

**Muskegon River Watershed Assembly
Finance/Human Resources Committee Meeting
December 7, 2009
Brooks Township Hall**

Finance Committee Chair Kurt Ray convened the meeting at 5:35 p.m. Those present were:

Kurt Ray, Finance/HR Committee Chair
Mark Pitzer, Treasurer
Greg Mund, MRWA Vice-Chair

Gary Noble, Executive Director
Terry Stilson, Program Coordinator

Agenda

Mund motioned to accept the agenda as presented with Pitzer's support. Motion passed.

Approval of Minutes

Pitzer motioned to accept the October 29, 2009 Finance/HR Committee meeting minutes as submitted with Mund supporting the motion. Motion passed.

Old Business

2010 Draft Budget –

- The Wege Foundation has pledged organizational support of \$60,000 per year for the next three years and will revisit the grant match support after existing match has been expended.
 - **Noble will reword the paragraph at the bottom of page 1 of the budget to reflect this support.**
- Stilson revised the budget to reflect changes in the November financial report and added the Wege Foundation support.
- **Mund stated that the 2010 and 2011 proposed funding for the "Next Steps" project needs to be taken out in the "Comments to the Budget" because it was not funded.**
- **MRWA Board needs to discuss how the GLFT funding will be used.**
 - **Stilson will highlight this line item in the budget and Noble will note it in the bottom paragraph.**
- Ray noted that a target is needed for sustainability.

Mund motioned to approve the budget with changes given and submit it to the Board for approval. Pitzer supported the motion. Motion passed.

2010 Work Agreements –

- Noble requested that the Committee review the comp time paragraph and "adjust the language in the work agreements to allow comp time accrual for hours worked beyond normal work hours to complete reports, presentations and other items in order to meet deadlines or urgent needs."

Pitzer made a motion to change the second sentence to "If working on an urgent matter or attending these meetings and activities exceeds normal work hours, the employee will receive compensatory time off on an hour for hour basis, with appropriate documentation" along with the title of the paragraph changed to "Compensatory Time." Mund supported the motion. Motion passed.

2010 Wage Rates – closed session. Work agreements and wage rates will be discussed at the next Board meeting.

New Business

2009 Audit – Mund motioned to recommend to the Board the completion of a 2009 audit with the same auditor. Pitzer supported the motion. Motion passed.

Mund motioned to adjourn the meeting.

Fundraising/Capital Campaign Needs –

- **Noble will jot down his thoughts on sustainability for the Board.**
- Mund added that a process for sustainability is needed and should be discussed at the next three Board meetings – face to face.
- Noble stated that the MRWA needs to approach businesses and corporations.
- Ray added townships to the list.
- Noble added that more foundations need to be approached for operational funding.
- Mund stated that the MRWA needs to think “outside the box” and come up with a creative way to raise support.

Pitzer supported the motion to adjourn. The meeting adjourned at 7:25 p.m.

Respectfully submitted,
Terry Stilson
Program Coordinator