



BOARD OF TRUSTEES

Meeting Summary

Meeting Date/Location:	Tuesday, January 30, 2007 2:00 – 5:00 PM Western Shasta Resource Conservation District Anderson, CA
Meeting Attendees:	See Attachment A
Meeting Handouts:	See Attachment B
Action Items:	See Attachment C

I. Welcome and Introductions

Butch Hodgkins (Board Chair) welcomed everyone to the meeting. A list of all meeting attendees is included in Attachment A.

II. Review and Approval of Minutes

Minutes from the 11/9/06 SRWP Board of Trustees meeting were previously emailed to Board members for review. One minor change was made and minutes were recommended to be approved; however, due to a lack of quorum, official approval of minutes was delayed.

III. Comments from the Public

Brenda Blinn introduced herself as the new Clear Creek Watershed Coordinator for Western Shasta Resource Conservation District (RCD). SRWP Board members welcomed Brenda to the meeting.

IV. SRWP Funding Status and Needs

Kathy Russick (SRWP Coordinator) distributed a timeline illustrating SRWP contractors and the percentage of time they will be working on SRWP projects through September 2008. Butch explained that there was concern at the November 2007 SRWP Board meeting that the organization would be losing a significant amount of funding and contractor time by June 2008. However, after further review and planning by the Executive Committee, and with the addition of two new grants for SRWP, the organization will be able to retain its two primary contractors nearly full-time through Spring 2008 (one will be full-time through September 2008). The SRWP webmaster will be full-time through June 2007, and then half-time through June 2008. The Board also discussed funding for the existing SRWP bookkeeper. See Attachment for details. Board members also had a discussion regarding how program administration should be included in future grant proposals and contractors' scopes of work.

V. SRWP 2007 Work Plans

Kathy Russick distributed the following handouts:

- SRWP Program Service Areas
- SRWP Watershed Monitoring Program 2007 Work Plan
- SRWP Public Outreach and Education 2006-08 Strategic Work Plan-Jan 2007 Status Report
- SRWP Local Watershed Stewardship Support 2006-08 Strategic Work Plan-Jan 2007 Status Report
- SRWP Rural Residential Development Initiative 2007 Work Plan

Kathy and Mary Lee Knecht (SRWP Education Coordinator) walked through each of the documents to provide Board members with an overview of each of the work plans. Please reference the handouts for details.

VI. Board Review and Approval of Upcoming Agreements

Kathy distributed a handout entitled “Upcoming SRWP Subcontractor Agreements,” which included two positions related to the SRWP Roadmap project as well as contracts with individuals identified in other grants (SWIM, Prop 50, and Panta Rhea). Board members suggested that Butch Hodgkins (SRWP Board Chair) work with Kathy Russick to execute the contracts accordingly. Board members present also approved a payment of \$1,000 towards the California Watershed Coalition; in turn, Board members requested that Vern Goehring (Government Relations Consultant for the California Watershed Coalition) participate in two future SRWP Board meetings.

VII. Board Materials

Kathy and Mary Lee are working on updating existing Board binders and preparing new binders for the new SRWP Board members.

VIII. Finance Committee Report

Kathy stated that the 2005 SRWP audit is nearly complete and work will soon begin on the 2006 audit. She handed out a “Profit and Loss – Accrual Basis” statement showing the expenses and income for the organization from January – December 2006. Butch mentioned that he and Fraser Sime met with the bookkeeper from the Tehama County RCD and would like to use their monthly reports as a model for SRWP’s finance reporting.

IX. Event Committee Report

Mary Lee reiterated that SRWP made ~\$9,000 in the organization’s October 2006 fundraiser dinner (details were provided at the November Board meeting). Mary Lee asked for feedback regarding whether or not the fundraiser dinner should be an annual event – also whether or not the event should remain in Sacramento or rotate each year to the north State. There was consensus among the Board to hold the fundraiser dinner annually in Sacramento. It was suggested that the 2007 event be held in September or early October to avoid conflict with the



Bi-Annual State of the Sacramento River Watershed Conference scheduled for mid to late October.

X. SRWP Governance Committee Report

Vance Howard provided an update on behalf of the Governance Committee regarding selection of new Board members and the creation of “Associate” Board members.” After some discussion, Board members suggested the creation of up to five “Alternate” Board members (rather than “associate” Board members). Alternate Board membership would be voted on by existing SRWP Board members and be able to vote in the absence of a SRWP Board of Trustees. This would allow the Board to make progress and decisions on a regular basis absent official Board of Trustees. Vance agreed to develop language illustrating this process for inclusion to the SRWP Bylaws.

XI. Board Committee Membership

Kathy will email out a matrix illustrating committee assignments for each of the SRWP Board members. Board members should let Kathy know of any changes.

Meeting was adjourned. The next SRWP Board meeting will be held on Wednesday, March 7, 2007, in Woodland.

2007 SRWP Board Meeting Attendance

Trustee		Jan.	Mar.	May	July	Sep.	Nov.
Tad	Alexander						
Dave	Brent						
Ren	Fairbanks	X					
Rich	Gresham	X					
Dennis	Heiman	X					
Butch	Hodgkins	X					
Dwight	Holford	X					
Vance	Howard	X					
Ken	Lindauer	X					
James	Moller						
Irenia	Quitiquit						
James	Rickert						
Gregg	Roy						
Pia	Sevelius						
Robert	Shanks						
Fraser	Sime	X					
John	Sterling						
Carla	Thomas						
Terry	Williams	X					

Other Meeting Participants

<u>Name</u>	<u>Organization</u>
Blinn, Brenda	Western Shasta RCD
Knecht, Mary Lee	SRWP
Russick, Kathy	SRWP
Steffek, Mark	Cal-Neva RC & D

Meeting Handouts

- Meeting Agenda
- SRWP Staff Funding Timeline
- Outline of SRWP Program Areas
- SRWP Watershed Monitoring Program 2007 Work Plan
- SRWP Public Outreach and Education 2006-08 Strategic Work Plan – January 2007 Status Report
- SRWP Local Watershed Stewardship Support 2006-08 Strategic Work Plan – January 2007 Status Report
- SRWP Rural Residential Development Initiative 2007 Work plan
- 2006 SRWP Profit and Loss Financial Report

Attachment C

Action Items

The following action items are cumulative beginning from the November 2006 Board meeting. Completed action items will be removed after illustrating that the task is completed.

November 2006:

- Chuck Lundgren, SRWP Webmaster, to update SRWP website to allow those interested to subscribe to electronic listservs of SRWP committees, SRWP Board of Trustees, and/or SRWP Executive Committee
- Butch Hodgkins to draft resolution to revise the structure of the SRWP Board of Trustees to allow for a “chair elect”
- Fraser Sime, Dennis Heiman, James Moller, and Ren Fairbanks to serve on planning committee for Northern Watershed SRWP BBQ event – *need update on status*
- ~~Kathy Russick to obtain up to date SRWP Finance Report for distribution to SRWP Board of Trustees (completed)~~
- Governance Committee to update SRWP Board of Trustees Selection Process and provide definition of “associate” Board member – *under development*
- ~~Butch to revise SRWP procurement policy for distribution to SRWP Board of Trustees (completed)~~
- ~~Kathy Russick to check availability of McConnell Foundation for SRWP Board of Trustees Retreat in January (completed)~~

January 2007:

- Mary Lee Knecht to invite Vern Goehring to March SRWP Board meeting
- Mary Lee Knecht to prepare SRWP Board binders for new SRWP Board members
- Butch Hodgkins, Fraser Sime, Kathy Russick, and Tad Alexander to review Tehama County RCD finance reports to use as a model for SRWP
- Vance Howard to prepare description of the selection process and duties related to SRWP Alternate Board members
- Butch Hodgkins to prepare draft SRWP Bylaw updates for Board review
- Kathy Russick to update Board Committee Membership matrix