

**Muskegon River Watershed Assembly
Finance/Human Resources Committee Meeting
October 15, 2013
TrueNorth Community Services – Fremont**

MRWA Finance/HR Committee Chair, Kurt Ray, convened the meeting at 5:31 p.m. Those present were:

Kurt Ray, Finance/HR Committee Chair
Greg Mund, MRWA Chair
Ken Johnson, MRWA Treasurer

Don Henning, Member at Large
Gary Noble, Executive Director
Terry Stilson, Program Director

Agenda – no changes as presented.

Approval of Meeting Summary

Mund motioned to approve the September 9, 2013 meeting minutes with Johnson's support. Motion passed.

Old Business

Executive Director Performance Appraisals – Mund reported that he has several returned from Board members.

New Business

2013 Audit – Mund motioned to recommend an audit to the Board. Johnson supported the motion. Motion passed.

- **Stilson will check with the auditors about the additional steps that are needed for a single audit and send the information to Ray.**

2013 Partial Year Review of Section 125 Expenditures – Stilson distributed the Section 125 payroll deductions, payments, and election amounts as of September 9, 2013. Noble explained what the Section 125 program is.

2014 Draft Budget – both Status Quo and Sustainability draft budgets were distributed earlier via email. Stilson explained some of the line items.

- Ray asked that the benefits rate (currently 10%) be figured again. **Stilson will figure it.**
- Mund asked to check into the indirect rate (currently 15% on some grants) and look up the federal agency that sets these. **Stilson will check into it.**
- **The “Conferences and Development” budget lines will reflect \$3,500 in 2015 and 2016 for staff and board development.**
- **Noble will refigure the “Fundraiser Income” line in the Sustainability budget and give them to Stilson to insert in the budget.**
- Mund noted that the Sustainability budget is the goal but the Status Quo budget is probably reality.
- **Ray asked that a third page be added onto the Status Quo budget with the Potential Operational Income** (currently on the bottom of the second page).
- **Ray asked that an anticipated \$60,000 Wege Foundation commitment be added to the Status Quo budget for 2016 under Potential Operational Income.**

Mund motioned to send the adjusted draft budgets to the Board noting that salaries may need to be adjusted. Henning supported the motion. Motion passed.

Discussion was made about the fourth employee (Administrative Assistant/Development Marketing Assoc.) – whether it should be full-time, part-time, or two positions.

2014 Work Agreements – were distributed to the Committee. **Committee members will review and provide feedback to Ray.**

Fundraising Campaign Needs

Endowment Fund Solicitation Letter – last year's letter was distributed.

- Ray felt we need to solicit more MRWA donations instead of the endowment.
- **Stilson will send the letter electronically for Committee members to review and send comments to Noble and Stilson.**
- **Noble will share the letter with the Development Committee for their comments.**

Fund Development Training – Noble reported the person from the Big Rapids Hospital Foundation said she can no longer help (with providing training) like she originally thought. Noble has asked her to give him recommendations for other facilitators.

- **Noble will contact Libby Cherin (Development Committee Co-Chair) for ideas on training facilitators.**

The next meeting, if needed, will be set at the October 21 Board meeting.

The meeting adjourned to a closed session to discuss staff wage rates at 7:26 p.m.

Respectfully submitted,
Terry Stilson
Program Director