



## Board of Directors

Susan Lehnhardt, President  
Juda, WI

Pat Cardiff, Vice President  
Delevan, WI

Meredith Tripp, Treasurer  
Brodhead, WI

Aaron Kubichka, Secretary  
Juda, WI

Ed Kaderly  
Juda, WI

Kevin Rohling  
South Beloit, IL

Lena Verkuilen  
Loves Park, IL

Mindy Reinstra  
Juda, WI

Robert Hansis  
Madison, WI

## Staff

Lindsay Andrews,  
Program Coordinator

## Action Team Leads

Organization  
Lynnette Nelson

Technical  
Lindsay Andrews

Science  
Susan Lehnhardt

Education/Outreach  
Carol Aslesen  
Lena Verkuilen

Grant Writing  
Lindsay Andrews

*Dedicated to the care & enjoyment of our water resources*

## Minutes—LSRWA Board Meeting

Brodhead Public Library, February 4, 2015, 5:30pm-6:45pm

**Note: NO WATERSHED FORUM THIS EVENING**

### Handouts:

- 1\_Agenda
- 2\_Secretaries Report
- 3\_Treasurers Report
- 4\_2015 Annual Work Plan
- 5\_WEEB Grant Final Report
- 6\_Website Maintenance & Operations Plan
- 7\_Annual Meeting Agenda (draft)

**Attendance:** Bob Hansis, Pat Cardiff, Kevin Rohling, Mindy Reinstra, Aaron Kubichka, Susan Lehnhardt, Meredith Tripp. Excused: Lena Verkuilen, Ed Kaderly. Quorum in attendance.

### Agenda:

#### 1. Welcome & Introductions—Susan Lehnhardt

#### 2. Secretary's Report—Aaron Kubichka

- There was no Board meeting in the month of January, so no minutes were available to report. A work session to prepare the annual work plan was conducted in place of the board meeting on January 17. The resulting annual work plan is currently under review. The secretary's report from the December meeting was discussed to determine whether those minutes had been previously circulated and approved. Kubichka will revisit those minutes and report back.

#### 3. Treasurer's Report—Meredith Tripp

- Tripp presented the treasurer's report, circulated previously for review by email (see appended report). Two expenditures were presented to the board for approval: \$695 to Northern Lights Accounting for QuickBooks training (this includes a discounted value of \$69.50 and additional technical support by owner DeeAnna Straub at no cost to help Lindsay set-up our accounts on our new QuickBooks software); and, \$75 to Signalfire for quarterly website hosting fees. **ACTION: Motion by Cardiff to approve both expenditures. Second by Hansis. Motion carried by unanimous vote.**

#### 4. Action Team/Special Committee Reports

##### A. Organization—Nelson

1. Team Meeting 2/11—update, agenda (Nelson, Rohling)
- Rohling reported on an upcoming team meeting being coordinated by him and

*We all have a stake in clean water!*

Nelson scheduled on 2/11 in Rockton. The meeting will focus on continuing efforts related to fundraising and membership (including addressing process for membership renewals), planning for the annual member meeting, and other items on the work plan schedule. Cardiff asked how many members are currently on record. Rohling reported 15, with renewals coming due.

- Lehnhardt noted that the fund raising and membership workshops described in the new River Planning Grant are currently being coordinated with Allison Werner of River Alliance of WI. A doodle poll was circulated to determine preferred dates for two evening workshops, one in February and one in March. Based on the poll, the preferred dates are Monday/Feb 23, and Monday/Mar 2. Lehnhardt was able to reserve the Library meeting room for the Mar 2 workshop, but not the Feb 23 date. Tripp to check at the Bank of Brodhead on public meeting room availability for the Feb 23 date.

2. Strategic Plan/Work Plan—update (Lehnhardt)

- Lehnhardt offered a reminder that the annual work plan developed at the January 17 work session had been updated and circulated for further review, and asked for comments. Cardiff proposes exploring additional time tracking of work plan activities, in addition to the current monthly Gantt-style schedule on the overview sheet of the work plan spreadsheet. Lehnhardt proposes this could be tasked to staff as part of program management. As part of this discussion, it was noted that the new River Planning Grant would provide funding for a staff position. It was agreed that the Board would like to invite Lindsay Andrews to consider renewing her contract for a part-time position with LSRWA, pending confirmation of the grant award and a revised contract scope. **ACTION: Motion by Hansis to invite Lindsay Andrews to renew her contract, on condition that the new contract reflects grant agreement terms regarding how staff funds are to be allocated to program/project and admin duties. Second by Rohling. Motion carried by unanimous vote.**

3. QuickBooks Training/Accounting—update (Tripp, Andrews)

- Tripp reports that currently the one-on-one QuickBooks training we received from DeeAnna Straub at Northern Lights Accounting in Brodhead will allow Lindsay to set-up our accounting system, including all past transactions, on our new laptop computer acquired through our River Planning Grant and match donation from Meredith. Lindsay will continue this process with support from DeeAnna over the next month or so. Once that process is completed, we will be able to generate our first reports from that system. The goal is to make the computer and the QuickBooks and other software programs available to those who will use this technology to manage all of our accounting, membership, and fundraising activities.

4. Annual Meeting 3/28—agenda, elections (Rohling, Reinstra)

- Rohling, Reinstra, and Lehnhardt are heading up planning for the annual member meeting and elections (to be held Saturday, March 28 at the Brodhead Library), and they invite board members to offer suggestions for the program, which ideally would feature one our target training or workshop events. A draft agenda and event details have been developed, with next steps to circulate to the board for review, followed by firming up details and volunteer assignments. Lehnhardt noted

that the 2/28 annual meeting date as indicated in the agenda posted to the website is incorrect and should be changed to the correct date 3/28. She will make that correction.

- Cardiff requested discussion of board term limits, which according to our bylaws require a director to step down for one year upon serving two consecutive terms, after which they are eligible to serve another term. As discussed previously, such term limits are problematic for our young organization, as we are still working to fill several open board positions. To lose board members and their valuable skill sets at this stage would weaken the organization's leadership strength, and we also rely on board members to play an active leadership role in the volunteer activities of the organization. We agreed to revisit the bylaws to consider amending them to help maintain continuity in leadership as we establish a solid foundation. Cardiff to review bylaws and comment.

**B. Education/Outreach—Aslesen, Verkuilen**

1. 2014 Events Assessment—(Aslesen, Verkuilen)

- Lehnhardt reported that 2014 events assessments have been completed, and will be used for the analysis exercise as part of the upcoming fundraising/membership workshops.

2. 2015 Events Schedule—update (Aslesen, Verkuilen)

- Lehnhardt reported that Carol Aslesen and team is currently working out details for 2015 events, understanding that the goal established at the January annual work plan session was to focus on completing the remaining activities in the scope of our RPGII and RPGIII grants. Cardiff has been coordinating this season's WAV and phosphorus sampling schedule with Kris Stepenuck, Jim Amrhein, and DLMRA and LWSRIA teams, looking for new sites to add to the sampling effort, particularly in the Middle Sugar River basin.

**C. Technical (GIS, website)—Andrews**

1. Website O&M Team—update, 1/31 work session (Tripp)

- Tripp reported about the January 31 Website Team work session at AES to develop and implement the Website Maintenance Planning tool she has drafted. The team includes Meredith Tripp, Mindy Reinstra, Dave and Carol Aslesen, Lindsay Andrews, Pat Daniels, Cindy Whitehead, Alex Engels, and Susan Lehnhardt. During the work session, the team identified roles and responsibilities and a process and schedule for developing and updating content, developing and following style guide standards, and conducting QA on the entire site on a regular rotating schedule to maintain a functioning up-to-date website. The next website work session is scheduled for Friday, 2/20, 5:30 – 9p at AES, to learn how to access and edit website content.

2. Computer, Software, Google Accts/Training—update (Andrews)

- Reinstra reported that as part of the next Website Team work session Lindsay will conduct a brief training session on how to access and use our Google account and various applications.

**D. Science—Lehnhardt**

1. Green Map (RPGIII)—update (Lehnhardt)
- Lehnhardt reported on progress with the Green Map project, which will be completed this year. A team is coming together to undertake this activity. A team kick-off meeting is being scheduled.
2. WAV/Phosphorous Sampling—update, new sites (Cardiff)
- Cardiff reported on steps needed to get additional WAV results posted on our website, including the complete 2014 results. Lehnhardt requested results for the North Fork Juda Branch sites to include in the Juda School WEEB report/products database, which Pat will provide.

**E. Grant Writing Team—Andrews, Cardiff, Lehnhardt**

1. WEEB Grant/Juda School—completed, update (Lehnhardt, Andrews)
  2. River Planning Grant II—deadline extended, update (Andrews)
  3. River Planning Grant III—deadline extended, update (Andrews)
  4. Janelia Foundation Grant/Soil Carbon Story—update (Lehnhardt)
  5. River Planning Grant IV—application (Lehnhardt)
  6. New grant opportunities—update (Rohling)
  - Lehnhardt reported that RPGII and RPGIII extensions had been approved. Awaiting confirmation on new RPG grant and cash match (pending grant approval). As discussed at the annual work plan meeting, volunteer efforts will be focused this year on completing deliverables of RPG II and III grants, which will require limiting this year's "Get to Know Your Watershed" events. EOAT will continue to develop a calendar of events/trainings for the year, and post it to the website. WEEB grant reporting has been completed and submitted (report due date was January 31, 2015).
- 5. New Business:** Hansis reported on the stream restoration panel he is participating on, representing LSRWA, at an upcoming Rock River Coalition event. He encouraged attendance at this event.
- 6. Adjournment:** Meeting adjourned at 6:45 pm. **Motion by Cardiff to adjourn; second by Hansis; motion carried by unanimous vote.**
- 7. Next Meeting:** **March 4, 2015/5:30 – 6:00 PM. LSRWA board meetings are open to the public. Watershed Forum (6-7p)—speaker TBD.**



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Secretary  
Lower Sugar River Watershed Association

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Date Approved

Appended Treasurer's Report Submitted via Email 2/2/2015 2:27PM by Meredith Tripp

To Board of Directors,

January, 2015 Treasurer's Report:

Deposits/Withdrawals - General Fund (\$)

1. + 70/memberships
2. +172/MAC
3. - 35/reimbursement to S. Lehnhardt (reimbursements completed)
4. - 55.16/4Q Fed taxes

General Fund Balance: \$431.14

Deposits/Withdrawal - WEEB Grant (\$)

1. - 55.16

Bank Balance: \$16,592.29

Need Board approval to pay Northern Lights Accounting for QuickBooks accounting session/RPG3 - \$625.00

Respectively Submitted,

Meredith Tripp  
Treasurer