



Dedicated to the care & enjoyment of our water resources

Board of Directors

Susan Lehnhardt, President
Juda, WI
Pat Cardiff, Vice President
Lake Geneva, WI

Meredith Tripp, Treasurer
Brodhead, WI

Mindy Reinstra, Secretary
Juda, WI

Ed Kaderly
Juda, WI

DeeAnna Straub
Brodhead, WI

Aaron Kubichka
Juda, WI

Robert Hansis
Madison, WI

Action Team Leads

Organization
Lynnette Nelson
Technical
Lindsay Andrews
Science
Susan Lehnhardt
Education/Outreach
Carol Aslesen
Lena Verkuilen
Grant Writing
Lindsay Andrews

Minutes—LSRWA Board Meeting

Brodhead Public Library, July 1, 2015, 5:30pm-6:45pm

Note: NO WATERSHED FORUM THIS EVENING

Handouts:

- 1_Agenda
- 2_Secretaries Report
- 3_Treasurers Report

Agenda:

1. Welcome & Introductions—Susan Lehnhardt

Meeting called to order at 5:30pm.

Directors present: Bob Hansis, Ed Kaderly, Meredith Tripp, Mindy Reinstra,

Susan Lehnhardt

Directors absent/excused: Pat Cardiff

Directors absent/unexcused: Aaron Kubichka, DeeAnna Straub

2. Secretary's Report—Aaron Kubichka

Secretary's report was not available. A quorum was not present at the June meeting, and no actions were taken.

3. Treasurer's Report—Meredith Tripp

See attached Treasurer's Report. Additional topics discussed:

- Timely payment of event bills and ongoing monthly expenses requires that monthly board approval not be necessary when previously agreed upon, such as for web hosting. This is particularly important due to lack of a quorum from time to time.
- Formal acknowledgement of donations and memberships will be the responsibility of the secretary, using an approved letter format.
- Constant Contact account: currently Lehnhardt is making the monthly payments (\$25/mo) as a donation, until LSRWA can take over these payments or find less costly option. Peg Shaeffer recommended Mail Chimp as a less costly option (up to 2000 contacts are free, after which payments kick-in). Lehnhardt to pursue non-profit options with Constant Contact if available; if not, look into process for setting up a Mail Chimp or similar less costly option.

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- T-shirts: current stock is low and re-ordering shirts will be necessary. Shaeffer to look into cost breakdown for placing another order, including long-sleeved option, with Heartland Graphics, which produced the initial order. Lehnhardt to provide previous invoice for this purpose. Tripp asked for consideration that t-shirts be available to give to volunteers in special situations (panelists, bioblitz experts, etc.). Lehnhardt offered to pay for these shirts as a donation, to offset the cost of purchasing new t-shirts.
- Membership brochures: discussed need for new brochures and possible shift to mainly online membership transactions. Hard copies still needed for those who do not use internet.

4. Action Team/Special Committee Reports

A. Organization—Nelson

1. Officer Elections—vote required (Lehnhardt)

Slate of officers: President-Lehnhardt, Vice President-Pat Cardiff, Treasurer-Meredith Tripp, Secretary-Mindy Reinstra. Motion by Hansis to accept and vote on this slate of officers, Kaderly second, motion carried 5/0.

2. Board Nominees—update (Tripp)

Tripp introduced two candidates present in the meeting who have been invited to apply for a position on the Board of Directors: Peg Shaeffer of Brodhead and Bob Sampson of Monroe. The addition of two board members would increase our board membership to ten, following the departure of two members and the addition of one new member earlier this year. We will review the bylaws to determine the appropriate process for installing new board members and their function during the period between annual meetings when the election of new or successive board of director terms is conducted by the membership. Kaderly, also involved in new board member outreach, intends to approach additional candidates.

3. QuickBooks—accounting update (Lehnhardt)

Lehnhardt reports that a search continues to identify professional services to complete setting-up LSRWA QuickBooks accounts on our laptop computer. This effort is necessary to facilitate producing an annual budget, which has been an ongoing objective of the Organization Team, and was identified as an important initial step in developing a marketing and membership campaign during our February marketing workshop this year. Lehnhardt will discuss our situation with DNR Grant Administrator and possible options with board member DeeAnna Straub of Northern Lights Accounting.

4. Staff contract—the board discussed the current staffing situation and agreed that, due to lack of work being accomplished since the contract was signed in March, it would be appropriate to seek mutual termination of the contract and work out other arrangements for getting the work done. Lehnhardt will followup and report back to the board. Board members to consider candidates for contracting or staffing options.

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B. Education/Outreach—Aslesen

1. Sugar River Expedition—update (Aslesen)

Aslesen prepared a report and will be working with participants to post stories, data, and photos to the LSRWA website and FaceBook page.

2. Bioblitz (June 13)—report (Lehnhardt)

Judy Douglas was present to report on the event, but time did not allow. This was a very successful June event, which will be covered with photos and data on our website. There is strong interest in repeating this event in the future.

3. Seasons of the Sugar River Art Fundraiser—update (Sampson)

Jill Sampson requested the Board consider again the MAC contract for the 2015/2016 season, which was received in May, but tabled at the June directors meeting due to lack of a quorum. Discussion ensued to address cost concerns and how to increase fundraising potential of this popular outreach event. Motion made by Reinstra to approve and sign, second by Kaderly, motion carried 5/0.

4. Annual Member Meeting—2016 schedule

Annual meeting will be scheduled in February this year due to overlap with the art show in March.

C. Technical (GIS, website)—Tripp

1. Website O&M—update (Tripp)

See communications related discussions under Treasurer's Report. Next Web Team meeting scheduled in August.

D. Science—Lehnhardt

1. Green Map and Sugar River Data Collection: (Lehnhardt)

No report provided.

E. Grant Writing Team—Cardiff, Lehnhardt

No reports provided.

1. River Planning Grant II—deadline extended, update (Lehnhardt)
2. River Planning Grant III—deadline extended, update (Lehnhardt)
3. Janelia Foundation Grant/Soil Carbon Story—update (Lehnhardt)
4. River Planning Grant IV—update (Lehnhardt)
5. New grant opportunities—RCPP (Lehnhardt)

5. New Business

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6. **Adjourn** Meeting adjourned 6:50pm.
7. **Next Meeting:** August 5, 2015/5:30 – 6:45 PM. LSRWA board meetings are open to the public.

Treasurer's Report:

Expenses for approval:

1. Douglas and Sons, Inc \$168.80 for two portable restrooms used at Bioblitz
2. Susan Lehnhardt \$103.33 (\$17.65 for postage to mail report/WEED grant; \$8.83 for refreshments for workshop #1/RPG4 grant and \$76.85 for Bioblitz food/general fund). Susan Lehnhardt and Steve Apfelbaum have graciously waived costs incurred by them for annual meeting expenses; however, expenses covered by grants I think should be paid out.

For discussion:

3. Picking up 1&1 web domain hosting and Constant Contact invoices (CC currently paid out of pocket by S. Lehnhardt). 1&1 costs \$38.28/6 months or \$75.58/year. Constant Contact costs \$25/month or \$300/year. Consider doing this retroactively to beginning of year. I have run the numbers and I believe we can do this. Current Gen Fund balance is \$2122.75 - 75.85 owed Susan - 168.80/portable rr - 75.58/1 & 1 - 300/constant contact - 337/insurance - 500/art show = \$665.52.
4. Workman's compensation insurance. Bill of \$337 due 8/29.
5. Under separate email I will send Bioblitz and 2014 art show financials.
6. We need to purchase more membership pamphlets, 100/\$107 was last year's price. Accordingly \$665.52 - \$107 = \$558.52 is the approximate amount left in the General Fund after taking into account present and future expenses.
7. We possibly need to order more t-shirts as we no longer have small and medium sizes. Susan L often buys t-shirts out of her pocket to give to presenters at our forums and most recently to individuals who helped with or led the Bioblitz field forays. Consider a policy for gifting t-shirts from our general fund.

Respectfully submitted,
Meredith Tripp

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