



Board of Directors Meeting

August 16th, 2017 4:30 p.m.

Newport City Chamber of Commerce Building

Present: Officers: Mary Pat Goulding, Bill Round, Kendall Lambert, Jennifer Hopkins; Board Members: Andy Major, David Converse, Pat Vana, Stan Chop, Peg Hollander, Hillary Potter, Don Hendrich; and Members: Sara McKenny, Lynn Jenness, Gail Lynch

Absent: Beth Torpey, David Bushey

Secretary's Report: Moved (Bill Round) and Seconded (David Converse) to approve March 22nd meeting minutes. Passed. April 19th and May 17th meetings did not have quorums, moved (Pat Vana) and seconded (Jennifer Hopkins) to change April and May Meeting Minutes to "Meeting Notes" due to lack of quorum. Passed.

Treasurer's Report:

Northeast Kingdom Swim raffle brought in \$2,759. There are still some expenses to be deducted from this total for the cost of the raffle prizes (sweatshirts, caps, etc.), but expected to have raised over \$2,000. Have sold 48 Louise Abbot books from the Annual Meeting event, gave 2 books away, and still have 10 available for sale at the MAC Center. Books were bought by MWA for \$54 a piece, sold for \$60. Also sold some art pieces and 2 photographs from the MAC Center art exhibit, all proceeds coming to MWA.

Kingdom Swim: Sybil Anderson, dedicated volunteer to Phil White, was an incredible help at the swim selling raffle tickets- all the proceeds from those tickets go to MWA. Mary Pat Goulding would like to give her a membership to MWA. Moved (Pat Vana), seconded (Bill Round). Passed.

Jennifer Hopkins suggested that we offer memberships to the 20 people who gave over \$100 in the raffle a membership to MWA. We have emails for 10 of them, 1 is already a member, and would have to track down the remaining 9. Discussion that this would be good PR and way to increase membership. Moved (Jennifer Hopkins), seconded (Bill Round). Abstained (Pat Vana). Passed.

High Meadow's Fund Grant: \$40,000 has been awarded to MWA to hire a staff member to work on stormwater resiliency projects over an 18 month period. Proposal can be accessed on the MWA website. Mary Pat discussed history of grant and Leahy Summit attendance for new members. In August, received draft approval letter from High Meadows with bullet points outlining for grant deliverables. \$20,000 will be dispersed to MWA by the end of August, with the next \$20,000 dispersed in January 2018. MWA cannot announce funding or do a press release until we get the final approval letter from High Meadows, and they write their press release. Mary Pat, Ben Copans, and Jennifer have been spearheading this work, with occasional input from Beth Torpey and Kendall Lambert.

Mary Pat indicated that since this is MWA's first employee and we have no systems in place, Board needs to discuss the hiring process- should there be a hiring committee or should we hire as a Board? Stan Chop asked if there was a job description. Mary Pat explained that there was a draft job description that will be sent to the Board and that there were already some interested candidates. Need to hire this person quickly, as the grant is only for 18 months

Board discussed logistics and concerns for hiring employee. Initially part-time position with hope of increasing to full time, employee would have to look for additional funding for job sustainability and expansion.

Jennifer has been looking into three options for the employee: 1. Contract employee, 2. Partnering with NorthWoods Stewardship or Vermont Land Trust (VLT) and having the employee under their umbrella, or 3. Having an MWA employee. If MWA hires the employee ourselves, we have to pay workman's comp, do payroll etc. Don Hendrich and Stan asked for details on partnering. NorthWoods would complete employee paperwork, payroll, accounting, etc. Employee would have to identify at NorthWoods Employee. We would have to pay NorthWoods for their administrative work, which is almost as expensive as having our own employee. VLT has offered to donate office space at the Bluff Farm for this employee, possible offer of free housing at the farm if the person wants to be the caretaker as well. Bill Round asked if we had any more options, Mary Pat said no, but if anyone has any other ideas, to please send them.

Don mentioned that we would have to put together employee policies and procedures like discrimination and harassment policies. Also asked about hiring an AmeriCorps fellow. Kendall indicated that AmeriCorps fellows might require more supervision than we had in mind and have significant reporting requirements.

Pat Vana asked what was required of the board now. Mary Pat indicated that we need to decide how to do the hiring. Board discussed and decided on a small hiring committee of three people, tasked to bring one final candidate to the Board, unless the hiring committee is deciding between two candidates, then present up to two. Other members of the Board who have business experience may be consulted as needed. The whole Board will make the final hiring decision. Mary Pat suggested that Ben Copans be on the hiring committee, since he would be working

closely with this employee. Stan suggested that those who are already familiar with the project should do the hiring. Motion (David Converse) and Seconded (Bill Round) to establish a hiring committee of Mary Pat Goulding, Jennifer Hopkins, and Ben Copans tasked with looking for candidates, interviewing, and presenting a candidate to the Board for approval. Passed.

Mary Pat asked that if anyone has questions that they want asked of the candidate or strong opinions on where to house the employee to let the hiring committee know. Mary Pat to send out working job description and High Meadows acceptance letter for comment. Hope to settle on a candidate within the next three weeks or so. Don suggested we look into any small businesses that might have our employee as a satellite employee, though those businesses would likely need compensation.

Membership Report:

Lynn Jenness, Sara McKenny, Jennifer, and Kendall met to determine protocol for forwarding MWA emails and correspondences. Sara explained that in emails and membership forms, people are indicating interest in joining our various committees or have questions that would best be forwarded to committee chairs. Sara asked for the status of those committees. Mary Pat indicated that we have the committees, we just have not picked chair people. This will be on the agenda for the next meeting. Sara will also be sending out snail mail requests for membership renewals, since we are not getting many email responses.

Other Business:

Sara reminded us that MWA Annual Cruise was postponed due to engine troubles on the Northern Star. Everyone needs to spread the word that it will be on August 20th and get more people to sign up.

Have two rain barrels left, one red, one blue. David Converse suggested that we give them to an art class at the high school to make them look nice. Gail Lynch mentioned that we have done this in the past and maybe getting large decals is better than paint, as paint chips off.

Hillary Potter and Stan, as new members, confirmed that 4:30pm works as a meeting time.

Next meeting: TBD.

5:45 adjourned.

Respectfully submitted,

Kendall Lambert, Secretary
Memphremagog Watershed Association