



## Board Minutes – 11-21-2017

### **Attendees**

Chris Smith  
Rick Kauvar  
Ken Lenarcic  
Sean Cronin  
Mark Schueneman  
Greg Ames  
Chris Wiorek  
Sue Schauffler  
Kathy Peterson  
Terry Plummer (left at 3:00)  
Chris Carroll  
Jessie Olson  
Yana Sorokin  
Meg Parker  
Glenn Patterson

### **Welcome and Introductions**

The meeting was called to order by Chris S at 2:05, and introductions were exchanged.

### **Public comments on items not on the agenda**--None

### **Approval of Minutes**

Ken moved, Mark seconded, to approve the October minutes. Motion carried unanimously.

### **Approval of Financial Statement**

Jessie mentioned two new aspects of the financial statement, pages 13 & 14 of the board packet: cumulative revenue from fundraising activities. Stewardship and maintenance & monitoring fund are shown, along with general fund. General fund is both earned income from general donations, and carryover from previous years from LWOG partners. The other new item is revenue from fee-for-service projects, such as LHWD and Trout Unlimited. Fundraising activities and carryover have brought in \$39,800, with pledges for \$20,000 more. These amounts show up in the numbers on page 2 of the packet. They also update numbers that were projected in the budget.

Kathy appreciated the additional information, and reminded us that Colorado Gives Day is coming up on December 5.

Kathy moved, Sue seconded, to approve the October financial report. Motion carried unanimously.

### **Draft 2018-2019 Budget**

Chris mentioned that the Finance Committee worked with Jessie to prepare the budget for the coming year. Jessie described the format of the budget, which is described in Attachment 3 of the board packet, including its 6 sub-attachments. She mentioned that we have two Board-designated reserve funds, for (1) stewardship, maintenance, and monitoring, and (2) for updating the watershed management plan. Chris S said he likes this format for the budget, as it allows us to show potential corporate donors and grant funders our goals and fundraising progress for specific projects on which they can help us. In response to a question, Jessie responded that the bookkeeper, Catherine Caldwell, has reviewed the format and content of the budget, so we should be in good shape for an audit. Jessie went through each page of the budget during a brief overview. She mentioned that staff will be billing time to specific projects, as the capacity grant that covered much of our staff time will be coming to an end. Also, since the capacity grant included some operating expenses as well as staff time, we will need to include an overhead charge on grants in the future.

Terry asked what happens to funds raised as grant match for a project if the grant does not come through. Jessie responded that the need remains, and the funds still get applied to the project, but the scope or time frame of the project would be adjusted to account for the lack of grant funding. In the case of a project that will not happen without the grant, we may ask for letters of commitment instead of cash contributions, so that the contributions do not accrue to LWOG unless the grant is approved. Another possibility is to include in the letter of commitment, wording that states that both parties agree that the funds may be diverted to another related project in case the grant does not come through.

Chris S mentioned that some contributions from corporations and other donors involve volunteer in-kind services such as publicity and field work.

No action was required as the board will be asked to approve the budget during the December meeting.

(Terry Plummer left)

### **Strategic Plan Discussion**

Sue referred to the strategic plan handout that accompanied the board packet. This handout incorporated several comments that were received from board members. Kathy complimented the planning team for their work on the document. Greg requested minor revisions to indicate that LWOG is a non-government entity and that contributions are tax-deductible. Sue suggested that the planning team make a few more revisions as requested and send out the revised plan via email for an email vote to approve, with a formal vote at the December meeting to ratify the plan. The sense of the board was in favor of this approach.

### **Maintenance & Monitoring Communication**

Jessie referred to the handout that has been prepared and revised in response to comments. It is important to mention the risk involved with landowner modifications during the 3-year post-project M&M period that reduce the effectiveness of the restoration project. This is why Jessie included the following text under the heading (slightly modified by suggestion), "What to do if you would like to

modify an LWOG-sponsored restoration project on your property?": "In extreme cases, where changes made during the three-year period negatively impact the overall purpose and intent of the project, the funders may require the landowner and/or LWOG to pay to rectify the issue. Thus, it's critical to reach out to LWOG before making changes in the project reach. We're here to help if you see an issue that needs to be addressed." A suggestion was made to use "remove rocks" instead of "scavenge rocks". Ken suggested that we make it clear, using page numbers and other means, that this is a 2-page handout.

We should replace "EWP" with "LWOG" to denote LWOG sponsorship of projects.

Chris S suggested that we modify a version of this handout for use with future non-NRCS projects.

Chris S mentioned that the Innovation Center will be imaging some of our project reaches with drone cameras. This came from the Farmers Market via Terry Plummer.

### **Proposed joint grant application with Fourmile**

Jessie described an opportunity for a joint application with Fourmile for a water plan implementation grant that would be due in February. The primary goal for the application would be to further define and develop education programs and outreach within both watersheds. Fourmile would like to work with Trout Unlimited to bring trout into classrooms to grow, prior to release into the creek. A parent in Niwot would like to make a donation to sponsor this, and since they and at least one of the schools are in our watershed, it would make sense to do this. Rick, Gabe, and Glenn will help represent LWOG in this effort.

### **Executive Session to discuss staff performance**

#### **Adjourn**

The meeting was adjourned at 4:15.