



BOARD OF TRUSTEES

Meeting Summary

Meeting Date/Location: Wednesday, May 3, 2007
12:00 – 3:00 PM
U.S. Fish and Wildlife Service
10950 Tyler Road
Redding, CA

Meeting Attendees: See Attachment A

Meeting Handouts: See Attachment B

Action Items: See Attachment C

I. Welcome and Introductions

Rich Gresham (Board Secretary) 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 3/30/07 SRWP Board of Trustees meeting were previously emailed to Board members for review. The minutes were unanimously approved with a motion by Ren Fairbanks and seconded by Irenia Quitiquit.

III. Comments from the Public

No comments from the public were made.

IV. Executive Director Remarks

Kathy Russick shared news regarding SRWP's water quality monitoring program. Kathy has approached the Sacramento Regional County Sanitation District and Central Valley Regional Water Quality Control Board to discuss the future of the Program's monitoring program. SRWP's funding for the monitoring program will end with the close of the Prop 50 CALFED Watershed Program grant. Both agencies have expressed interest in partnering with SRWP in some capacity. Kathy is also communicating with the Central Valley Clean Water Association—a joint powers association of waste dischargers—to discuss partnering opportunities. Kathy would like to use the San Francisco regional approach as a model for the Sacramento River

Watershed. The development of a regional approach to monitoring water quality in the Sacramento River Watershed could be quite effective and beneficial to all participating parties.

V. Proposal from Transition Committee

Carla Thomas and Ren Fairbanks provided a report on behalf of the ad hoc committee that was formed to discuss the transition of Kathy Russick's responsibilities after her departure at the end of June 2007. The group has met twice so far and will be meeting with Mary Lee Knecht and Shelley Mathews (SRWP contractors) in the near future to discuss more specifics. Both Mary Lee and Shelley have expressed interest in expanding their responsibilities. The ad hoc committee will work with Mary Lee and Shelley and present a transition plan at the July Board meeting. Kathy mentioned that she will be available to stay on to help with more technical aspects of SRWP, particularly the water quality monitoring program. Kathy is also exploring opportunities to transition the monitoring oversight responsibilities to someone else over the long-term.

VI. Updates on Grant Projects

Prop 50. Kathy reminded the Board that the Prop 50 grant will be wrapping up at the end of December 2007. The final report will be due in March 2007.

Sacramento River Watershed Information Module (SWIM). Kathy reported that she is working on a Request for Proposal (RFP) to solicit GIS help for SWIM. The RFP should be released in the near future.

Sacramento River Watershed Roadmap. Mary Lee reported that SRWP will be seeking a one year extension based on the recommendation of the grant manager. The project timeline was on a very fast track (18 months) for an extensive planning project. The time extension will allow more time for analysis and also free up some of Mary Lee's time to work on other Program activities.

Sacramento River Watershed Health Indicators Proposal. Mary Lee also reported that SRWP submitted a concept proposal to the CALFED Watershed Program, which is being administered by Department of Water Resources. The concept proposal would more fully develop a Watershed Health Tracking Program for the Sacramento River Watershed including a pilot study in one or two tributaries. The concept proposal was chosen to move to the next round. Full proposals are due on June 1. SRWP will be working with Stillwater Science and UC Davis on the development of the full proposal.

Foundations. Shelley Mathews reported that she has been communicating with the Campbell Foundation to seek funding for a half-time development director for two years for a total of \$100K. Shelley is submitting a proposal to Campbell Foundation to ask for \$40K of the \$100K. The foundation has expressed interest in doing so, but would like to see a commitment for a \$40K match by June 1. Shelley is proposing that the match come from a combination of funds comprised of a potential Resource Legacy Foundation grant (\$25K), SRWP unrestricted funds (\$10K), and donations from Board members (\$5K). Board members discussed Shelley's proposal and different ways on raising the \$5K.

After some discussion, Ren Fairbanks made a motion to dedicate up to \$15K of SRWP unrestricted funds for the development director position over a 2-year timeframe contingent upon receipt of grant funds from the Campbell Foundation. The motion was seconded by Carla Thomas, and unanimously approved by the Board. It was suggested that a sub-account be created in SRWP's checking account to allow Board members to provide donations to the development director fund if they are able to do so. It was also recommended that some criteria and description of duties be prepared for the development director position.

VII. Corporate Marketing Packet & Membership Campaign

Following up on an action item from the March Board meeting, Mary Lee and Shelley worked together to produce draft materials for a SRWP marketing packet. The packet is aimed at government agencies and corporate sponsors, and includes an overview of the Program, summary of SRWP projects, abbreviated bios of SRWP Board members, past and current SRWP sponsors, SRWP funding priorities, and an overview of how agencies and businesses can support SRWP. Board members discussed the contents and shared the following comments:

Funding Priorities Page

- Consider using a histogram to show current source of funds versus SRWP's goal

Corporate Membership Page

- Change number of schools to number of students (will have to come up with estimate)
- Change "sponsorship" to "membership" throughout
- Note that membership is annual
- Replace "tabloid" with "newspaper" or "newspaper insert"

Board members also discussed the presentation of the materials and decided to go with a folder rather than a spiral bound version. The marketing materials can also be placed on a CD for distribution to potential corporate members.

Individual Membership

- Add seniors (55+) to the student price of \$25

Organization Membership

- Offer only one category of membership at \$125/year

A motion was made by Carla Thomas to approve membership levels; motion was seconded by John Sterling and unanimously approved by the Board. Board members were asked to provide any additional comments within ten days. Mary Lee and Shelley will then incorporate all of the comments and email the final draft out to the Board for review before printing. Copies of the marketing packet will be distributed at the July Board meeting.

VIII. Board Committee Reports

Governance Committee.

Vance Howard reported that he made the changes to the Board Selection Process that were requested at the March Board meeting including additional information regarding ex-officio Board members: *Full Board members and Alternate Board members may choose to serve in an “Ex-officio” status, nullifying their right to vote as a Board member. This status is intended for Board members who are employed by an entity that does not allow them to serve as a voting member on a Board.* Any additional comments regarding the selection process should be emailed to Vance. The Board should finalize and approve the selection process at the July 11th meeting.

The Board also discussed the possibility of forming a new advisory board or committee to recognize past Board members who would like to stay engaged with the Program. This new committee might also apply to former staff and consultants—not just retired Board members. After some discussion, it was suggested that SRWP form an “Advisory Membership.” Members would be invited by SRWP to join in appreciation of service rendered to SRWP. A motion was made by Carla Thomas to establish a formal advisory role extended to people that have previously extended service to SRWP. The motion was seconded by Ken Lindauer and unanimously approved by the Board.

Finance Committee.

Kathy Russick reported that she will prepare another round of finance reports that will cover January through April and email out to the Board in mid-May.

IX. Next Board Meeting

The next Board meeting will be held on July 11, 2007, in Woodland or Sacramento. Board members discussed potential topics and activities for the meeting including a possible boat trip in the Delta and a presentation by a representative from the Central Valley Joint Venture to discuss their 2006 implementation plan. Mary Lee will work with Rich Gresham to coordinate the guest presentation at a future Board meeting.

X. Comments

- May is Watershed Awareness Month. Several local watershed groups and Resource Conservation Districts have coordinated events throughout the month including Watershed Celebration on May 12th at the Sacramento River Discovery Center, and Watershed Festival at Caldwell Park on May 26th. SRWP will attempt to participate in both events.
- SRWP needs to have a final draft of the “Journey though the Sacramento River Watershed” newspaper by end of June. A small work group was formed to help with ideas and review drafts (Mary Lee, Gregg Roy, Jim Yost, Irenia Quitiquit, Dennis Heiman, and Fraser Sime)
- The SRWP Annual Fundraiser Dinner Event is scheduled for October 4, 2007, at the Sacramento Yacht Club. Board members should start soliciting items for the silent auction. Mary Lee is working on event invitations and sponsorship letters.
- A lower resolution file of the SRWP logo should be used on documents that are emailed to the Board.

- Patrick Bell offers Board training; SRWP should consider having him participate at the 2008 SRWP Board retreat.

Meeting was adjourned.

Attachment A

2007 SRWP Board Meeting Attendance

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

* Alternate Member

Other Meeting Participants

Name

Knecht, Mary Lee
 Mathews, Shelley
 Russick, Kathy
 Troyan, Jerry

Organization

SRWP
 SRWP
 SRWP
 Sacramento Regional County Sanitation District

Meeting Handouts

- Meeting Agenda
- Draft SRWP Corporate Membership
- Draft SRWP Individual/Organization Membership

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”
- Governance Committee to update SRWP Board of Trustees Selection Process and provide definition of “alternate” Board member – *under development*

January 2007:

- Butch Hodgkins to prepare draft SRWP Bylaw updates for Board review

March 2007:

- Mary Lee Knecht to sent invitations to Senator Feinstein et al. for SRWP October Event - *complete*
- New working group to coordinate conference call with Otis Wollan to discuss SRWP Rural Development Initiative
- Rich Gresham to draft SRWP Accounting and Procedures Manual – *under development*
- Kathy Russick, Shelley Mathews, and Mary Lee Knecht to draft SRWP marketing materials - *under development*

May 2007:

- Board members to review Draft SRWP Marketing Packet and provide comments to Mary Lee Knecht by May 14. Shelley Mathews and Mary Lee will incorporate comments and email final draft to Board for review before printing.
- Kathy Russick to develop finance reports covering through end of April 2007, and email to Board