

***“Team Up for Clean Waters”***  
***Itasca Waters***  
***Quarterly Board Meeting***  
**Monday, October 21, 2019 4:00 pm**  
*J135, Itasca County Courthouse*

Board Members Present (quorum 8): Jan Best, Jesse Davis, Bill Grantges, Dave Lick, Shirley Loegering, Lynn Moratzka, Jan Sandberg, Brian Whittemore, Davin Tinquist, Kathy Cone, Bill Marshall,

Board Members Absent: Ben Benoit, Sandy Anderson (excused), Megan Christianson (excused), Pat Leistikow (excused), John Downing (excused),

Technical Board Members Present: Dan Steward, Andy Arens, Eric Raitanen,

Technical Board Members Absent: Dan Swenson

Staff: Zack Simpson

Guests:

*NOTE: it is important that when someone moves an expenditure that they specify what "bucket" the expenditure is coming from: Itasca Waters Operating, Bush Foundation, Shoreland Project (Blandin 2018 grant), We Are Water, Old Blandin (Youth Education)*

**1. Administrative Items**

- a. Agenda** distributed in advance of the meeting

*Motion to approve the agenda circulated before the meeting. (Shirley Loegering, Brian Whittemore) M/S/U*

- b. Minutes from Quarterly Board meeting July 15, 2019** (circulated in advance of the meeting

*Motion to approve the minutes from the Quarterly Board meeting July 15, 2019 (Davin Tinquist, Lynn Moratzka) M/S/U*

- c. Financial Reports** Attachments #1, 2, 3 (circulated in advance of the meeting)

Pat was unable to attend. Dave reported that the finances look good. We are underspending in some areas, a bit more to membership with its upcoming activities. Please review the financial documents sent earlier.

- d. Ratify Past Actions of the Executive Committee August – October 2019** Attachment #4 (circulated in advance of the meeting)

*Motion to approve the past actions of the Executive Committee August – October 2019 circulated before the meeting. (Brian Whittemore, Shirley Loegering) M/S/U*

- e. President’s Report** (report at meeting)

Dave gave a quick report. He is seeking ideas to move things forward. A new possibility is ICC Engineering: they want to partner with IW for projects for his engineering students, duration up to two years. However, they need an idea—Dave thought of willow waddle gadget, salt runoff, native plant root systems. Currently still seeking an idea—looking to Technical Board folks for ideas. When the lab closed, RMB left the equipment at ICC and Dave doesn’t want to sell the equipment at this time. Please, send Dave ideas.

The organization has momentum now and we need to look forward to our next projects. Current programs are going smoothly now. Membership is our opportunity to stress that we are a unique group. We all need to suggest names to Shirley for the upcoming membership mailing.

The Youth Water Summit planning is going well—45 presenters, looking for 50 with addition of Nashwauk-Keewatin students, Deer River will not attend again. The Advisor program is going well but Dave feels that people think the enforcement is a bit latent. We need more work to develop strategies to keep the advisors busy over the winter.

- f. Coordinator Report** (report at meeting)

Zack reported that September work wrapped up We are Water at the Reif Center, he continues to work on Youth Water Summit (note date change), and also on Shoreland Advisors (five visits completed, trying to firm up native

plant lists, keep advisors engaged). Google Suites/Drive is up and running—emails will be coming so directors can have access. He took training for Donor Snap (lots of options that we could use, syncs with Constant Contact).

**g. Restructuring Proposal:** Report from Propel Attachment #5

Amanda apologized for not being here tonight--she came last Friday by mistake.

Amanda mentioned best practices as part of restructuring, she is happy the presentation is to whole Board as it is the Board that needs to create the working group and bylaws change.

**i. Presentation:** Attachment #6 Background Memo

Jan S presented a brief PowerPoint outlining key details of the restructuring. A record of comments from Amanda and Directors at the full meeting and post meeting is included in Attachment #14.

*Motion to move forward with the restructuring work as described in the presentation and the background memo. (Jan Sandberg, Jesse Davis)*

*Motion to establish a 3-5 person committee to bring forward a description of specific changes, draft bylaw revisions, propose standing/special committees and begin work on the 2020 budget. (Jan Sandberg, Brian Whittemore) M/S/U*

## 2. Projects

**a. We are Water** (report at meeting)

**i.** Final report Attachment #11: see Final webinar with Brian and Jan:

<https://transcripts.gotomeeting.com/#/s/3ddc7beec4aa775efc530d4b407eac69c02da4c4f9c86d75f2f7be8030c21b18>

Brian included his final report. He agreed that there was more work than anticipated in part because of the partnership with Humanities. But it worked for our original goal to make Itasca Waters more visible. If something like this comes our way, we need to carefully develop a plan before we accept the project.

**ii. Radomski proposal** Attachment #10

*Motion to authorize up to \$450 for production of an up to 20-minute video featuring Paul Radomski focused on regional economics of water quality to be taken from the Blandin 2018 or Bush as best determined by the Treasurer. (Brian Whittemore, Jesse Davis) M/S/U*

During discussion, Bill G asked about viewership of currently produced videos and length. Dan Steward asked if it could be condensed further.

**b. Shoreland** (report at meeting)

See Dave's comments above.

**c. Bush Foundation Community Innovation Grant** (report at meeting)

**i.** UnTapped Engagement Report -- Attachment #7

Laura Connelly submitted a written report summarizing work from April through September including lessons learned. In response to a question at the Executive Committee meeting, Ed Zabinski provided a list of responses (Attachment #12) from the Pokegama Lake survey to the question "In what ways is the quality of our water (lakes, rivers and streams) important to you?" that they classified as "essence of life."

## 3. Committee Reports

**a. Membership & Fundraising Ideas** Attachment #8 & #9

Shirley said we should watch for emails.

## 4. Other

**a. Collaboration with SWCD** – Andy Arens

Andy distributed a handout of current and planned programs—Attachment #13. We need better communication between IW and SWCD. Andy said they are entirely grant funded with state and county money.

Dave asked for Andy's thoughts on how to keep the shoreland advisors active over the winter. Davin pointed out that the communication is not as good as needed and there was some confusion about the advisor program. Brian noted the Radomski idea for state funding for prevention. Bill G reminded the group that IW started the AIS

program and he has concerns that it is being marginalized and we need to be more collaborative. Dave—we may try to put together a GPLA meeting that would include Andy.

**b. Date for January Quarterly Meeting:**

The third Monday in January is Martin Luther King Day. Postpone to January 27? Future schedule depends on support or not for restructuring (every other month for Board?)

Consensus to move the January meeting to the 27<sup>th</sup> We will schedule future meetings after the beginning of the year.

**c. Office Printer and Wi-fi Access**

Zack discussed several options, and it was suggested that we ask Blandin if they would add wi-fi to their meeting room.

*Motion to allocate up to \$350 for a new printer/copier/scanner to be taken from operating funds. (Dave Lick, Lynn Moratzka) M/S/U*

**d. Policy for Keeping Audio Files**

We currently record most meetings to help make the minutes more accurate, although any director is free to listen to the online recording. How long do we need to keep the very large files?

*Defer to January*

**e. Policy for Facebook Links**

We have one request from an educational institution unrelated to Itasca Waters to link to our website and another to promote a WaterLegacy event.

[https://waterlegacy.org/action\\_alert/dont-let-mpca-strip-water-pollution-protections-from-the-dark-river-trout-stream/?eType=EmailBlastContent&eld=6e79e183-4f0d-4ce9-909c-75d7bdb55edb](https://waterlegacy.org/action_alert/dont-let-mpca-strip-water-pollution-protections-from-the-dark-river-trout-stream/?eType=EmailBlastContent&eld=6e79e183-4f0d-4ce9-909c-75d7bdb55edb)

Currently we have no policy to guide a response to such requests.

*Defer to January*

**Upcoming Events**

**2019 Meetings**

Upcoming Events:

May 21, 2020

Youth Water Summit, Itasca County Fairgrounds

Quarterly Board meetings are held at 4 pm in J135, Itasca County Courthouse except as noted. In 2020, meetings may shift to every other month.

Executive Committee meetings are the second Thursday at 4:30 pm at the Central Square Mall meeting room. Agendas and minutes are distributed to all Board members and all Board members are invited to attend the Executive Committee meetings. In 2020, the meeting schedule is likely to change.

Occasionally meetings must be changed but a notice will be emailed in advance. All meetings are posted in Google calendar—please contact Jan Sandberg for access.

Upcoming Executive Committee meetings for 2019 are: November 14, December 12

**ATTACHMENT #1**

Itasca Waters							
<b>September Summary</b>	<b>2019</b>						
Fiscal Year ending 12/31/2019						Youth Education	
October 9, 2019						Summit	
	IWLP		Bush	Shoreland		Blandin	
	Operating	Memorials	Foundation	Project	WE ARE WATER	IWLP Operating	Total
<b>Revenue</b>							
<b>Beginning Balance 01/01/2019</b>	<b>58,294.68</b>	<b>1,896.36</b>	<b>-</b>	<b>34,061.71</b>	<b>(1,417.09)</b>	<b>17,068.89</b>	<b>109,904.55</b>
Memberships and Donations	2,195.00						2,195.00
Bush Grant			114,040.00				114,040.00
Blandin Grants				50,000.00			50,000.00
Minnesota Hummanities Grant					5,222.50		5,222.50
Memorials							-
Interest and Dividends	303.80					107.52	411.32
Gain(loss) on sale							
Administrative fee							-
Miscellaneous							-
<b>Subtotal Revenue FY 2019</b>	<b>2,498.80</b>	<b>-</b>	<b>114,040.00</b>	<b>50,000.00</b>	<b>5,222.50</b>	<b>107.52</b>	<b>171,868.82</b>
<b>Available Cash Revenue FY 2019</b>	<b>\$ 60,793.48</b>	<b>\$ 1,896.36</b>	<b>\$ 114,040.00</b>	<b>\$ 84,061.71</b>	<b>\$ 3,805.41</b>	<b>\$ 17,176.41</b>	<b>\$ 281,773.37</b>
<b>Expenditures</b>							
Contracted Services	140.00		9,421.33	3,362.33	3,208.25	631.42	16,763.33
Salaries and Wages				9,923.25	2,118.59		12,041.84
Employer paid benefits	20.00			738.69	182.51		941.20
Board Development			226.17				226.17
Telephone	275.49						275.49
Accounting Fees	1,516.65						1,516.65
Dues and Memberships	400.00						400.00
Grant Administration Fee							-
Insurance	1,333.00						1,333.00
Interest and fees							-
Mileage and Travel					955.00		955.00
Registration Conferences							-
Postage	55.00			32.80		55.00	142.80
Education							-
Program Supplies	84.20				1,372.78	2,431.00	3,887.98
Office Supplies	159.99			403.98			563.97
Promotion	500.00			2,092.81	873.49		3,466.30
Membership Drive	1,152.32						1,152.32
Reimbursement Other							-
Rental and Storage				2,079.00		500.00	2,579.00
Repair and Maintenance							-
Printing				55.57	757.48	197.27	1,010.32
Website	348.76			640.75			989.51
<b>Subtotal Expenditures FY 2019</b>	<b>\$ 5,985.41</b>	<b>\$ -</b>	<b>\$ 9,647.50</b>	<b>\$ 19,329.18</b>	<b>\$ 9,468.10</b>	<b>\$ 3,814.69</b>	<b>\$ 48,244.88</b>
<b>Ending Cash balance 09/30/2019</b>	<b>\$ 54,808.07</b>	<b>\$ 1,896.36</b>	<b>\$ 104,392.50</b>	<b>\$ 64,732.53</b>	<b>\$ (5,662.69)</b>	<b>\$ 13,361.72</b>	<b>\$ 233,528.49</b>
Checking							73,653.45
<b>Payroll timing differences</b>							(291.50)
Savings							159,834.05
Edward Jones							332.49
<b>Total Cash Balance 09/30/2019</b>							<b>\$ 233,528.49</b>

Itasca Water Legacy Partnership				ATTACHMENT #2				Youth		
Detail Fiscal Year 2019								Summit		
		October 10, 2019		IWLP	IWLP	Bush	Blandin	WE ARE	Blandin	
				Operating	Memorial	Foundation	Shoreland	WATER	IWLP	
<b>Beginning Balances 01/01/2019</b>				<b>58,294.68</b>	<b>1,896.36</b>		<b>34,061.71</b>	<b>(1,417.09)</b>	<b>17,068.89</b>	<b>109,904.55</b>
Check #	Date	Name	Amount							
2204	1/2/2019	Card Service Center	648.10	648.10						648.10
2205	1/2/2019	AT&T Mobility	146.47	146.47						146.47
ACH	1/2/2019	Donor Snap on line giving	15.00	15.00						15.00
2206	1/8/2019	GR Area Community Foundation	250.00				250.00			250.00
2207	1/14/2019	KirkGilbertson CPA	130.60	130.60						130.60
2208	1/15/2019	Carissa Anderson	763.58				763.58			763.58
ACH	1/15/2019	Withholding	69.75				69.75			69.75
2210	1/21/2019	ICTV	250.00	250.00						250.00
2209	1/31/2019	Carissa Anderson	763.58				763.58			763.58
2211	1/31/2019	Central Square Mall	231.00				231.00			231.00
ACH	1/31/2019	Withholding	70.75				70.75			70.75
ACH	2/4/2019	Donor Snap on line giving	15.94	15.94						15.94
2212	2/6/2019	Timberlake Lodge	175.00			175.00				175.00
2213	2/6/2019	AT&T Mobility	145.28	145.28						145.28
2214	2/12/2019	KirkGilbertson CPA	354.60	354.60						354.60
2215	2/15/2019	Carissa Anderson	761.58				761.58			761.58
ACH	2/15/2019	Withholding	70.75				70.75			70.75
2216	2/24/2019	Itasca County	500.00						500.00	500.00
2217	2/28/2019	Carissa Anderson	762.58				762.58			762.58
2218	2/28/2019	Central Square Mall	231.00				231.00			231.00
ACH	2/28/2019	Withholding	70.75				70.75			70.75
ACH	3/4/2019	Donor Snap on line giving	15.00	15.00						15.00
2220	3/5/2019	Card Service Center	21.26				21.26			21.26
2426	3/6/2019	ForestLakeRestaurant	200.00				200.00			200.00
2219	3/8/2019	AT&T Mobility	140.57	140.57						140.57
2222	3/22/2019	KirkGilbertson CPA	105.60	105.60						105.60
2223	3/27/2019	Carissa Anderson	204.44				204.44			204.44
	3/27/2019	Withholding	16.94				16.94			16.94
2225	3/29/2019	Minnesota Lakes and Rivers	150.00	150.00						150.00
2227	3/29/2019	Itasca SWCD	500.00	500.00						500.00
2224	3/31/2019	Post Office	100.00	100.00						100.00
2226	3/31/2019	Central Square Mall	231.00				231.00			231.00
	4/2/2019	Donor Snap on line giving	20.38	20.38						20.38
2228	4/5/2019	AT&T Mobility	140.13	140.13						140.13
2229	4/11/2019	kirkGilbertson CPA	171.45	171.45						171.45
2230	4/23/2019	Jan Sandberg	120.28	7.48			112.80			120.28
2231	4/23/2019	Creative North Graphic Design	140.00	140.00						140.00
2232	4/23/2019	Two Rivers Video	587.81				587.81			587.81
2233	4/26/2019	Superior Point	299.00	299.00						299.00
2234	4/28/2019	Card Service Center	50.00				50.00			50.00
2235	4/30/2019	Central Square Mall	231.00				231.00			231.00
2236	4/30/2019	AT&T Mobility	140.40	140.40						140.40
2237	4/30/2019	University of Minnesota	3,362.33				3,362.33			3,362.33
2238	4/30/2019	Zachary Simpson	142.07				142.07			142.07
2239	4/30/2019	unTapped Inc	1,410.00			1,410.00				1,410.00
	4/30/2019	Withholding	11.77				11.77			11.77
ACH	5/2/2019	Donor Snap on line giving	40.00	40.00						40.00
2240	5/13/2019	KirkGilbertson CPA	105.60	105.60						105.60
2241	5/15/2019	Zachary Simpson	687.58				687.58			687.58
	5/15/2019	Withholding	145.75				145.75			145.75
2242	5/21/2019	ISD# 318 GRHS	2,431.00						2,431.00	2,431.00
2243	5/30/2019	Rapids Printing	44.89	44.89						44.89
2244	5/30/2019	Mary Shideler	200.00					200.00		200.00
2245	5/30/2019	Let's Go Fishing	150.00					150.00		150.00
2246	5/30/2019	Jan Sandberg	22.44	7.48			7.48	7.48		22.44
2247	5/30/2019	Sammy's Pizza	286.23					286.23		286.23
2248	5/30/2019	Super One	162.09					162.09		162.09
2249	5/30/2019	David Lick	102.04	84.20				17.84		102.04
2252	5/30/2019	John Latimer	200.00					200.00		200.00
2253	5/30/2019	Herald Review	375.00					375.00		375.00
2250	5/31/2019	Zachary Simpson	687.58				687.58			687.58
2251	5/31/2019	Central Square Mall	231.00				231.00			231.00
2254	5/31/2019	Card Service Center	316.78	316.78						316.78

Itasca Water Legacy Partnership									Youth	
Detail Fiscal Year 2019									Summit	
		October 10, 2019		IWLP	IWLP	Bush	Blandin	WE ARE	Blandin	
				Operating	Memorial	Foundation	Shoreland	WATER	IWLP	
	5/31/2019	Withholding	145.75				145.75			145.75
	6/3/2019	Donor Snap on line giving	40.00	40.00						40.00
2255	6/4/2019	unTapped Inc	2,445.00			2,445.00				2,445.00
2256	6/4/2019	Derek Fox	66.39					66.39		66.39
2257	6/4/2019	AT&T Mobility	140.40	140.40						140.40
2258	6/4/2019	Barb's Korner Kitchen LLC	558.25					558.25		558.25
2259	6/6/2019	Terry Barth Design LLC	431.25				431.25			431.25
2260	6/6/2019	Timberlake Lodge	141.33			141.33				141.33
2261	6/13/2019	CAN Surety	187.00	187.00						187.00
2262	6/13/2019	Rapids Printing	187.03	187.03						187.03
2263	6/14/2019	Zachary Simpson	687.58					687.58		687.58
	6/14/2019	Withholding	145.75				92.21	53.54		145.75
2264	6/18/2019	KirkGilbertson CPA	279.20	279.20						279.20
2265	6/28/2019	Zachary Simpson	687.58				687.58			687.58
	6/28/2019	Withholding	145.75				145.75			145.75
2266	6/30/2019	Jean Kindom Design	72.25				72.25			72.25
2267	6/30/2019	Jake Anderson	100.00						100.00	100.00
2268	6/30/2019	Rachel Randle	100.00						100.00	100.00
2269	6/30/2019	John Schroeder	100.00						100.00	100.00
2270	6/30/2019	Central Square Mall	231.00				231.00			231.00
2271	6/30/2019	David Lick	55.00						55.00	55.00
	7/2/2019	Donor Snap on line giving	15.00	15.00						15.00
2272	7/5/2019	USPS	55.00	55.00						55.00
2273	7/8/2019	ISD# 316	210.00						210.00	210.00
2274	7/8/2019	ISD# 318	318.69						318.69	318.69
2275	7/8/2019	KirkGilbertson CPA	184.80	184.80						184.80
2276	7/8/2019	AT&T Mobility	140.40	140.40						140.40
2277	7/8/2019	unTapped Inc	1,830.00			1,830.00				1,830.00
2278	7/8/2019	Card Service Center	175.70				157.45	18.25		175.70
2279	7/8/2019	University of Minnesota	3,805.00					3,805.00		3,805.00
2280	7/15/2019	Zachary Simpson	687.58				143.77	543.81		687.58
	7/15/2019	Withholding	145.75				145.75			145.75
2283	7/30/2019	Rapids Printing	48.09					48.09		48.09
2281	7/31/2019	Zachary Simpson	687.58				687.58			687.58
2282	7/31/2019	Central Square Mall	231.00				231.00			231.00
	7/31/2019	Withholding	145.75				145.75			145.75
	8/2/2019	Donor Snap on line giving	15.00	15.00						15.00
2284	8/7/2019	Brewed Awakings	300.00					300.00		300.00
2285	8/7/2019	Rapids Printing	323.83				48.09	275.74		323.83
2286	8/7/2019	Card Service Center	36.22					36.22		36.22
2287	8/7/2019	AT&T Mobility	140.87	140.87						140.87
2288	8/7/2019	unTapped Inc	1,305.00			1,305.00				1,305.00
2289	8/15/2019	Zachary Simpson	687.58				546.02	141.56		687.58
2290	8/15/2019	Sandy Anderson	176.34					176.34		176.34
2291	8/15/2019	Brian Whittemore	159.99	159.99						159.99
	8/15/2019	Withholding	145.75				145.75			145.75
2292	8/22/2019	KirkGilbertson CPA	184.80	184.80						184.80
2293	8/30/2019	Zachary Simpson	687.58				687.58			687.58
	8/30/2019	Withholding	145.75				145.75			145.75
2294	8/31/2019	Central Square Mall	231.00				231.00			231.00
2295	8/31/2019	Bob Conzemius	100.00			100.00				100.00
	9/3/2019	Donor Snap on line giving	15.00	15.00						15.00
2296	9/5/2019	Card Service Center	629.35				145.27	484.08		629.35
2297	9/5/2019	unTapped Inc	2,190.00			2,190.00				2,190.00
2298	9/9/2019	AT&T Mobility	140.87	140.87						140.87
2299	9/9/2019	Lamke Publishing	1,005.00				1,005.00			1,005.00
2300	9/10/2019	Terry Barth Design LLC	137.35				137.35			137.35
2301	9/12/2019	David Lick	51.17			51.17				51.17
2302	9/13/2019	Zachary Simpson	687.58				45.58	642.00		687.58
	9/13/2019	Withholding	145.75				145.65	0.10		145.75
2303	9/25/2019	VOID	-	-						-
2304	9/25/2019	GIS of Northern MN	900.00	900.00						900.00
2305	9/30/2019	Zachary Simpson	687.58				637.58	50.00		687.58
2306	9/30/2019	Central Square Mall	231.00				231.00			231.00
	9/30/2019	Withholding	145.75				145.75			145.75
2221		VOID	-							-

Itasca Water Legacy Partnership									Youth	
Detail Fiscal Year 2019									Summit	
		<b>October 10, 2019</b>		IWLP	IWLP	Bush	Blandin	WE ARE	Blandin	
			Operating	Memorial	Foundation	Shoreland		WATER	IWLP	
		Employer Unemployment	20.00	20.00						20.00
		Employer FICA share	921.20				738.69	182.51		921.20
										-
<b>Total Expenditures</b>			<b>49,299.88</b>	<b>7,040.31</b>	<b>-</b>	<b>9,647.50</b>	<b>19,329.28</b>	<b>9,468.10</b>	<b>3,814.69</b>	<b>49,299.88</b>
Receipts										
	1/5/2019	Memberships	75.00	75.00						75.00
	1/11/2019	Memberships	130.00	130.00						130.00
	1/11/2019	Memberships on line	2.00	2.00						2.00
	1/22/2019	Memberships	20.00	20.00						20.00
	1/24/2019	Western National Refund	5.00	5.00						5.00
	1/24/2019	Memberships	200.00	200.00						200.00
	1/28/2019	Cash Donation	10.00	10.00						10.00
	1/28/2019	Memberships	70.00	70.00						70.00
	1/28/2019	Wabana Chain	100.00	100.00						100.00
	1/31/2019	Interest	27.76						27.76	27.76
	2/12/2019	Memberships	100.00	100.00						100.00
	2/14/2019	Memberships	160.00	160.00						160.00
	2/20/2019	Memberships	180.00	180.00						180.00
	2/20/2019	Donation Blandin Match	200.00	200.00						200.00
	2/28/2019	Interest	25.08						25.08	25.08
	3/4/2019	Donor Snap on line giving	71.00	71.00						71.00
	3/6/2019	Memberships	110.00	110.00						110.00
	3/8/2019	Donor Snap on line giving	119.00	119.00						119.00
	3/11/2019	Memberships	30.00	30.00						30.00
	3/26/2019	Memberships	80.00	80.00						80.00
	3/31/2019	Interest	27.78						27.78	27.78
	04/01/219	Membership	80.00	80.00						80.00
	4/5/2019	Bush Grant	114,040.00			114,040.00				114,040.00
	4/30/2019	Interest	26.90						26.90	26.90
	4/30/2019	Dividend	1.38	1.38						1.38
	5/10/2019	Membership Visit GR	100.00	100.00						100.00
	5/14/2019	Blandin Foundation	50,000.00				50,000.00			50,000.00
	5/31/2019	Interest	29.32	29.32						29.32
	6/27/2019	DonorSnap refund online	50.00	50.00						50.00
	6/30/2019	Interest	72.13	72.13						72.13
	6/30/2019	Dividend	1.38	1.38						1.38
	7/8/2019	Membership	50.00	50.00						50.00
	7/8/2019	AT&T refund of deposit	1,000.00	1,000.00						1,000.00
	7/8/2019	Superior insurance refund	48.00	48.00						48.00
	7/19/2019	Membership	100.00	100.00						100.00
	7/31/2019	Interest	74.57	74.57						74.57
	8/12/2019	Membership	100.00	100.00						100.00
	8/19/2019	Membership	30.00	30.00						30.00
	8/19/2019	MN Humanities	1,000.00					1,000.00		1,000.00
	8/31/2019	Interest	70.03	70.03						70.03
	9/5/2019	Membership	30.00	30.00						30.00
	9/30/2019	MN Humanities	4,222.50					4,222.50		4,222.50
	9/30/2019	Interest	53.41	53.41						53.41
	9/30/2019	Dividend	1.38	1.38						1.38
			0.20	0.10			0.10			0.20
<b>Total Receipts</b>			<b>172,923.82</b>	<b>3,553.70</b>	<b>-</b>	<b>114,040.00</b>	<b>50,000.10</b>	<b>5,222.50</b>	<b>107.52</b>	<b>172,923.82</b>
<b>Current Balance</b>			<b>233,528.49</b>	<b>54,808.07</b>	<b>1,896.36</b>	<b>104,392.50</b>	<b>64,732.53</b>	<b>(5,662.69)</b>	<b>13,361.72</b>	<b>233,528.49</b>

2019 Budget														
Budget Summary														
September 30, 2019														
	Actual 2018	Budget 2019	Actual 2019	Actual 2018	Budget 2019	Actual 2019	Actual 2018	Budget 2019	Actual 2019	Actual 2018	Budget 2019	Actual 2019	Budget 2019	Actual 2019
	Adjusted 9-1-19													
ATTACHMENT #3	Itasca Waters Operating			Blandin Old - Youth Summit			Blandin New - Shoreland			We Are Water			Bush Foundation	
<b>Revenues</b>														
Memberships and Donations	6,241.28	7,000.00	2,195.00											
Misc Grants	974.02	1,000.00					1,200.00				10,000.00	5,222.50		
Private Grants							60,000.00	50,000.00	50,000.00				114,040.00	114,040.00
Memorials	75.00	400.00												
Edward Jones stock donation	328.35													
Edward Jones Sale	(508.75)													
Interest and Dividends	35.80	30.00	303.80	234.63	100.00	107.52								
Administrative fee	-	3,000.00												
Miscellaneous	(5.48)													
<b>Total Revenue</b>	<b>7,140.22</b>	<b>11,430.00</b>	<b>2,498.80</b>	<b>234.63</b>	<b>100.00</b>	<b>107.52</b>	<b>61,200.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>	<b>10,000.00</b>	<b>5,222.50</b>	<b>114,040.00</b>	<b>114,040.00</b>
<b>Expenditures</b>														
Contracted Services	2,000.00	500.00	140.00	815.44	1,700.00	631.42	4,375.00	10,000.00	3,362.33			3208.25	87,000.00	9,421.33
Board Development													7,000.00	226.17
Salaries and Wages							7,782.06	20,000.00	9,923.25	1,384.57	4,583.00	2,118.59		
Employer paid benefits	8.00	20.00	20.00				541.23	2,386.00	738.69	32.52		182.51		
Telephone	2,074.03	1,528.00	275.49											
Accounting Fees	2,698.10	2,700.00	1,516.65											
Dues and Memberships	1,670.00	1,500.00	400.00											
Equipment														
Fuel and Oil														
Grant Administration Fee							-	3,000.00						
Insurance	2,785.00	3,000.00	1,333.00											
Interest and bank fees	48.24	25.00												
Mileage and Travel							27.24	1,000.00				955.00	540.00	
Registration Conferences														
Postage	143.98	150.00	55.00	50.00	100.00	55.00	410.00	500.00	32.80					
Program Supplies	288.31	300.00	84.20	2,959.89	3,200.00	2,431.00	455.00	5,000.00			4,000.00	1,372.78	3,500.00	
Promotion	383.49	900.00	500.00	472.56	500.00		3,017.03	5,000.00	2,092.81			873.49	11,000.00	
Membership Drive	1,193.42	1,700.00	1,152.32											
Rental and Storage		2,158.00		500.00	500.00	500.00	1,386.00	614.00	2,079.00				5,000.00	
Repair and Maintenance														
Office Supplies	255.29	300.00	159.99				2,335.23		403.98					
Printing	46.49	100.00				197.27	6,013.75	1,000.00	55.57			757.48		
Website	71.96	1,000.00	348.76	4,149.75			2,295.75	1,500.00	640.75					
<b>Total Expenditures</b>	<b>13,666.31</b>	<b>15,881.00</b>	<b>5,985.41</b>	<b>8,947.64</b>	<b>6,000.00</b>	<b>3,814.69</b>	<b>28,638.29</b>	<b>50,000.00</b>	<b>19,329.18</b>	<b>1,417.09</b>	<b>8,583.00</b>	<b>9,468.10</b>	<b>114,040.00</b>	<b>9,647.50</b>
<b>Revenues over(under) Expenditures</b>	<b>(6,526.09)</b>	<b>(4,451.00)</b>	<b>(3,486.61)</b>											



## ATTACHMENT #4

### Summary of Past Executive Committee Actions—August 2019 – October 2019

Administrative items such as the approval of agenda, consent agenda, minutes and financial reports are not included. Full minutes and attachments are sent to all Board members after each Executive Committee meeting.

#### August 2019

*Motion to approve \$176.34 for stickers. (Dave Lick, Brian Whittemore) M/S/U*

*Motion to approve \$159.99 for to reimburse Brian Whittemore device to facilitate members phoning in to meetings to come out of IW operating. (Shirley Loegering, Dave Lick) M/S/U*

#### September 2019

*Motion to approve the reallocation of funds within the budget from Rental Storage to Promotion, Membership Drive and Office Supplies as discussed. (Dave Lick, Jesse Davis) M/S/U*

*Motion to approve \$51.17 for copies of materials from the Propel training to be taken from the Bush grant. (Pat Leistikow, Brian Whittemore) M/S/U*

#### October 2019

*Motion to approve \$6,000 from the old Blandin for the 2020 Youth Water Summit. (Dave Lick, Pat Leistikow) M/S/U*

*Motion to allocate \$550 three spots a week on KAXE to come from the Operating Fund. (Brian Whittemore, Jesse Davis)*

## ATTACHMENT #5

Itasca Waters Legacy Partnership  
Training Options & Board Structures  
September 2019

### Trainings for Consideration

#### **What's My Role as a Nonprofit Board Member?**

September 25, 12pm-1pm  
Online Webinar  
Free

#### **Fundamentals of Nonprofit Finance-Hackensack**

October 29, 4:30pm-8pm  
Register Online/Training in Person

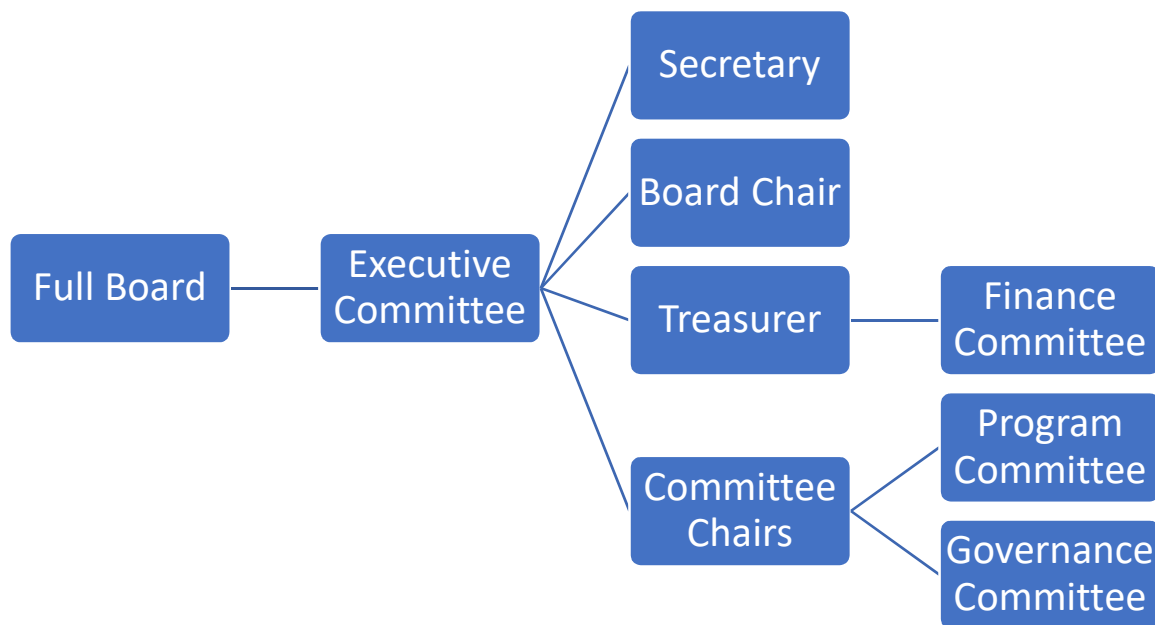
#### **Where Does Governance Stop and Management Begin?**

December 18, 12pm-1pm  
Online Webinar

Find the entire list of upcoming trainings here: <https://www.propelnonprofits.org/upcoming-trainings/>

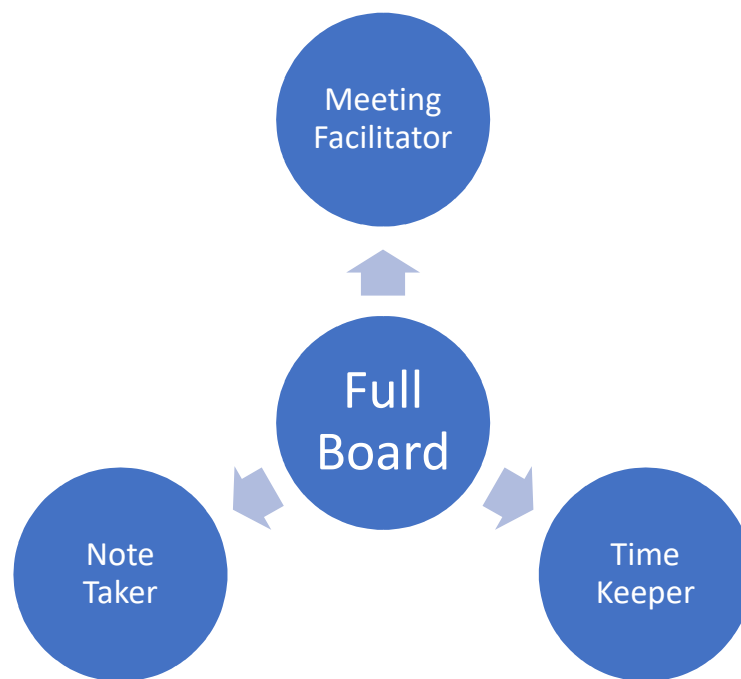
## Traditional Committee Structure

This is the most similar to your current structure but highlights the 3 crucial committees and defines the Executive Committee as a committee of chairs, versus the current configuration. You may find that most people would be interested in serving on the Program Committee. Depending on your bylaws, committee members do not necessarily need to be board members, which means that people could continue to participate in the part they are most drawn to without signing on to be part of the actual governing board.



## Rotating Governance Leadership + Advisory

This is the most fluid structure. It requires a significant reduction of board members (5-6 maximum). At the beginning of each meeting the entire group decides who will fill the three roles: facilitator, note taker and time keeper. This would be best paired with an Advisory Committee of 15-20 that met less frequently. Current board members could transfer to an advisory. The governance committee may meet bi-monthly while the advisory would meet only as needed (perhaps quarterly).



## Split Roles Structure (Governance/Advisory/Program Volunteer)

This structure would allow the most flexibility for participation. The Governance Board would consist of a smaller amount of people focused on the governance of the organization (5-8 maximum). The Advisory would be a larger group of people who are interested in assisting the board in determining programming, but who are less interested in governance (12-15). The volunteer group would consist of at least 1 Governance Member, 1 Advisory Member and necessary volunteers to complete a project.



## Summary

In any of these structures, the key piece will be to create a smaller group that is focused on governance specifically, while allowing input from others either as the full board or as an advisory. It is my observation that most board members currently are eager to use their expertise to execute programmatic elements, but are less interested in the actual governance of the organization. Any structure you decide on should enable you to have a small group focused on governance, a way for experts and people who are passionate to give input and a way to determine projects and manage volunteers.

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MEMORANDUM

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**TO:** ITASCA WATERS BOARD OF DIRECTORS AND TECHNICAL ADVISORY BOARD

**FROM:** JAN SANDBERG

**SUBJECT:** RESTRUCTURING ITASCA WATERS

**DATE:** OCTOBER 13, 2019

**CC:** ZACK SIMPSON, ITASCA WATERS COORDINATOR

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Over the past year, a number of us have become frustrated with Itasca Waters operation—reliance on a few volunteers risking burnout, too many spur of the moment decisions, lack of a clear committee structure to support projects, too much work done by the Executive Committee that should be the responsibility of committees and the full Board, and occasional inefficient meeting operation. In order to improve our operation, please consider the following proposal.

If there is support for this proposal, we should move forward to budget preparation (required for the January meeting) and revised bylaws and then begin operating under the new structure.

**RESTRUCTURING PROPOSAL**

The proposal focuses on six areas: Executive Committee structure and function; budget structure and preparation; committees; Board of Directors; meeting operation; and identifying new projects.

**1. Executive Committee**

**a. Structure**

The streamlined Executive Committee would include only four officers: President, Vice-President, Treasurer, Secretary. The Executive Committee could set up committees and subcommittees that might include non-Board members as we allow now.

**b. Meeting Frequency**

While there could be monthly meetings, I anticipate that routine reviews and similar could be handled by electronic communication.

**c. Function**

The role of the Executive Committee would include (at least) four functions:

**i. Staff**

The Exec Committee would be responsible for overseeing the coordinator—I recommend the appointment of one person to fill this role. That person could be a Board member not on the Executive Committee.

**ii. Project Tracking**

Committees have responsibility to follow the workplan set at the beginning of committee work and approved by the Board. However, the Executive Committee could perform a tracking function to ensure that work is accomplished according to the committee's own schedule. This would be similar to, but probably more sophisticated, than the simple spreadsheet currently used by the Secretary to track activities raised at Executive Committee meetings.

**iii. Financial Tracking**

Working with the Treasurer, the Executive Committee would help track committee expenditures, helping ensure that accounts are not overspent and expenditures are consistent with the Board-approved workplan.

**iv. Emergency Approvals**

In the event that a decision **MUST** be made between Board meetings (and addresses an expenditure that is not included in committee or organization budgets), the Executive Committee should convene to discuss and approve/disapprove. Any formal actions would need to be ratified by the full Board at the next meeting.

**v. Prepare agenda for Quarterly Board meetings**

The Secretary or designee would solicit items from committees including committee reports and draft an agenda for Executive Committee approval a week in advance of the meeting.

**d. Specific Officer Responsibilities**

Many of the responsibilities would be the same and as a first cut, I have pulled in some language from our current bylaws. I suggest we drop the role of the Finance Committee Chair (which was added for personnel reasons a few years ago) and recognize the role of the Coordinator. This language needs to be researched and reworked. In particular, it might be helpful to identify a person to facilitate Board and Executive Committee meetings, either in advance or at the specific meeting.

**i. President**

The President shall sign, or counter sign all certificates, contracts, proposals and other instruments of IWLP as authorized by IWLP, shall make reports to the Board, and shall perform all such other duties as are incident to the office or are properly required of the officer by IWLP.

**ii. Vice-President**

In the absence of the President the Vice President shall exercise the functions of the President. In the event of death, resignation, or incapacity of the President, the Vice President shall become the President for the un-expired portion of the term.

**iii. Treasurer**

The Treasurer will have charge of the IWLP books and accounts, shall ensure that a budget is prepared each year for Board approval, and perform other such duties incident to this office.

#### **iv. Secretary**

The Secretary shall issue notice for all meetings, except notice for special meetings as provided herein, shall keep minutes of all meetings, shall maintain an accurate list of board members, and shall make such reports and perform other such duties incident to this office.

### **2. Budget**

The goal is to identify appropriate funding by broad category (for example, supplies, public relations) for each of the committees at the beginning of the fiscal year, in sufficient detail to minimize the need for frequent revision or individual requests to the Board or Executive Committee.

The first year would be a challenge. However, with the end of We are Water this might be a good time.

Most committees would anticipate spending money during the year. Budgeting in advance would allow a committee (making decisions as a group) to expend funds, within the limits of the budget, without additional Board or Executive Committee approval. Committees could be given authority to transfer funds with the approval of the Treasurer/Executive Committee?—some funding sources have restrictions that would need to be monitored.

Requests for additional funding beyond the budget would require (preferably) Board approval but in the case of a true emergency perhaps Executive Committee approval. There might be a requirement that expenditures within budget but over a certain limit, e.g. \$1,000, would require Treasurer or Executive Committee review.

### **3. Committees**

#### **a. Standing Committees**

##### **i. Finance & Budget:**

Be responsible for setting up a budget structure and allocating dollars to budget categories for approval by the Board at its January meeting. The chair could be the Treasurer or ?

##### **ii. Education Committee**

Oversee the Youth Water Summit, any new adult summits and any projects that are primarily educational, likely with separate project sub-committees. It could work with other committees on some projects such as the Septic Secrets Seminar although this might better fit under another committee.

Consider if this better fits under Special Committees because the individual pieces have a defined time.

##### **iii. Membership and Fundraising Committee**

The committee focus would be similar to current work.

##### **iv. Annual Report**

While I am happy to work on this on my own, I think this project is appropriate for a committee.

##### **v. Others?**



**b. Special Committees**—organized for short-term tasks or projects

**i. Shoreland Advisor Project**

The committee would have oversight of all activities and expenditures as budgeted.

**ii. Bush Project?** Given its contractual nature, perhaps leave with the Executive Committee.

**iii. Strategic Planning**

We need to get back to the work started years ago by John Zimmerman and more recently by Tim Scherkenbach. Our strategic plan should guide our search for projects and grants.

**c. Committee Membership and Operation**

**i. Membership**

Current Bylaws language: The Board may appoint non-directors to any committee, except for the Executive Committee, which must be comprised of directors. Subcommittees may also include non-directors. Such non-director members are considered directors for the purposes of conduct, conflict of interest and indemnification.

I believe committees must have at least three members. I am undecided whether the committee should elect its own chair or if the Board should appoint all chairs.

**ii. Operation**

Committees will prepare a workplan, including a schedule, and budget for Board approval. Committees should set their own meetings, can participate in meetings by phone and conduct email votes subject to requirements in the Bylaws.

**4. Board of Directors**

**a. Responsibilities of the Board and Directors**

- i. Approve the annual budget, which allocates funds to various committee accounts
- ii. Participate on at least one committee
- iii. Review and approve committee reports
- iv. Approve moving forward on any new projects and modifying the budget to accommodate those projects
- v. Approve committee workplans
- vi. Participate in (strategic) planning
- vii. Help identify potential new resources, including projects, partnerships and potential Board members.

**b. Meeting Frequency**

For the first year, the full Board would meet every other month, likely January, March, May, July, September, November. The additional meetings are needed to

ensure the work of the organization can proceed in a timely fashion and gain experience with the new committee requirements.

## **5. Meeting Operation**

- a. Identify a facilitator to lead each Board meeting at the meeting or in January.
- b. Consider use of a timed agenda as a way to shorten meetings.
- c. Drop the use of the current consent agenda at Executive Committee meetings. A consent agenda is typically used for routine items that do not require Board discussion, but for the first year this may not be the best strategy.
- d. Develop a strategy to engage Board members and encourage participation at meetings. This might be a project in itself.
- e. Require written reports—at least bullet points—from each committee including the Executive Committee. Reports would be required for submission to the Secretary who would circulate to the Board several days in advance of each meeting.

## **6. New Projects**

The New Project Idea Squad (not sure about the title) will bring together a group of Directors and non-Directors whose role is to develop ideas for new projects and possibly grants.

While all Board members are encouraged to research possible new projects consistent with Itasca Water's mission, Board action in advance of application or commitment would be needed. This will require considerable discipline and anticipation months in advance of application.

Before the Board would entertain a new project, the proposer (which could be a committee) would need to prepare a formal proposal for the Board. The form would detail committee assignment (including the need for a new special committee), timeline, budget, need for outside resources, and similar.

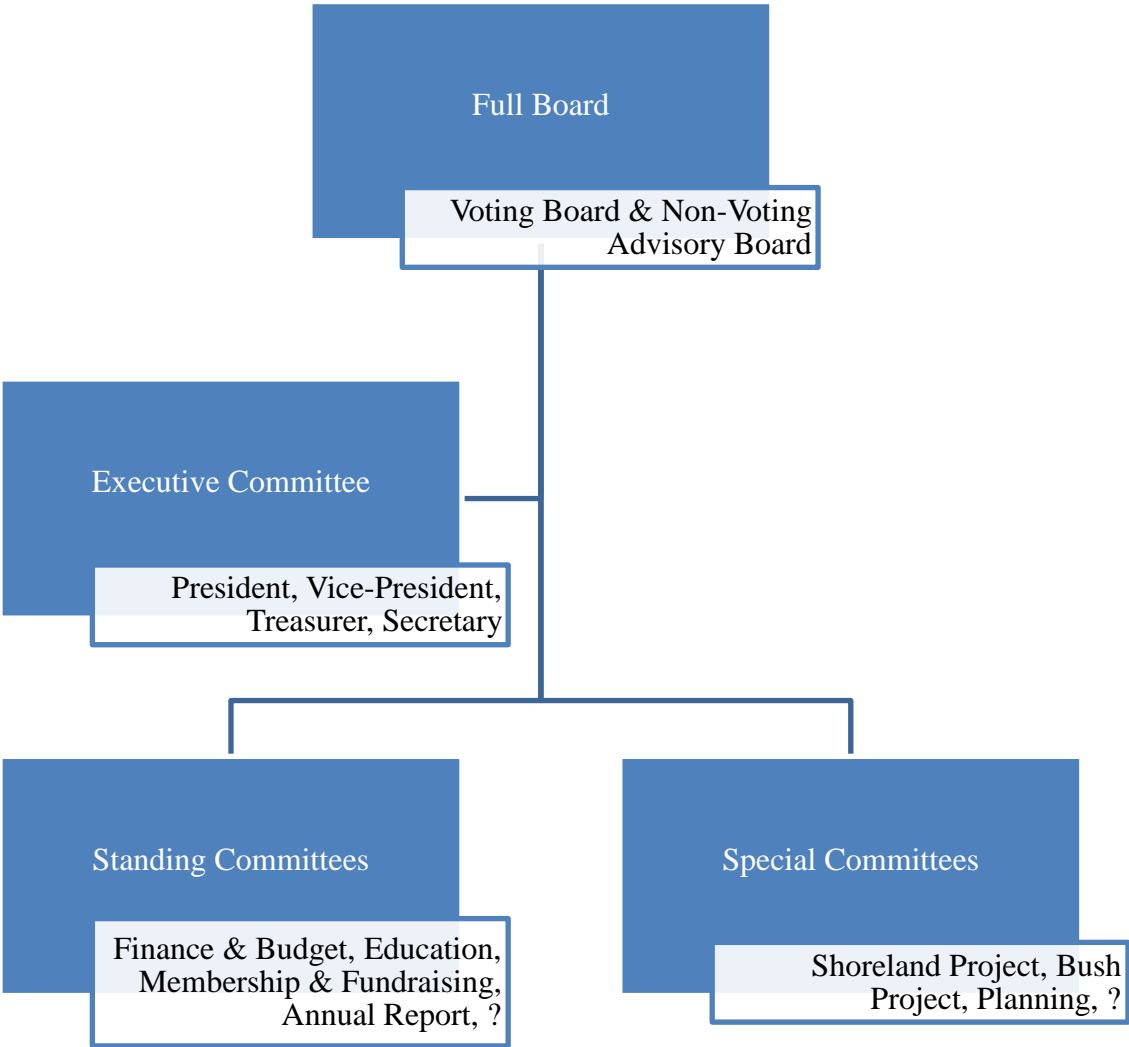
All projects would be guided by a specific project committee with a membership comprised of Directors and non-Directors and a workplan and budget approved by the Board.

## **BYLAWS**

Earlier this year we briefly discussed the need for revising some specific sections of the bylaws (for example, the current address is Itasca Reliable) and ultimately reworking the structure to be more user friendly.

There are a number of revisions that would be needed under the proposal outlined above. In the interest of efficiency, I suggest that we revise the bylaws to accommodate those changes. A later project (which would require a committee!!) could address a more complete revision to make the bylaws more user friendly, more in compliance with the sample bylaws from the Minnesota Council of Nonprofits.

**Proposed Organizational Structure for Itasca Waters**



## ITASCA WATERS COMMUNITY ENGAGEMENT PROCESS

### LESSONS LEARNED (April-September 2019)

#### Business Community

The board of directors of the **Grand Rapids Area Chamber of Commerce** suggested the following opportunities for involvement by the business community in improving water quality:

- By generating more awareness among employee groups, customers and other businesses;
- By being personally engaged as good stewards and advocates for clean water;
- By making financial investments towards protecting water quality;
- By influencing public policy;
- By implementing other preventative measures (stop using lawn fertilizers, selling “green” products, investing in rainwater collection systems, etc.).

The Chamber also distributed a survey link to all members in mid-September soliciting their perceptions about water quality. We will learn more once those results are summarized and compared with the perceptions of other stakeholder groups.

The Herald Review ran an article in September about Itasca Water’s Community Innovation Grant and a link the water quality survey.

#### Local Government

The **City of Grand Rapids** staff suggested a variety of ways municipal government is— and can be more— involved in informing residents about how to safeguard and improve water quality.

##### Current activities

- Enforce stormwater protection ordinances.
- We use less road salt during the winter; new snow-clearing trucks include technology that monitors road surface temperatures and adjusts chemicals used in keep streets ice-free.
- Implemented “rain garden” program along road improvements around town. They have learned as they go: they better understand how to create rain gardens that are more effective and efficient.
- Planted boulevard trees: they provide shade for road, which means cooler runoff water and creates root system to help with nutrients.
- Construction management within the city: new building construction must include a plan of how they will manage the stormwater during construction.
- The county pays the city a stormwater fee (i.e. fairgrounds run-off); this is used to make improvements related to water quality.

##### Potential activities

- Collaborate with other entities to educate the public about water quality.
- Implement zoning ordinances that adopt best practices.
- Work constantly to improve the quality of the waters that are discharging into the river. (Pond by taco bell, detention ponds - water sits before being discharged cools the water and cleans out

harmful nutrients/pollutants. Infiltration ponds - no outlets this water will never get to the Mississippi) There is a balance of protecting lakes, rivers, and streams and our drinking water.

- Build narrower streets, leaving more green space on road edges.

The city of Grand Rapids has the water quality survey on their website and is very open to partnering with Itasca Waters on future efforts to protect water quality.

The board of commissioners of **Itasca County** agreed to distribute the community perception survey to all County employees. The results of that survey will be analyzed in the next quarter.

## Lake Associations

Lake association members are generally inclined to be proactive about educating their neighbors about the quality of water in their particular lake, and many are willing to act to improve or maintain the quality. Some are aware that their own behavior can be improved and that they become role models for their neighbors and friends.

Listed below is feedback from various lake associations about how we close the gap between what we know are the best ways to safeguard our water quality and the behaviors and awareness of lake users and landowners.

### Trout Lake

- Increase awareness (continue education for landowners through social networks, newsletters, signage; increase public education to non-lakeshore owners;
- Education (show lakeshore owners examples of good and bad behavior; educate students in Itasca County schools about local water quality issues)
- Work to affect public policy & encourage enforcement (enforce fines for filling in wetlands; create no-wake zones; monitor all stormwater drains into lake; enforce septic compliance; enforce no lawn fertilizing ordinance)
- Implement new ways to landscaping, manage natural lakeshore, and property management (route Canisteo pit water to Trout Lake; shoot geese; encourage native plant restoration on lakeshores)

### Johnson Lake

- Increase our education & information efforts (through newsletters, at boat landings, show examples of “poor” and “good” behavior; letters to the editor)
- Encourage lakeshore owners to step up as role models (check for invasive species; keep lakeshores natural; control the amount of sand for beaches; pay attention to shoreline erosion)
- Boat usage
- Enforcement (can we inform someone--not formally--when we observe wrong behavior?)
- Make it worth our while: provide financial incentives for good behavior

### Shallow/Sand Lakes

- Educate & inform (lakeshore signage; start a “questions” hotline; provide information for new owners; provide articles for lake associations to use in their newsletters; provide in-person training to cabin owners; explain shoreline planting options; publish newspaper articles regarding shoreline protection)

- Lakeshore owners should “look in the mirror” (change the meaning of “good shoreline;” be aware of the impact of structures close to the water)
- Encourage penalties for watercraft usage that is inappropriate
- Work with realtor “allies” (encourage them to use “good” management pictures in their literature; inform new homeowners of the best way to protect their shores)
- Other (install trash receptacles at boat landings; stop the “mosquito squad;” stop lawn fertilizing companies)

Wabana Chain of Lakes

- Educate and inform (encourage shoreland advisors; more knowledge about financial incentives; explain lake biology; post signs;
- Lakeshore owners should look in the mirror (ensure septic systems are updated; minimize weed removal; discourage refueling on the water)
- Lakeshore owners should be role models (explain linkage between lakeshore values and clean water;
- Enforce regulations that already exist.

Deer Lake

- DLA is a very engaged, active lake association; they are implementing many of the recommendations in the Itasca Waters Shoreland Guide.

Upper Prairie River

- Not an active lake association. They have an annual picnic and that is the extent of their organizing efforts.

Pokegama Lake

Pokegama Lake Association surveyed their members over the course of the summer; 71 people responded. Key learnings include the following points.

- When asked: “In what ways is the quality of our water (lakes, rivers and streams) important to you?”, people provided the following answers:

Response	
Essence of life	28%
Recreation	19%
Nature	16%
Use by next generation	13%
Swimming & boating	10%
Property values	9%
Economy (tourism)	4%
Fishing	1%

- In response to the question: “Who is responsible for protecting the quality of our water, and why?”, there was much more common thinking.

All	75%
Lakeshore owners/government	25%

- Finally, we asked lakeshore owners what we should do as Itasca County residents or landowners to ensure good water quality for the long term.

More enforcement	24%
Be role models	23%
Educate others	21%
Monitor lakeshore usage	14%
Activism: get involved	6%
Implement best practices	4%
Finance efforts to promote water quality	3%
Legislate change	3%
Develop plan	1%

### Lakeshore owner input

Surveys about perceptions of lake usage and stewardship have been gathered from more than 240 people to date. Most of that input has come from people who own property on lakes. More than three-quarters of the feedback came from four lake associations:

- Pokegama: 37%
- Wabana: 26%
- Johnson: 10%
- Bluewater: 5%

Other lakes included Little Jay Gould, Trout, Buck, Deer, Prairie, Shallow, Hale, Horseshoe, Ice, Island, Little Wabana, Turtle, Bass, Clearwater, Dora, Lawrence, Little Bass, Long, McAvity, McKinney, Moose, Pear, Rush Island, and Twin.

### **Broader Community Input**

The vast majority of people who responded to the water quality survey see a direct link between our quality of life and the clarity of our waters. They believe it is everyone's responsibility to ensure the high quality of water in perpetuity. The groups most identified as people tasked with ensuring the protection of water quality are lakeshore owners, government, area industries and businesses, and every citizen who uses and/or benefits from the local water resources.

### Human-centered design session

- The human-centered design sessions revealed that people tend to see the protection of water quality happening in one of three ways:
  - (1) Increase public awareness and education and incentivize changes in behavior.
  - (2) Create and enforce local protection policies.
  - (3) Close public access points.
- Increase public service announcements
- Get State level buy-in and attention
- Shift the resources from cleaning lakes that have low water quality to ensuring the clean lakes remain clean
- Sustained grassroots organizing and advocacy efforts
- People tend to respond positively to creating a plan to protect area waters - we have yet to run into anyone who doesn't think this is necessary or important - the key will be to get people's behaviors in alignment with their values.

## Itasca Waters Board

- People become involved when there are personal relationships with another board member or someone else who they trusted and respected.
- Conversely, people don't want to be told what to think and do by someone they don't trust.
- People tend to have a diminished perception of their impact on the way things are, and that cuts two ways. They minimize how their own potentially harmful behavior may impact water quality, and when it comes to make improvements, they don't believe their small contribution can make a difference.
- Relationships and education are keys to closing the gap between best practice and what people do.
- People don't know what they don't know.
- We need a joining approach, not a polarizing or aggressive approach. People need to see Itasca Waters as their ally, not the people who know better and are telling them what they are doing is wrong.
- We need to work harder to reach people under 50 because they are very busy, but if we can get to them, they are typically on board.
- Many people believe no one has a right to tell them what to do on their own land.
- We should do many things to close the gap, but ultimately, we'll make a difference one person at a time. A grassroots effort can make a difference.

## Community Engagement Plan for Year One: Involve and Consult

- Convene 10 additional focus groups across Itasca County
- Continue exploring opportunities to disseminate survey
  - Large to mid-size private sector employers
  - Large to mid-size non-profit employers
  - Local units of government
  - Other (Rotary, Lions, Eagles, PEO, AAUW)
- Conduct phone interviews with elected officials in 21 local units of government throughout Itasca County
  - Township officers in largest townships (Arbo, Balsam, Blackberry, Deer River, Greenway, Harris, Iron Range, Morse, Nashwauk, Trout Lake, Wabana)
  - City councils in largest municipalities (Bigfork, Bovey, Cohasset, Coleraine, Deer River, LaPrairie, Keewatin, Marble, Marcell, Nashwauk)
- Facilitate human-centered design community sessions (sites to be determined, but focus will be reservation community and non-Grand Rapids area sites)
- Reaching often overlooked demographics
  - Establish contact with Leech Lake Reservation staff to explain engagement process and start building relationships
  - Seek input from people aged 45 and under



- Seek input from the local arts community
  - Seek input from people connected to the fishing industry
- Foster a stronger relationship with the DNR to coordinate efforts
- Map out all the ways people are currently working to protect area waters



**unTapped, LLC**  
Laura Connelly & Ed Zabinski  
PO Box 320  
Grand Rapids, MN 55744

**Itasca Waters Membership Report - October 2019 (Revised)**  
**Shirley Loegering**

**Renewals and New Members for 2019:**

Total donations received to-date in 2019 are \$2047 (average donation \$49). Most come in Nov-Dec. Compared to \$2,180 on this date in 2018 (average donation \$52) – Total for 2018 \$7,344

- 11 New Members in 2019 (not including Directors) for average donation of \$47
- Compared to 5 new members at this time last year with average donation of \$55

**Online donations – we can utilize both options:**

- goEmerchant has been renewed for another year (\$15/mo. + 2.2% + .30 each donation—donors now have option to pay extra to cover cost). This is through our Website “Donate” button.
  - Received \$278 in 2018 and \$190 so far in 2019 (not including Directors).
- GiveMN has been updated. “Give to the Max Day” will be Nov. 14<sup>th</sup> (6.9%--donors have option to pay for cost). Anyone can choose a nonprofit of their choice on GiveMN. We usually receive a few donations, even though we do not promote it.

**Membership campaign mailings:**

**November 2019:**

- 133 Renewals will be mailed around the first of November
- Directors will receive an email request for their annual membership donation.

**Date to be determined:**

- **IMPORTANT:** The mailing list to potential new members needs to be updated and we are asking all Board members to submit 10-20 names and addresses of prospective members as soon as possible. Financial stability is a responsibility for all Board members. I will send an email reminder with a list of the current membership.

**February 2020:**

- Renewal reminders will be emailed
- Lapsed members will be contacted by mail

**Fundraising:** See separate report for fundraising plans.

**Membership Budget:**

Total budget includes annual renewal for DonorSnap (about \$450 due in Nov.). The \$1,152 spent to-date is for printing applications inserted in Shoreland Guides, postage, and goEmerchant fees (\$141.32).

<b>November 2019 Membership Mailing Budget</b>	<b>Planned</b>	<b>Actual</b>	<b>Overall 2019 Budget</b>	
			<b>Budgeted</b>	<b>As of Sept. 2019</b>
Print 133 renewal letters + 133 applications x \$.10	26.60			
Print estimated 250 new member letters + 250 apps x \$.10	50.00			
Print 800 envelopes with IW return address x \$.10	80.00			
400 postage stamps x .55	220.00			
Postage for thank you receipts - have 180 on hand	0.00			
Envelopes/print paper for thank you receipts - have	0.00			
Print address labels	15.00			
Totals	391.60		1,700.00	1,152.32
Plus sales tax \$26.92	418.52			



## ATTACHMENT #9

### Itasca Waters Fundraising Report - October 2019

By Shirley Loegering, with input from Jan S., Lynn & Zack

To develop a fundraising plan, we will need to address the following five key areas:

#### **FIRST, DEVELOP A CASE FOR SUPPORT SO IT CAN BE ARTICULATED TO POTENTIAL DONORS:**

Board members can expect a survey asking them the following (or they may respond to this report).

- How should Itasca Waters support its operations: membership donations, grants, fundraising projects, other (check all that apply or rank order)?
- To guide fundraising and grants, please answer the following?
  - Why do we exist (NOT what we've done)?
  - What do people get from Itasca Waters?
  - How are we distinct and different?
  - If we didn't exist, what would people miss?
  - Create a "wish list", i.e. what would we do with \$500,000
    - It's natural for most nonprofits to think in scarcity mode (we probably can't) instead of positive thinking (what if we could. . .)

#### **ADOPT A VISION STATEMENT:**

Fundraising should have a purpose, such as education, and it should fit with our Mission and Vision Statements, but should not fundraise for specific projects funded by grants

- Current mission statement is to *"Team Up" with other organizations and concerned citizens to maintain abundant, clean water for our continued health, enjoyment and a strong economy.*
- A vision statement should flow from the mission statement—what changes would you suggest for the following option:
  - That our community will continue to value its water resources as a key element in keeping a balance between a healthy and profitable environment in which to live, work and play and that Itasca Waters will play a key role in providing valuable education and research opportunities.

#### **OUTREACH:**

- Every event we sponsor/participate in is a part of fundraising and can generate new members. Have sign-up sheets at appropriate events.
- Engage and reward volunteers, have a recognition night.
- What other ideas would you suggest?

#### **GET TO KNOW YOUR DONORS:**

- We will be developing a survey to be sent to current members in the new year asking why they joined Itasca Waters and what their concerns are for water.
- We will route a proposed survey to the Board for your input and suggestions.

#### **FUNDRAISING STRATEGIES:**

- Mid-winter idea is to do a "Water Trivia Night" at one of the breweries, possibly on 1<sup>st</sup> Friday
- Do a Mississippi River Paddling event with kick off by Waterway Jay
- Crowdfunding through Facebook and Twitter
- Hold a "Friendraiser" event (not more than 7 couples)—casual, at Board members home
- Hold mid-level events, i.e. wine & cheese, meet and greet
- Include silent auctions at fundraising events – Board members could donate something specific, i.e. homemade cookies, guided fishing trip, wild rice, wine basket (hahaha—let's see how many of you respond to that suggestion)
- Fundraising promotion through Facebook
- What other suggestions would you have?

## ATTACHMENT #10

To: Itasca Waters Board of Directors

Fr: Brian Whittemore

### **PAUL RADOMSKI PROPOSAL**

On September 9 Itasca Waters teamed up with the GR Chamber to present top MN DNR scientist Paul Radomski as the speaker at the monthly Chamber luncheon. We had a decent crowd, about 80 people, but the luncheon was more notable for who we did not have present.

Paul spoke about a new initiative the DNR is proposing, which would basically shift tens of millions of dollars to northern MN to help keep our water clean. Currently 80% of the 110-million dollars set aside goes to southern MN, where it doesn't make much of a dent. One statistic Paul gave us, a result of years of research by him and his fellows, was that the Return On Investment (ROI) in southern MN was 30 million dollars for the 88 million (80%) spent there. By contrast, that same money spent to keep our northern waters clean would have an ROI of 200 million dollars, in terms of local economic impact, for \$88 million spent.

Paul was clear. To redirect these dollars to our region will take concerted, cooperative effort on the part of local and state leaders and groups such as Itasca Waters.

Paul is willing to return to Grand Rapids to do another presentation. ICTV is willing to produce the presentation into a professional-looking video of 20-30 minutes.

This video presentation would be placed on YouTube and on our website. But more importantly, I feel that this video should be presented by Itasca Waters to gatherings of various stakeholder groups in Itasca County, such as county commissioners, influential lake associations, resort owners, and sportspersons organizations...who would need to work in common to get the state to redirect the clean water money to Itasca County. I feel this epitomizes our mission of "teaming up for clean water".

Beth George of ICTV was kind enough to send me advice with the price quotes, and I have included her note below. But boiling it down, if ICTV did a professional job on taping and editing Paul's video presentation it would cost us \$435. If we ran the cameras ourselves and ICTV inserts the slides it would cost \$290. FYI, Paul said he would be using 25-30 slides, and ICTV charges \$5 per slide over 20 slides.

I propose that we approve \$450 for ICTV to video and produce a quality video presentation.

Brian

Beth George letter:

Brian,  
Just a few thoughts on this proposal.

If the outcome is a good video production for future use, an event may get an audience, but it also makes the video tougher to produce. Just putting a front and back on a one-camera job would not make it a very good program for the website or future group presentations. To make slides clear and readable, they should be imported separately, or at the very least be part of a two-camera shoot (one concentrating on the slides). Both which require post editing. See Doc Talk <https://www.youtube.com/watch?v=5ihDP7TAIgU> to see how importing the slides in post makes the slides readable.

A one-camera job, from a production standpoint, would look like a sloppy job no matter how we tried to pan the transitions back and forth between the speaker and slide. Editing still is required in any job, as it includes downloading, audio adjustments, title page creation, edits and delivery/uploads.

That being said:

Studio production \$275 of Mr. Rodomski

Event production off-site two camera \$385, up to 20 slides

Event production off-site one-camera \$290, \$370 to insert up to 20 slides

Itasca Waters staff shoots it, Two Rivers edits \$160, \$240 to insert up to 20 slides

Inserting over 20 slides, \$5 per additional slide.

## **We Are Water/Itasca Waters A Brief Final Report**

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In 2017, Itasca Waters was approached by the MN Humanities Center and the MPCA to host a traveling exhibit on water. The board discussed this. At the time Itasca Waters was searching for ways by which we could extend positive awareness of Itasca Waters and its mission in the county. We agreed that teaming up with state agencies on the We Are Water exhibit might help us partner with local groups and individuals. We accepted the offer.

PROS: I believe that We Are Water did enhance our image in Itasca County. Our mission and work is more visible, our partnerships have increased in number and strength, and our grant funding is solid. Many things and much work contributed to our positive visibility and funding success, other than We Are Water, but I think the WAW affiliation helped. In particular, our relationships with the GR Chamber of Commerce and The Reif Center was made stronger through WAW...relationships that continue to bear fruit. And they aren't the only folks that we have as stronger partners.

CONS: We Are Water turned out to be far more work than we, an all-volunteer group, could handle. The work went on for two years before the exhibit came to Grand Rapids, causing some partners to effectively drop out along the way because we didn't have work for them to do. Like a lot of big projects we take on, WAW was left to 1-2 of us, which triggered the burn-out factor. MNHUM increasingly demanded more and more paperwork and bureaucratic busy work. In fact, MNHUM is still demanding that we fill out surveys!

CONCLUSION: The WAW exhibit itself, thanks to great cooperation from The Reif and hard work by Zack and Jan B. and others, turned out to be a nice success. However, I would strongly recommend that we not take on a similar project with the state bureaucracy in the future for the reasons mentioned in the CONS section.

I would be happy to answer questions at our board meeting.

Brian Whittemore  
10/15/19



## Pokegama Lake: Question #5 responses categorized

Oct 2019

Clear lakes for enjoyable swimming and water activities and draw for tourist to visit our lakes area	Economy
Economic development, drinking water, tourism.	Economy
sustainability of clean water for recreation and wildlife which in turn helps the economy	Economy
Provides healthy wildlife, recreation and supports a healthy economy.	Economy
We enjoy the beauty of the lakes and the wildlife that inhabit the area. Therefore, the water quality is vitally important. In addition, the natural beauty is a draw for others to come and enjoy the area as residents do.	Economy
Clean water is essential for the present and future of our City, State, Country and World. It starts with not introducing chemical and by products into the water that exceed the water body's ability to support a healthy environment for all aquatic animals, reptiles, birds and humans.	Essence of life
Couldn't, and wouldn't want to live without them.	Essence of life
Extremely important	Essence of life
Extremely important for our health and welfare in this time of global warming and environmental pollution.	Essence of life
Extremely important!!	Essence of life
Ground Water, Recreation	Essence of life
Health and wellbeing and preservation for future/viewing.	Essence of life
High quality water is important to everyone.	Essence of life
It is part of our environment and the nature chain.	Essence of life
It is the essence of life	Essence of life
It's a basic need	Essence of life
Our quality of life depends on the condition of our water resources and life in and around them	Essence of life
So go our lakes, once so pristine, goes the world's pollution as well as our climate change battle.	Essence of life
Truly the most important aspect of the Northwoods. Unfortunately, we take it for granted because of its availability.	Essence of life
Very	Essence of life
Very	Essence of life
Very Important	Essence of life
Very important	Essence of life
VERY IMPORTANT!	Essence of life
We can't live without it, so take care of it, don't take it for granted.	Essence of life
Critical for now and the future. Efforts to stop septic, farm, road, runoff and owners who want fertilized green grass to the water's edge imperative.	Nature
It's all about our overall environment.	Nature
It's the future of our land and how healthy it is.	Nature
Overall health of our ecosystem relies on healthy waters.	Nature
Very important to keep the water clean and free of invasive species.	Nature
Very important. I wish homeowners who have shoreline would leave a good buffer area, and I wish they would quit using lawn fertilizer and weed killer.	Nature
Water quality is very important. Pokegama is a unique ecosystem for being such a heavily developed lake. We hope the water quality can be maintained or improved.	Nature
I get out on the lake or a river/stream at least 3 times a week.	Nature

**Pokegama Lake: Question #5 responses categorized**

Oct 2019

Recreation and health. Enjoy the ecosystem and wildlife	Nature
for our enjoyment and for future generations	Next gen
It is very important. The water is great for swimming and fishing. We should preserve it for other generations.	Next gen
Being clear and clean to me represents stewardship for the next generations	Next gen
Extremely important. I want them to be desirable for many generations ahead. Swimming, lake recreation, wildlife viewing, fishing are all of great importance to me.	Next gen
I want to make sure that we pass on to our children and grandchildren clean water - free from invasive species. We treasure our lake and love to swim and fish and travel by pontoon. We also love to watch the wildlife coming onto the lake - they deserve our respect.	Next gen
Quality of life. Next generation way of life. Valuation of assets and property	Next gen
We need to support clean water and preserve our lakes for future generations, as well as ourselves.	Next gen
Recreation, especially for grandchildren swimming. Maintain property value for future generations of the family.	Next gen
Extremely important for my property value and for my family's enjoyment	Property value
Increase property value. Enjoyment of the lake. Fishing and water sports.	Property value
Property values, quality of fishing, swimming etc.	Property value
Property values, recreation, tourism (economy), fishing.	Property value
Support ecosystem, property value	Property value
Clear, without weeds that choke out fishing, swimming and boating opportunities.	Recreation
Fish species swimming and water activities	Recreation
clean environment important for loons, eagles, animals of the woods and air.	
Fishing and recreation	Recreation
For recreation (fishing, swimming, etc.), for wildlife habitat and sustainability, for overall quality of life.	Recreation
For swimming , drinking water and fishing, watching eagles and lions, scenery, and everyone's health	Recreation
I like to fish. I love to see the fish in the water as I'm bringing them in. I also "sight " fish a lot and it helps to have clear water.	Recreation
Our recreational experience and the value of our lake home are both greatly impacted by water quality	Recreation
Recreation	Recreation
Recreation	Recreation
Recreational and economic. Clean lakes are important t to Northern MN economy.	Recreation
Recreational, aesthetics, future generations	Recreation
To provide safe, sustainable opportunities in fishing and water recreation.	Recreation
Clean water to swim and fish in is very important to me personally, for the community and to tourists to our region, which is important for the economy	Recreation
Many ways... I like clean lakes for swimming, boating, viewing and fishing.	Swim boat
Water quality is important to me when out using the lake for recreational purposes. Nobody wants to swim in a dirty lake.	Swim boat
We live in a lake and use the lake almost daily for entertainment. The quality of the water is very important to me.	Swim boat
clarity and ability to swim and boat in it.	Swim boat
swimming, fishing, boating	Swim boat

## Pokegama Lake: Question #5 responses categorized

Oct 2019

Enhances the well-being of those 'critters' who live in or near the water. Enables people to use the water for activities without fear of getting ill.	Wildlife
I love to swim and want to be able to do so without question the water I'm getting in to. I also want the animals who live in or drink from the lakes to have good quality water.	Wildlife
maintain shorelines, habitat, fishery and wildlife	Wildlife
Very important for fish and other wildlife that make up our lake environment.	Wildlife



**2019 and Planned 2020 Itasca SWCD Programs**  
As of October 21, 2019

**Board of Five Supervisors:**

- Ted Lovdahl – Chair and SWCD District 2 Representative
- Chris Reed – Vice Chair and District 1 Representative
- Calvin Saari – Treasurer and District 5 Representative
- Melissa Roberts – Secretary and District 3 Representative
- Dennis Barsness, effective January 2019 – Reporter and District 4 Representative  
(Position formerly held by Don Simons)

**Seven full time year around staff:**

- Andy Arens – District Manager and Water Plan Coordinator
- Kathy Cone – Receptionist and Book Keeper
- Waylon Glienke – Wetland Specialist
- Tim Frits – Forestry and Shoreland Specialist
- Kim Yankowiak – Water Resources Specialist
- Bill Grantges – Aquatic Invasive Species Coordinator
- Chris Evans – AIS Monitoring & Control Foreman, and Assistant Coordinator.

**The Itasca SWCD is Currently Administering Multiple Active Natural Resource Conservation Programs in 11 Focus Areas:**

Financial references are anticipated 2020 allocations; not all funding sources are listed.

**Fully State funded County programs, with administration delegated to the SWCD.**

Aquatic Invasive Species Management (AIS):

- Administer the Prevention, Awareness & Training, Monitoring & Control, and CAP program components. \$640,308.00 County State aid funding anticipated for 2020.
- Initiative Foundation Resort Ambassadors grant to increase inspections, decontaminations, and education at resort assesses. \$3,000.00
- Chippewa National Forest RAC grant to increase purple loosestrife control efforts. \$10,000.00

Agriculture:

- Buffer Law Implementation and enforcement programs administration. \$17,000 total; \$12,000 Co State Aid and \$5,000 BWSR.

## **Primarily State funded County programs, with administration delegated to the SWCD.**

### Wetlands:

- Administer the Wetland Conservation Act (WCA) in Itasca County, and provide wetland education and management assistance. \$44,148.00 BWSR funding.

### BWSR Local Water Management (LWM) funded activities: \$10,447.00 via BWSR.

- Comprehensive County Water Plan implementation, and Water Plan Implementation Committee (WPIC) coordination and per diem/expense reimbursement.
- Upper Mississippi Headwaters 1 Watershed/1 Plan (1W/1P) plan development participation.

### Mn MPCA Clean Water Partnership (CWP) Grant:

- Zero percent interest shoreland septic upgrade grant participation with County Environmental Services and County Treasurer; planned SWCD roles include advertising, and education. Planned grant promotion expected to begin early in 2020. \$12,000 of BWSR County match funding to cover SWCD staff time.

## **Partially State funded programs, direct to the SWCD.**

### Additional Watershed Planning and Water Quality Sampling:

- Lake water quality sampling and data submission to the state, through MPCA Surface Water Assessment Grants (SWAG); current and 2020 sampling activity planned in Littlefork, St. Louis River, and Big Fork Watersheds. \$11,146.00
- Bigfork River Highway 6 bridge event-based water sampling at Criagsville and the next bridge crossing to the south. \$7,700.00 via MPCA.
- In conjunction with MPCA, currently participating in “Watershed Restoration and Protection Strategy” (WRAPS) watershed status and 10-year recommendation plan document generation for the Bigfork, Littlefork, and St. Louis River watersheds; \$7,600.00 via MPCA.

### Cost Share funding:

- Available to County landowners, for water and soil saving conservation projects; BWSR base grant, \$6,931.00 total, \$1,364.00 admin.

### Ground Water:

- Mn DNR ground-water observation well contract to monitor and report ground water levels of four wells at three sites in Itasca County. \$720.00 via Mn DNR.

### Easements:

- Establishment of three easements in 2020 is expected, through two programs; Mississippi Headwaters Board (MHB) river corridor habitat, and BWSR wild rice waters focus. \$6,000.00 via BWSR for administration time spent by staff.

## **SWCD fee service programs:**

### Shoreland, lake sampling, and wetlands:

- Perform voluntary site visits and project planning assistance, and review, generate, and approve County Planning Commission project condition plans with landowner applicants. Fee service, \$1,500.
- Limited Lake Association water quality sampling, data entry, and status report assistance; fee service, \$1,125.00.
- Wetland permit fees, \$700.00.

### Forestry:

- Annual native tree and plant sale offering small quantities of northern hardy Mn native tree seedlings, shrubs, wildflowers, grasses, sedges, seed mixes, and browse prevention products; \$3,000.00 after vendor expenses.

### **Primarily County funded programming:**

#### Shoreland:

- Participate in Environmental Services Shoreland Alterations permit application site visits.
- Co-administer the annual Shoreland Steward Award program, with I-COLA.
- Formal Mn DNR Adopt-a-River sponsor and coordinate annual clean-up of the two mile stretch of the Mississippi River down-stream from the Pokegama bridge; partners include Itasca County Trails Task Force, KAXE radio, and Northern Lights School.

#### Youth Education:

- Station presenter in the annual Itasca Waters Youth Water Summit, and regional Envirothon - a Mn environmental competition for junior and senior high students.
- Presentations upon request to students; typical demonstrations include ground water model/pollution dilution exercises, and our Enviroscape storm-water simulator.

#### Precipitation

- Administer the Mn DNR rain gauge program in Itasca County; provide supplies to landowners and submit readings to the State.

#### Public outreach, collaboration, and general services:

- General assistance to County landowners upon request, in various natural resource conservation focus areas.
- Environmental organization collaboration; organization examples include individual lake associations, Itasca Coalition of Lake Association (I-COLA), and Itasca Waters (formerly IWLP).
- Information provided via brochure display, County Fair, County papers news releases, live on-air and public service announcements on KAXE radio, and Itasca SWCD website.
- Management and maintenance of the Itasca SWCD owned King Lake water control weir.

### **“Pending approval”, decision expected December 2019:**

- Implementation of the 2018 Coleraine storm-water assessment and recommendation study/grant. A September 2019 \$351,000.00 BWSR Clean Water Fund (CWF) application was submitted, that would implement 75% of study recommendations (approx. 7 projects); if successful, \$56,000.00 for SWCD staff time, over a 2 to 3-year period.

### **For more information:**

- [www.itascaswcd.org](http://www.itascaswcd.org) - 218-999-4431 - [andy.arens@itascaswcd.org](mailto:andy.arens@itascaswcd.org)  
1895 W Hwy 2 – Grand Rapids, Mn 55744

**The Itasca SWCD looks forward to continued collaboration with Itasca County officials, residents, and other partners, in the conservation of the Counties outstanding natural resources!**

1895 Wast Hwy. 2 ~ Grand Rapids, MN 55744 ~ 218-999-4430 ~ [www.itascaswcd.org](http://www.itascaswcd.org)

An Equal Opportunity Employer

## ATTACHMENT #14

Notes from October 21, 2019 Itasca Waters Quarterly meeting (see minutes for attendance) and “after” meeting (Lynn, Bill G, Dave, Jan B, Brian, Shirley, Jan S, Kathy, Zack):

### Amanda’s Comments:

- Best practices: Have 6 mos. in reserve in bank and 2-3 mos. on hand
- Need Governance committee (can be executive committee) to do recruiting, bylaws, strategic planning.
- Do a side-by-side comparison for new bylaws, not just revision marks
- Should develop committee charters/job description for chairs
- Propel has consultants on staff to help with budgets/coaching new President/
- Referenced life cycle model--IW is in typical Phase 2 with too many projects/change in leadership
- There is no structure that can assure accountability

### Comments from Directors at Quarterly Board meeting:

- Choosing a new President is the most critical task.
- Concerned that committees will not stay motivated
- Still too much work for too few people/need to bring in non-board people.
  - o Youth Water Summit project can be a model for future projects and involving non-board people.
- Everyone seemed to like the idea of just officers on the Executive Committee.
- Need support and understanding when scheduling meetings/events for people working full time.
- Advisory board do not need to be at meetings about internal operations, but would like to be involved when projects include issues in their field of work: fisheries, forestry, wildlife, etc. Good communication between IW and Advisory Board could replace them having to sit through meetings.
- Advisory Board could bring ideas to us.
- The restructure makes sense but will still need prodding to keep people motivated. This could be a good job for the Coordinator.
- Committee accountability important—keep minutes and submit written reports/develop a budget.
  - o Amanda -- no structure that can make people accountable.
- Open and candid meetings and developing relationships between Directors might make it easier to hold each other accountable.
- Should have an Education standing committee (Education may not be the right descriptor)
- Committees should not operate in a “silo” but need to communicate back and forth with other committees in order to share ideas.
- Some work can be done remotely—don’t always need a meeting.
- Coordinator is in a good position to facilitate communication between groups.

### Follow-up meeting immediately after Quarterly meeting

- Kathy Cone and Brian willing to sit on Budget/Finance Committee to work with Pat.
- Jan B., Jan S on Bylaws
- Lynn, Bill G on Committees—reference John Connelly for grant review as is being done now for Dave.
- Jan S, Brian on restructuring/ask Jessie to sit on restructuring committee
- Jan S will develop narrative of what was passed by Board addressing elements of new structure
- Use volunteer list to fill in committees.
- Tracking—Zack
- Ask Bill M about his interest in leadership role mid-year.

Notes by Shirley