nutrients such as phosphorus, nitrates and pollutants such as soil runoff and chemicals will be reduced thus keeping high water quality for industrial use and consumption.
  2. Provide business and industry with educational information that helps them reduce waste by-products into waterways.
  3. Clean water reduces cost to businesses.
  4. Improved water quality enhances water-related recreational activities which attract future business development and is attractive to future employees.

### C. General Community

1. Reduction of nutrients and pollutants from entering waterways, reduces water treatment costs to the consumer
2. Reduction of nutrients and pollutants from entering waterways helps make the water supply safer for consumption
3. Clean water improves water related recreational activities

### D. Agencies

1. Support agencies initiatives
2. Provide data
3. Provide grant writing support
4. Be a central point of contact with other government agencies on issues related to the river

## III. What Does BRWP Need From You? (We came up with a few ideas but I am sure the board can come up with more.)

### A. Agriculture

1. Become members
2. Get involved
  - a. BMP implementation
  - b. Spread word about positive impact of BRWP
    - i. Volunteer for Projects – River Clean-ups, Water Sentinels

### B. Business and Industry

1. Become members
  - a. Encourage employees with a passion for the environment to join or volunteer
  - b. Contact HR supervisors to ask about corporate membership or to recommend employees who have an interest in the environment and who would make good board members.
2. Get involved
  - a. Educate Workforce
    - i. Encourage recycle at business site (plastic bottle recycle cans, etc.)
    - ii. Encourage recycling at home
    - iii. Share clean water tips (proper disposal of: medication; toxic materials like paint, motor oil; proper trash disposal; pick up after pets, etc.)
    - iv. Trash in waterways is harmful to animal life
3. Provide Corporate Sponsorship

### C. General Community

1. Become members
2. Get involved
  - a. River Clean-ups
  - b. Water Sentinels
  - c. Macroinvertebrate sampling
    - i. Teach sampling to schools, community organizations, corporate community service
  - d. Expand Rain Barrel Project and Rain Gardens
3. Education the community with powerful presentations

- D. Government Agencies
  - 1. Support funding
  - 2. Collaborate on initiatives

#### **IV. Establish a Board Development Committee with a Chair to Coordination Activities**

- A. Review existing board development plan and documents
  - 1. Revise plan if necessary
  - 2. Determine which documents are still useful
  - 3. Research additional documents that might be helpful
    - a. Review Aly Sterling documents and select and/or revise to meet BRWP needs.
  - 4. Schedule regular Board Development meeting in advance
- B. Present Board Development Plan and Selected Documents to All Board member
  - 1. Send in advance of meeting for board members to review
  - 2. At board meeting discuss revisions if necessary
  - 3. Adopt plan and documents
- C. Complete Board Member Self Evaluation, Evaluation of Board Effectiveness, Board Profiles, etc.
  - 1. Analyze data
  - 2. Present results to board
  - 3. Include board member pictures & background info on website (affiliations/volunteer work; work history; interests; why are you involved with BRWP)
- D. Develop a “New Board Member” Packet
  - 1. Develop recruitment “talking points”
  - 2. Practice recruitment conversations.
    - a. Videos
    - b. Role playing
- E. All Board members identify possible board candidates with desired qualities
  - 1. Each board member agrees to visit his or her suggested candidate (perhaps accompanied by a fellow board member or board president)
  - 2. Provide a short overview about the work of BRWP (provide packet with info)
  - 3. Explain qualities board is looking for and why you think person is a good candidate
  - 4. Explain expectations
  - 5. Provide an application for candidates that express an interest on joining the board
- F. Assign a mentor for new board members to review expectations, etc.
  - 1. Define the responsibilities of mentors

## V. Possible Next Steps

A. Prepare Outline of Suggestions to Present at Executive Board Meeting

B. Plan a meeting with Phil, Tim, Teresa

1. Discussion Points for Meeting

a. Sustainability

i. If Phil retires how will we replace him?

ii. Sustainable funding

iii. Determine chair & committee members for Board Governance Committee

iv. Board succession and recruitment

v. Modify By-Laws on number of Board members

b. If we move forward with Board Development, what documents need to be **reviewed or adopted**?

i. Board Member Job Descriptions

ii. Board Profile

iii. Specific Committee descriptions

iv. Individual Board member Self-assessment

v. Annual Board Evaluation (done by reflection of board members, board effectiveness measurable)

vi. Board meeting evaluation

vii. Committee Chair Job description

viii. Schedule of evaluations

ix. Board Recruitment and Selection Protocol