

Muskegon River Watershed Assembly

Board Minutes – August 18, 2014

The Rock – Ferris State University

*****These minutes are not official until approved at the next regular meeting.*****

Present: Chair Greg Mund, Vice-Chair Cindy Fitzwilliams-Heck, Treasurer Ken Johnson, Jean LaLonde, Wayne Groesbeck, Ron Kadelsik, Nancy Burmeister, Executive Director Gary Noble, Program Director Terry Stilson and Project Manager Dixie Ward. **Absent:** Secretary Doug Trembath, Kurt Ray and Don Henning.

Chair Mund convened the meeting at 5:42 p.m.

Consent Agenda –

Johnson motioned to approve the consent agenda, as presented, with Burmeister supporting the motion. Motion passed.

Keep it Cool Campaign request – Stilson reported that our organizational funding is close to being expended and asked the Board to designate Keep it Cool Campaign funds toward organizational expenses.

- Noble noted that the Development Committee had developed the funding plan for the Campaign and that 85% should go toward organizational funding and 15% toward programs/projects.
- Stilson replied that some of the funding accounted in the Campaign is already for programs and projects so she was asking about the cash amount.

Groesbeck motioned to designate 85% of the Keep it Cool Campaign funds to organizational support, with Burmeister supporting the motion.

- Stilson stated that she will need clarification on what is counted in the Campaign funding and thought it may be difficult sorting out the 85%.
- Noble replied that he already has it tracked and it won't be difficult.

Motion passed.

Wege Leftover match request – Stilson reported that she and Ward are drafting a GLRI grant proposal and would like to have some cash match toward the proposed Tamarack Creek project. She requested \$20,000 from the leftover Wege match.

Clerical Assistant raise – Stilson reported that minimum wage is going up to \$8.15 on September 1 and she would like to provide a raise to our Ferris student who is the clerical assistant. The Board had approved a raise for her in 2013 above the minimum wage and Stilson felt that we should continue to provide more than minimum wage to her since she has been with the MRWA for more than two years and is an excellent employee. Stilson felt \$8.50 would be appropriate.

Temporary Ferris student – Stilson reported that our clerical assistant has been very busy doing other tasks and has fallen behind in clipping news articles. The MRWA offices are full of newspapers and she thought hiring another part-time Ferris student would be helpful to get the newspapers read. During the fall/winter semesters, Ferris reimburses the MRWA 75% of the cost of work study students.

Burmeister motioned to approve the three requests at the amounts requested. Fitzwilliams-Heck supported the motion. Motion passed.

Executive Director's Report – distributed earlier.

- Noble noted that the MRWA received a \$30,000 grant from Consumers Energy Foundation and 43% of the campaign goal has been reached.
- Noble noted that there will be a **Finance Committee meeting** on September 3 at 5:30 pm at WMSRDC offices in Muskegon. The 2015 budget will be discussed.

Old Business

- **"Keep It Cool" campaign materials –** Noble distributed copies of the MRWA contact list that was compiled from those who returned their lists last winter.

- **The next Meeting-at-Large will be held on September 9 at Velma Matson Upper Elementary School in Newaygo.**
 - Noble confirmed Board attendance.
 - Stilson reported that agendas and meeting materials had been mailed on this date.
 - Noble noted that attorney John Schneider had suggested minor edits to the Bylaws and they are incorporated in the copies of Bylaws mailed with the meeting agenda. (Board members concurred with the minor edits).

Communications

Noble reported the MRWA had received a request from Kropscott Farm Environmental Center (Fremont) to have a MRWA representative on their advisory committee. Stilson will attend their meeting on August 20.

New Business

Education Committee – LaLonde reported:

- August 13 meeting was cancelled but a new date is being discussed.
- Committee has a new person on it who has provided excitement for the teacher workshop that will be held in February in Holton. It will be structured as a progressive dinner.
- Committee is discussing the scope and direction for the committee.

Resource Committee – Kadelsik reported that the next meeting will be held in Cadillac in October. Ward and Stilson will be taking over the staff leadership of the committee.

Development Committee – next meeting TBD.

Transition Team – next meeting targeted for September/October.

Action Committee – nothing scheduled.

Capacity Building Services from Johnson Center – Noble emailed his proposal he had submitted for this service. The MRWA was awarded technical assistance to “include training and consulting on branding”.

Announcements – Mund reported that Noble will be retiring from the MRWA at the end of October.

- Noble added that he will be living in Arizona but is making himself available for some time into November if the Board desires. He will be moving the last week of November.
- Mund reported that the Executive Committee met the previous week to discuss this change. **Mund will email absent Board members about the change.**

The meeting adjourned at 6:33 pm into a closed session for further discussion on the process of replacement and transition time.

Next Meeting – the next meeting will be held on September 15 at 5:30 pm and will be a conference call.

Respectfully submitted,
Terry Stilson
Program Director