

Itasca Waters Board Meeting Minutes

January 11, 2021 4:30 pm online via Zoom

Attendance (quorum 7 of voting Board): Present (P), Absent (A), Excused(E). Non-voting Technical Advisory Board (TAB)

Sandy Anderson	P	John Downing	P	Jan Sandberg	P	Andy Arens (TAB)	A
Jan Best	P	Bill Grantges	P	Davin Tinquist	P	Benjamin Benoit (TAB)	A
Megan Christianson	P	Pat Leistikow	P	Brian Whittemore	P	Eric Raitanen (TAB)	A
Kathy Cone	P	David Lick	P			Dan Steward (TAB)	A
Jesse Davis	P	Shirley Loegering	P			Dan Swenson (TAB)	A

Guests: Laura Connelly and Ed Zabinski from UnTapped (Bush grant)

Agenda Items/ Attachments A#--	Key Discussion/ Outcomes	Follow-up Needed Who/When
Call to order	Meeting called to order by Jesse Davis at about 4:30 pm	
1.a Agenda	The agenda was circulated in advance of the meeting. Suggestion to amend the agenda to add an item to New Business—Moratzka resignation. And under Bush discussion move the Traditions item to the bottom of agenda. <i>Motion to approve the agenda as amended. (Dave Lick, Brian Whittemore) M/S/U</i>	
2. Financial Report A#2.1, A#2.2, A#2.3, A#2.4, A#2.5	Pat reported that the information is pretty typical, note that we had a great year on membership donations. <i>Motion to approve the Treasurer's report.(Dave Lick, Shirley Loegering) M/S/U</i>	
3. Unfinished Business		
3.a Coordinator Job Description & Management Plan A#3.a-1, A#3.a-2	Brian noted that the job description had input from officers and members of past hiring committees. Notable changes—the coordinator is no longer the face of IW, his or her main duty is to support committee work. There will be more emphasis on comfort with information technology. This management plan is similar to previous work, but the Personnel Committee will work with the Supervisor to ensure work is on track. Emphasis on timelier approach. Discussion about meetings between Supervisor and Coordinator. <i>Motion to approve the job description and management plan (John Downing, Bill Grantges) M/S/U</i> <i>Motion to start the process to hire a new coordinator (Pat Leistikow, John Downing) M/S/U</i> Suggestion that those on Board should send Brian ideas about tasks for the new coordinator. Brian noted that Lynn is saving materials from recent searches, e.g., newspaper ads. Dave added that there will be considerable work on shoreland including the Gull Lake lake steward program (focus of a future meeting). Bulletin work can start soon.	
3.b Bush Foundation Grant A#3.b-1, A#3.b-2, A#3.b.i	Laura believes they have about four months of work for UnTapped under the grant. Dave noted that we may need to work with Bush Foundation to request additional funds. Laura—the original plan was a two-year project with first year focused on community engagement. Found that most folks don't really think about how to protect water which meant that we had to start at a more basic	

Agenda Items/ Attachments A#--	Key Discussion/ Outcomes	Follow-up Needed Who/When
	<p>level, e.g., the Seven Things, a public utility mailing this spring, engaging local jurisdictions. The original plan was to increase awareness in year 2. Laura believes we should go back to Bush for additional funding. The Gull Lake idea could fit here. Ed described some other options tied to existing billboards, as few slots (according to Lamar) are available.</p> <p>Additional discussion about Mississippi Headwaters work that will likely include another grant.</p> <p>Thoughts about approaching businesses for memberships.</p> <p>Leveraging additional funds: some thoughts about who “owns” the concept of water protection (lake associations not always in agreement, ICOLA?), need to get everyone pulling together. Leech Lake Band—need to be honest with Bush that there are partnering challenges and lack of in-person meetings has been a barrier.</p> <p>Kathy mentioned interactions with Hubbard County. She also suggested including Chad Severts (BWSR) in other discussions.</p> <p>Davin added some detail about One Water Itasca plan.</p> <p>Bill is working on ICOLA issues. Ed in working with Blandin to post info on website--he wanted to include lake association info, but he was turned down by ICOLA</p>	<ul style="list-style-type: none"> • Ed will forward billboard info to Brian. • Laura and Dave will get together by early February to develop strategy for Bush and then contact Rudy. • Jesse--set up a separate short Zoom meeting to discuss the One Water plan. • Shirley will send Ed the lake association list from Environmental Services.
4. New Business		
4.a 2021 Budget A#4.a	<p>Pat reviewed the draft budget with specific committee budgets for Marketing, Membership, Shoreland and Youth Water Summit. Pat allocated dollars to budget categories based on previous year activity.</p> <p>Brian—need to add category for coordinator search, should be small, perhaps take out of operating, not Blandin.</p> <p><i>Motion to amend the proposed budget to add \$1,000 for the Personnel committee. (Dave Lick, Brian Whittemore) M/S/U</i></p> <p>Jan mentioned the need to cover the Blandin post survey work for the fall.</p> <p>If the Bush grant is extended, it may accommodate community events.</p> <p><i>Motion to approve the budget as amended. (Shirley Loegering, Brian Whittemore) M/S/U</i></p>	<ul style="list-style-type: none"> • Estimate funds needed for Blandin post survey and source to amend the budget for the March Board meeting.
4.b Reinstate Kathy Cone to the Board	<p>The bylaws state that Directors absent more than three meetings in a calendar year shall be deemed resigned from the Board unless the Board takes specific action by majority vote to reinstate the Director. Kathy missed four meetings last year but is interested in continuing.</p> <p><i>Motion to reinstate Kathy Cone to the Itasca Waters Board. (Dave Lick, Megan Christianson) M/S/U</i></p>	
4.c Renew Director Appointments: Downing, Lick, Leistikow, Sandberg	<p>Downing, Lick and Sandberg require Board approval to exceed the three-term restriction in the bylaws and Leistikow is also up for re-appointment.</p> <p><i>Motion to approve the reappointment of Pat Leistikow to a three-year term and John Downing, Dave Lick, and Jan Sandberg to three-year terms understanding that each exceed three terms. (Megan Christianson, Davin Tinquist) M/S/U</i></p>	
4.d Moratzka Resignation	<p><i>Motion to accept resignation of Lynn Moratzka from the IW Board. (Megan Christianson, Pat Leistikow) M/S/U</i></p>	
5. Consent Agenda	<p><i>Motion to approve the entire consent agenda. (Brian Whittemore, Pat Leistikow) M/S/U</i></p>	
5.a November 9, 2020 Board Minutes	Circulated after the November meeting	

Agenda Items/ Attachments A#--	Key Discussion/ Outcomes	Follow-up Needed Who/When
5.b Ratify Past Actions of the Executive Committee	None for November – January	
5.c Require Signed Policy Forms A#5.c-1, A#5.c-2	Signed Conflict of Interest and Whistleblower policies distributed in advance of the meeting and required of all Board members Please sign your forms and mail (Jan Sandberg, 1201 Yale Place #1805, Minneapolis MN 55403) or email a photo or scanned copy to Jan S.	<ul style="list-style-type: none"> • Jan S will email all directors who still need to submit signed policy forms.
5.d Set dates for 2020 Board Meetings	March 8, May 10, July 12, September 13, November 8, January 10. At 4:30 pm via Zoom until further notice	
5.e Officers for 2021	Jan, Brian, Pat, and Dave were elected to three-year officer terms in 2019, elections are not up until 2022. Last year, Jesse was elected to fill Dave Lick’s unexpired term. So, no changes are needed unless someone no longer wishes to serve	
5.f Motion to Submit Information to GuideStar	Approve that Shirley Loegering or Pat Leistikow set up a personal GuideStar account which will be linked to the Itasca Waters listing for the purpose of uploading multiple 990 tax forms and then requesting a rating for Itasca Waters from GuideStar.	
5.g Adopt five Board Policies		
5.g.i Closed Meetings A#5.g.i		
5.g.ii Recording Meetings A#5.g.ii		
5.g.iii Project Approvals A#5.g.iii		
5.g.iv Email Votes A#5.g.iv		
5.g.v Agenda & Minutes A#5.g.v		
5.h Use of Zoom for meetings	Consent to continue the use of Zoom for all meetings until further notice	
6. Reports		
6.a President’s Report	No report	
6.b Coordinator/Office Report	No report	
6.c Executive/ Governance Committee	No report	
6.d Finance	No report	
6.e Grants A#6.e	Discussion about contacting the Joyce Foundation--to get them to contribute requires involving them in our mission and then identifying a purpose for a request. The LCCMR funding might be a better target. John is willing to help, possibly as chair, but he needs to check with the University.	<ul style="list-style-type: none"> • John will report back to Board on his Joyce research • John will forward his LCCMR thoughts • John will look into the chair option
6.f Marketing A#6.f-1, A#6.f-2	<i>Motion to approve the attached marketing project proposal (Brian Whittemore, Jan Best) M/S/U</i>	

Agenda Items/ Attachments A#--	Key Discussion/ Outcomes	Follow-up Needed Who/When
6.g Membership & Fundraising A#6.g	Brief discussion—Shirley updated the attachment	
6.h Personnel	No report	
6.i Planning	Jan needs to resign, at least until after redistricting is completed—no takers now. Discussion about the need for new members, otherwise drydock IW with GRACF. Discussion about having an ICOLA rep on IW Board? ¹ John would love to see Steve or Jean Mellin--move this discussion to a separate meeting.	<ul style="list-style-type: none"> • Jesse to set up separate meeting for board recruitment and ICOLA rep.
6.j Shoreland Advisors A#6.j&l	Dave mentioned a column by Dennis Anderson in yesterday's Strib: https://www.startribune.com/the-time-is-right-to-rethink-stewardship-embrace-again-the-land/600008713/ Check out the Prairie Moon Nursery catalog—shoreland plants: https://www.prairiemoon.com/catalog-request.html Jan Best—we need a meeting on the Gull Lake program soon.	<ul style="list-style-type: none"> • Set up a separate meeting to discuss the Gull Lake program.
6.k Vision/New Projects	No report	
6.l Youth Water Summit A#6.j&l	Discussion about whether the event will happen.	
7. Other		
Minnesota Traditions	Bill clarified that the request was to AIS in Itasca County to chip in \$15,000—he hopes to find part of this. This program is more AIS-oriented, the Mississippi Headwaters Board (MHB) is more general. Davin said that MHB is not made up of tech folks, the push is based on the funds that Itasca County AIS gets from the state and a contribution could be dollars or content (?fisherman article) to get links to our website on their page. Megan thought a small donation might be useful. The marketing committee should vet this a bit more, including Tim (from MHB) and Laura.	The Marketing Committee will more fully discuss the value of a contribution to Minnesota Traditions or the Mississippi Headwaters Board.
Adjournment	<i>Hearing no objection, the meeting at 6:40</i>	

Upcoming Events

2021 Board Meetings:

March 8, 2021 at 4:30 pm via Zoom

May 10, 2021 at 4:30 pm via Zoom

July 12, 2021 at 4:30 pm via Zoom

September 13, 2021 at 4:30 pm via Zoom

November 8, 2021 at 4:30 pm via Zoom

January 10, 2021 at 4:30 pm via Zoom

Executive Committee meetings are held as needed and communicated in advance to the Board and Technical Advisory Board.

¹ At the July 20, 2018 Board meeting, The IWLP Board passed the following motion: “Motion that IWLP define a position on the Technical Advisory Board for a representative from ICOLA, with that person to be recommended by ICOLA subject to approval by IWLP, and for this cycle that person would be approved by the Executive Committee, ratified at the next Quarterly meeting. (Dave Lick, Tim Scherckenbach) M/S/U” The minutes indicate that ICOLA never forwarded a name for approval.

ATTACHMENT A#2.1

Itasca Waters									
December Summary	2020								
Fiscal Year ending 12/31/2020									Youth Education
January 6, 2021					Blandin			Summit	
	IWLP	Membership		Bush	Shoreland	Shoreland	Shoreland	Blandin	
	Operating	FundraiDrive	Memorials	Foundation	Project	Marketing	Advisors	IWLP Operating	Total
Revenue									
Beginning Balance 01/01/2020	59,673.60	-	2,183.75	95,832.97	52,822.32		-	12,888.36	223,401.00
Memberships and Donations	9,969.00								9,969.00
Bush Grant									-
Blandin Grants					40,000.00				40,000.00
Miscellaneous grants									-
Minnesota Hummanities Grant									-
Memorials									-
Interest and Dividends	182.15								182.15
Gain(loss) on sale									-
Administrative fee									-
Miscellaneous									-
Subtotal Revenue FY 2019	10,151.15	-	-	-	40,000.00		-	-	50,151.15
Available Cash Revenue FY 2020	\$ 69,824.75	\$ -	\$ 2,183.75	\$ 95,832.97	\$ 92,822.32	\$ -	\$ -	\$ 12,888.36	\$ 273,552.15
Expenditures									
Contracted Services				90.00			435.13		525.13
Consultant				43,077.50					43,077.50
Salaries and Wages					14,366.61				14,366.61
Employer paid benefits	32.00				1,226.55				1,258.55
Board Development				1,371.53					1,371.53
Telephone	1,251.38								1,251.38
Accounting Fees	2,204.20								2,204.20
Dues and Memberships	1,220.00						125.00		1,345.00
Event Expense	500.00								500.00
Grant Administration Fee									-
Insurance	1,744.00								1,744.00
Interest and fees	25.00								25.00
Postage	119.00	660.00					547.00		1,326.00
Education									-
Program Supplies	103.27	733.77		323.78	121.57	642.32	326.93		2,251.64
Office Supplies	56.01	70.52			643.59				770.12
Promotion						2,037.40	2,882.95		4,920.35
DonorSnap fees		669.28							669.28
Rental and Storage					3,922.54				3,922.54
Printing									-
Website	502.83				662.25				1,165.08
Subtotal Expenditures FY 2020	\$ 7,757.69	\$ 2,133.57	\$ -	\$ 44,862.81	\$ 20,943.11	\$ 2,679.72	\$ 4,317.01	\$ -	\$ 82,693.91
Budget	9,880.00	2,000.00	-	95,833.00	78,822.00	6,000.00	8,000.00	6,000.00	
Ending Cash balance 12/31/2020	\$ 62,067.06	\$ (2,133.57)	\$ 2,183.75	\$ 50,970.16	\$ 71,879.21	\$ (2,679.72)	\$ (4,317.01)	\$ 12,888.36	\$ 190,858.24
Checking									15,699.47
Payroll timing differences									-
Savings									175,158.77
Edward Jones									-
Total Cash Balance 12/31/2020									\$ 190,858.24
Cash Balance by Fund		62,117.24		50,970.16		64,882.48		12,888.36	190,858.24

ATTACHMENT A#2.2

Itasca Water Legacy Partnership										Youth	
Detail Fiscal Year 2020										Summit	
		December 31, 2020		IWLP	Membershp	IWLP	Bush	Blandin	Blandin/S	Shoreland	Blandin
				Operating	Drive/Fundraising	Memorial	Foundation	Shoreland	Marketing	Advisors	IWLP
Beginning Balances 01/01/2020				59,673.60	2,183.75	95,832.99	52,822.32			12,888.36	223,401.02
Check #	Date	Name	Amount								
ACH	1/2/2020	DonerSnap fees	19.06		19.06						19.06
2344	1/9/2020	Forest Lake Restaurant	200.00				200.00				200.00
2345	1/15/2020	Zachary Simpson	691.58					691.58			691.58
	1/15/2020	Withholding	141.75					141.75			141.75
2346	1/20/2020	Kirk Gilbertson	79.20	79.20							79.20
2347	1/28/2020	ICTV	250.00	250.00							250.00
2348	1/31/2020	Zachary Simpson	691.58					691.58			691.58
	1/31/2020	Withholding	141.75					141.75			141.75
2349	1/31/2020	Central Square Mall	356.90					356.90			356.90
2350	2/2/2020	AT&T	140.56	140.56							140.56
2351	2/3/2020	unTapped	3,840.00				3,840.00				3,840.00
ACH	2/3/2020	DonerSnap fees	15.00		15.00						15.00
2352	2/28/2020	Zachary Simpson	691.58					691.58			691.58
	2/28/2020	Withholding	141.75					141.75			141.75
2353	2/14/2020	Kirk Gilbertson	244.00	244.00							244.00
2354	2/18/2020	Zachary Simpson	691.58					691.58			691.58
	2/18/2020	Withholding	141.75					141.75			141.75
2355	2/26/2020	Northern Builders Asso	125.00							125.00	125.00
2356	2/29/2020	Central Square Mall	356.90					356.90			356.90
2357	2/28/2020	VOID	-								-
2358	2/28/2020	Card Service Center	175.47					90.66		84.81	175.47
	3/2/2020	DonerSnap fees	17.16		17.16						17.16
2359	3/13/2020	Zachary Simpson	691.58					691.58			691.58
	3/13/2020	Withholding	141.75					141.75			141.75
2360	3/13/2020	Itasca County SWCD	500.00	500.00							500.00
2361	3/13/2020	unTapped	3,720.00				3,720.00				3,720.00
2362	3/13/2020	AT&T	110.28	110.28							110.28
2363	3/13/2020	Gary Siegford	78.72							78.72	78.72
2364	3/14/2020	Terry Barth Design LLC	43.50					43.50			43.50
2365	3/14/2020	One Republic - MN ARP	295.00	295.00							295.00
2366	3/16/2020	Paul Bunyan	359.36				359.36				359.36
2367	3/18/2020	Kirk Gilbertson	174.60	174.60							174.60
2368	3/31/2020	Zachary Simpson	691.58					691.58			691.58
	3/31/2020	Withholding	141.75					141.75			141.75
2369	3/31/2020	Central Square Mall	356.90					356.90			356.90
2370	3/31/2020	Paul Bunyan	99.37				99.37				99.37
2371	3/31/2020	AT&T	110.28	110.28							110.28
2372	3/31/2020	unTapped	2,910.00				2,910.00				2,910.00
2373	4/2/2020	Card Service Center	405.30								-
		IW/GoDaddy		222.93							222.93
		Bush - Zoom					16.02				16.02

Itasca Water Legacy Partnership										
Detail Fiscal Year 2020										
December 31, 2020										
			IWLP	Membershp	IWLP	Bush	Blandin	Blandin/S	Shoreland	Blandin
			Operating	Drive/Fundraising	Memorial	Foundation	Shoreland	Marketing	Advisors	IWLP
		Advisors Bldrs supply							163.40	163.40
		Advisors Brewed promotionFB							2.95	2.95
ACH	4/2/2020	DonerSnap fees	15.00		15.00					15.00
2374	4/10/2020	MN Lakes and Rivers	150.00	150.00						150.00
2375	4/10/2020	Lamke Broadcasting	1,998.00					1,998.00		1,998.00
2376	4/15/2020	Zachary Simpson	691.58				691.58			691.58
ACH	4/15/2020	Withholding	141.75				141.75			141.75
2377	4/13/2020	AT&T	13.14	13.14						13.14
2378	4/23/2020	USPS	220.00		220.00					220.00
2379	4/23/2020	Lamar Companies	630.00						630.00	630.00
2380	4/30/2080	Zachary Simpson	691.58				691.58			691.58
ACH	4/30/2080	Withholding	141.75				141.75			141.75
2381	4/30/2020	Central Square Mall	249.63				249.63			249.63
2382	4/29/2020	Card Service Center	16.04			16.04				16.04
2383	4/30/2020	unTapped	7,050.00			7,050.00				7,050.00
ACH	5/1/2020	DonerSnap fees	15.00		15.00					15.00
2384	5/6/2020	Terry Barth Design LLC	300.00				300.00			300.00
2385	5/6/2020	Paul Bunyan	89.13			89.13				89.13
2386	5/6/2020	AT&T	123.37	123.37						123.37
2387	5/15/2020	Zachary Simpson	691.58				691.58			691.58
ACH	5/15/2020	Withholding	141.75				141.75			141.75
2388	5/18/2020	Sandy Anderson	118.97		118.97					118.97
2389	5/15/2020	Kirk Gilbertson	193.60	193.60						193.60
2390	5/21/2020	Lamar Companies	450.00						450.00	450.00
2391	5/29/2020	Zachary Simpson	691.58				691.58			691.58
ACH	5/29/2020	Withholding	141.75				141.75			141.75
2392	5/29/2020	Beiers Greenhouse	89.45		89.45					89.45
2393	5/29/2020	unTapped	6,800.00			6,800.00				6,800.00
2394	5/29/2020	Paul Bunyan	94.25			94.25				94.25
2395	5/31/2020	Central Square Mall	249.83				249.83			249.83
	6/2/2020	DonerSnap fees	15.00		15.00					15.00
2396	6/2/2020	AT&T	123.37	123.37						123.37
2397	6/3/2020	Card Service Center	669.45							-
		Bd Devel Zoom				16.02				16.02
		lpage		29.98						29.98
		Target printer cartridge			70.52					70.52
		Amazon					552.93			552.93
2398	6/10/2020	Karen Terry	435.13						435.13	435.13
2399	6/15/2020	Zachary Simpson	691.58				691.58			691.58
	6/15/2020	Withholding	141.75				141.75			141.75
2400	6/18/2020	Lamar Companies	450.00						450.00	450.00
2401	6/18/2020	CAN Surety	187.00	187.00						187.00
2402	6/23/2020	Kirk Gilbertson	105.60	105.60						105.60
2403	6/29/2020	VOID	-							-

Itasca Water Legacy Partnership											Youth
Detail Fiscal Year 2020											Summit
December 31, 2020											
				IWLP	Membershp	IWLP	Bush	Blandin	Blandin/S	Shoreland	Blandin
				Operating	Drive/Fundraising	Memorial	Foundation	Shoreland	Marketing	Advisors	IWLP
2431	9/12/2020	Larmar Companies	450.00							450.00	450.00
2432	9/12/2020	Minuteman Press	123.78				123.78				123.78
2433	9/15/2020	Zachary Simpson	841.28					841.28			841.28
	9/15/2020	Withholding	192.05					192.05			192.05
2434	9/14/2020	USPS	55.00	55.00							55.00
2435	9/26/2020	Jan Sandberg	103.27	103.27							103.27
2436	9/30/2020	Central Square Mall	356.90					356.90			356.90
ACH	10/2/2020	DonerSnap fees	15.00		15.00						15.00
2437	10/2/2020	unTapped	3,075.00				3,075.00				3,075.00
2438	10/2/2020	Card Service Center - zoom	305.59								-
2438		Zoom					16.02				16.02
2438		Office Depot						104.18			104.18
2438		Stokes						17.39			17.39
2438		Constant Contact		168.00							168.00
2439	10/2/2020	Paul Bunyan	94.79				94.79				94.79
2440	10/5/2020	AT&T	95.85	95.85							95.85
2441	10/14/2020	USPS	385.00		385.00						385.00
2442	10/14/2020	Stokes	17.20		17.20						17.20
2443	10/20/2020	Rapids Printing	160.31		160.31						160.31
2444	10/20/2020	Northern Community Radio	550.00	550.00							550.00
2445	10/30/2020	Rapids Printing	234.48		234.48						234.48
2446	10/31/2020	Central Square Mall	356.90					356.90			356.90
2447	10/31/2020	Paul Bunyan	94.79				94.79				94.79
2448	10/31/2020	Card Sevice Center	55.01								-
2448		iPage		38.99							38.99
2448		Zoom					16.02				16.02
2449	10/31/2020	AT&T	95.90	95.90							95.90
2450	10/31/2020	MISSING	-	-							-
2451	11/2/2020	unTapped	2,197.50				2,197.50				2,197.50
	11/2/2020	DonorSnap fees	17.89		17.89						17.89
2452	11/6/2020	Post Office	200.00							200.00	200.00
2453	11/6/2020	Post Office	250.00							250.00	250.00
2454	11/9/2020	Post Office Box	64.00	64.00							64.00
2455	11/14/2020	Stokes	113.36		113.36						113.36
2456	11/14/2020	Sandy Anderson	283.22						283.22		283.22
2457	11/16/2020	State of Minnesota	25.00	25.00							25.00
2458	11/16/2020	Post Office	64.00							64.00	64.00
2459	11/17/2020	Kirk Gilbertson	202.40	202.40							202.40
2460	11/30/2020	Paul Bunyan	94.79				94.79				94.79
2461	11/30/2020	Card Service Center-Zoom	16.02				16.02				16.02
2462	11/30/2020	Central Square Mall	300.00					300.00			300.00
	11/30/2020	DonorSnap contract	450.00		450.00						450.00
	12/2/2020	FirstFund fees	2.00		2.00						2.00
	12/2/2020	DonorSnap fees	41.91		41.91						41.91

Itasca Water Legacy Partnership											Youth
Detail Fiscal Year 2020											Summit
		December 31, 2020		IWLP	Membership	IWLP	Bush	Blandin	Blandin/S	Shoreland	Blandin
				Operating	Drive/Fundraising	Memorial	Foundation	Shoreland	Marketing	Advisors	IWLP
8/31/2020	Interest	8.50	8.50								8.50
9/9/2020	Membership	35.00	35.00								35.00
9/30/2020	Interest	7.27	7.27								7.27
10/16/2020	Membership	100.00	100.00								100.00
10/19/2020	Online donations	30.00	30.00								30.00
10/21/2020	Sand Lake Association	200.00	200.00								200.00
10/26/2020	Online donations	30.00	30.00								30.00
10/31/2020	Interest	7.44	7.44								7.44
11/9/2020	Online donations	50.00	50.00								50.00
11/12/2020	Online donations	80.00	80.00								80.00
11/16/2020	Membership	1,740.00	1,740.00								1,740.00
11/18/2020	Membership	1,085.00	1,085.00								1,085.00
11/18/2020	Online donations	30.00	30.00								30.00
11/19/2020	Membership	500.00	500.00								500.00
11/19/2020	Online donations	300.00	300.00								300.00
11/20/2020	Online donations	100.00	100.00								100.00
11/23/2020	Online donations	180.00	180.00								180.00
11/24/2020	Membership	170.00	170.00								170.00
11/25/2020	Membership	570.00	570.00								570.00
11/25/2020	Online donations	30.00	30.00								30.00
11/25/2020	GiveMN on line	140.00	140.00								140.00
11/27/2020	Membership	160.00	160.00								160.00
11/27/2020	Online donations	30.00	30.00								30.00
11/30/2020	Membership	465.00	465.00								465.00
11/30/2020	Interest	7.20	7.20								7.20
12/1/2020	Online donations	50.00	50.00								50.00
12/2/2020	GiveMN on line	145.00	145.00								145.00
12/3/2020	Online donations	50.00	50.00								50.00
12/4/2020	Membership	280.00	280.00								280.00
12/8/2020	Membership	200.00	200.00								200.00
12/14/2020	Membership	360.00	360.00								360.00
12/14/2020	Online donations	100.00	100.00								100.00
12/18/2020	Membership	130.00	130.00								130.00
12/19/2020	Membership	260.00	260.00								260.00
12/23/2020	Membership	100.00	100.00								100.00
12/23/2020	Online donations	100.00	100.00								100.00
12/28/2020	Membership	125.00	125.00								125.00
12/29/2020	Membership	60.00	60.00								60.00
12/31/2020	Membership	150.00	150.00								150.00
12/31/2020	Interest	7.44	7.44								7.44
Total Receipts		50,461.15	10,461.15	-	-	-	40,000.00	-	-	-	50,461.15
Current Balance		190,858.24	62,067.06	(2,133.57)	2,183.75	50,970.16	71,879.21	(2,679.72)	(4,317.01)	12,888.36	190,858.24

ATTACHMENT A#2.3

Itasca Waters	1/6/2021											
2020 December Budget Summary												
Fiscal Year Ending 12-31-2020												
	Itasca Waters			Blandin Foundation - Old			Blandin Foundation			Bush Foundation		
	Operating						Shoreland					
	Total Budget	Total YTD	Balance	Total Budget	Total YTD	Balance	Total Budget	Total YTD	Balance	Total Budget	Total YTD	Balance
Revenues												
Memberships and Donations	8,500.00	9,969.00	(1,469.00)							-	-	-
Misc Grants	1,000.00	-	1,000.00							-	-	-
Private Grants	-	-	-				40,000.00	40,000.00	-	-	-	-
Memorials	250.00	-	250.00							-	-	-
Edward Jones stock donation	-	-	-							-	-	-
Edward Jones Sale	-	-	-							-	-	-
Interest and Dividends	500.00	182.15	317.85							-	-	-
Administrative fee	2,000.00	-	2,000.00							-	-	-
Miscellaneous	-	-	-							-	-	-
Total Revenue	12,250.00	10,151.15	2,098.85				40,000.00	40,000.00	-	-	-	-
Expenditures												
Contracted Services	200.00	-	200.00	700.00		700.00	8,697.00	435.13	8,261.87	11,780.00	90.00	11,690.00
Consultant										58,020.00	43,077.50	14,942.50
Board Development										6,310.00	1,371.53	4,938.47
Salaries and Wages	-	-	-	-	-	-	45,000.00	14,366.61	30,633.39	-	-	-
Employer paid benefits	30.00	32.00	(2.00)	-	-	-	4,775.00	1,226.55	3,548.45	-	-	-
Telephone	1,800.00	1,251.38	548.62	-	-	-	-	-	-	-	-	-
Accounting Fees	3,000.00	2,204.20	795.80	-	-	-	-	-	-	-	-	-
Membership and Fees	1,900.00	1,889.28	10.72	-	-	-	-	125.00	(125.00)	-	-	-
Grant Administration Fee	-	-	-	-	-	-	3,000.00	-	3,000.00	-	-	-
Insurance	2,100.00	1,744.00	356.00	-	-	-	-	-	-	-	-	-
Interest and fees	25.00	25.00	-	-	-	-	-	-	-	-	-	-
Coordinator Mileage and Travel	-	-	-	-	-	-	1,000.00	-	1,000.00	540.00		540.00
Registration Conferences	-	-	-	-	-	-	-	-	-	-		-
Postage	825.00	779.00	46.00	-	-	-	500.00	547.00	(47.00)	3,280.00		3,280.00
Program Supplies	100.00	837.04	(737.04)	3,800.00		3,800.00	7,000.00	1,090.82	5,909.18	11,000.00	323.78	10,676.22
Promotion	500.00	500.00	-	500.00		500.00	15,000.00	4,920.35	10,079.65	-		-
Rental and Storage	-	-	-	500.00		500.00	4,350.00	3,922.54	427.46	4,903.00		4,903.00
Repair and Maintenance	-	-	-	-		-	-	-	-	-		-
Office Supplies	300.00	126.53	173.47	-		-	1,000.00	643.59	356.41	-		-
Printing	600.00	-	600.00	500.00		500.00	1,000.00	-	1,000.00	-		-
Website	500.00	502.83	(2.83)	-		-	1,500.00	662.25	837.75	-		-
Total Expenditures	11,880.00	9,891.26	1,988.74	6,000.00		6,000.00	92,822.00	27,939.84	64,882.16	95,833.00	44,862.81	50,970.19
Revenues over(under) Expenditures	370.00	259.89										
Cash balance 12/31/2020			62,117.24			12,888.36			64,882.48			50,970.16

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01/06/21
Cash Basis

Itasca Water Legacy Partnership
Balance Sheet by Class
As of December 31, 2020

	Water Economic Study					
	Bush Foundation	Gen-Water Legacy	Memorials	Shoreland	Water Legacy	Total
ASSETS						
Current Assets						
Checking/Savings						
1010 · Cash in Bank	-49,029.84	23,896.60	3,583.12	49,882.33	-12,467.63	-12,467.63
1070 · Savings & short-term investment	100,000.00	34,802.78	0.00	15,000.00	25,355.99	25,355.99
Total Checking/Savings	<u>50,970.16</u>	<u>58,699.38</u>	<u>3,583.12</u>	<u>64,882.33</u>	<u>12,888.36</u>	<u>12,888.36</u>
Total Current Assets	<u>50,970.16</u>	<u>58,699.38</u>	<u>3,583.12</u>	<u>64,882.33</u>	<u>12,888.36</u>	<u>12,888.36</u>
TOTAL ASSETS	<u><u>50,970.16</u></u>	<u><u>58,699.38</u></u>	<u><u>3,583.12</u></u>	<u><u>64,882.33</u></u>	<u><u>12,888.36</u></u>	<u><u>12,888.36</u></u>
LIABILITIES & EQUITY						
Equity						
3100 · Contributed Capital	0.00	27,049.80	0.00	0.00	0.00	0.00
32000 · Net Assets (Close)	95,832.97	31,389.69	3,583.12	52,822.17	12,888.36	12,888.36
Net Income	-44,862.81	259.89	0.00	12,060.16	0.00	0.00
Total Equity	<u>50,970.16</u>	<u>58,699.38</u>	<u>3,583.12</u>	<u>64,882.33</u>	<u>12,888.36</u>	<u>12,888.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>50,970.16</u></u>	<u><u>58,699.38</u></u>	<u><u>3,583.12</u></u>	<u><u>64,882.33</u></u>	<u><u>12,888.36</u></u>	<u><u>12,888.36</u></u>

Itasca Water Legacy Partnership
Balance Sheet by Class
 As of December 31, 2020

	<u>water summit- Youth</u>	<u>We Are Water</u>	<u>TOTAL</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash in Bank	-165.26	0.15	15,699.47
1070 · Savings & short-term investment	0.00	0.00	175,158.77
Total Checking/Savings	<u>-165.26</u>	<u>0.15</u>	<u>190,858.24</u>
Total Current Assets	<u>-165.26</u>	<u>0.15</u>	<u>190,858.24</u>
TOTAL ASSETS	<u><u>-165.26</u></u>	<u><u>0.15</u></u>	<u><u>190,858.24</u></u>
LIABILITIES & EQUITY			
Equity			
3100 · Contributed Capital	0.00	0.00	27,049.80
32000 · Net Assets (Close)	-165.26	0.15	196,351.20
Net Income	0.00	0.00	-32,542.76
Total Equity	<u>-165.26</u>	<u>0.15</u>	<u>190,858.24</u>
TOTAL LIABILITIES & EQUITY	<u><u>-165.26</u></u>	<u><u>0.15</u></u>	<u><u>190,858.24</u></u>

**Itasca Water Legacy Partnership
Profit & Loss by Class**

January through December 2020

	<u>Bush Foundation</u>	<u>Gen-Water Legacy</u>	<u>Shoreland</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
4220 · Grants	0.00	0.00	40,000.00	40,000.00
4240 · Donations	0.00	382.00	0.00	382.00
5100 · Memberships	0.00	9,587.00	0.00	9,587.00
5310 · Interest Earned	0.00	182.15	0.00	182.15
Total Income	0.00	10,151.15	40,000.00	50,151.15
Gross Profit	0.00	10,151.15	40,000.00	50,151.15
Expense				
7020 · Contract Services	43,167.50	0.00	435.13	43,602.63
7022 · License Fee	0.00	0.00	125.00	125.00
7030 · Event Expense	0.00	500.00	0.00	500.00
7040 · Fund raising expense	0.00	118.97	0.00	118.97
7050 · Mailing and Postage Costs	0.00	333.36	0.00	333.36
7060 · Program Supplies	323.78	89.45	610.15	1,023.38
7070 · Promotional and Advertising	0.00	0.00	4,920.35	4,920.35
7200 · Salaries and Wages				
7250 · Payroll Taxes	0.00	32.00	1,226.55	1,258.55
7200 · Salaries and Wages - Other	0.00	0.00	14,366.61	14,366.61
Total 7200 · Salaries and Wages	0.00	32.00	15,593.16	15,625.16
7515 · Momborship Drive	0.00	625.37	0.00	625.37
7520 · Accounting Fees	0.00	2,204.20	0.00	2,204.20
7535 · Dues and membership fees	0.00	1,263.91	0.00	1,263.91
7540 · Professional Fees - Other	0.00	25.00	0.00	25.00
7545 · Supplies	0.00	337.75	359.10	696.85
7548 · Telephone	0.00	1,251.38	0.00	1,251.38
7550 · Office Supplies				
7551 · Postage	0.00	559.00	547.00	1,106.00
7550 · Office Supplies - Other	0.00	304.04	765.16	1,069.20
Total 7550 · Office Supplies	0.00	863.04	1,312.16	2,175.20
7565 · Office Rental Space	0.00	0.00	3,922.54	3,922.54
7580 · Website	189.50	502.83	662.25	1,354.58
7712 · Board development	1,182.03	0.00	0.00	1,182.03
8520 · Insurance	0.00	1,744.00	0.00	1,744.00
Total Expense	44,862.81	9,891.26	27,939.84	82,693.91
Net Ordinary Income	-44,862.81	259.89	12,060.16	-32,542.76
Net Income	-44,862.81	259.89	12,060.16	-32,542.76

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01/06/21

Cash Basis

Itasca Water Legacy Partnership
Profit & Loss by Class
December 2020

	<u>Bush Foundation</u>	<u>Gen-Water Legacy</u>	<u>Shoreland</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
5100 · Memberships	0.00	2,110.00	0.00	2,110.00
5310 · Interest Earned	0.00	7.44	0.00	7.44
Total Income	<u>0.00</u>	<u>2,117.44</u>	<u>0.00</u>	<u>2,117.44</u>
Gross Profit	0.00	2,117.44	0.00	2,117.44
Expense				
7020 · Contract Services	5,445.00	0.00	0.00	5,445.00
7520 · Accounting Fees	0.00	938.50	0.00	938.50
7535 · Dues and membership fees	0.00	313.91	0.00	313.91
7548 · Telephone	0.00	95.90	0.00	95.90
7565 · Office Rental Space	0.00	0.00	374.75	374.75
7580 · Website	0.00	42.93	0.00	42.93
7712 · Board development	16.02	0.00	0.00	16.02
8520 · Insurance	0.00	618.00	0.00	618.00
Total Expense	<u>5,461.02</u>	<u>2,009.24</u>	<u>374.75</u>	<u>7,845.01</u>
Net Ordinary Income	<u>-5,461.02</u>	<u>108.20</u>	<u>-374.75</u>	<u>-5,727.57</u>
Net Income	<u><u>-5,461.02</u></u>	<u><u>108.20</u></u>	<u><u>-374.75</u></u>	<u><u>-5,727.57</u></u>

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01/05/21

Itasca Water Legacy Partnership
Reconciliation Summary
1070 - Savings & short-term investment, Period Ending 12/31/2020

	<u>Dec 31, 20</u>
Beginning Balance	175,151.33
Cleared Transactions	
Deposits and Credits - 1 Item	<u>7.44</u>
Total Cleared Transactions	<u>7.44</u>
Cleared Balance	<u><u>175,158.77</u></u>
Register Balance as of 12/31/2020	175,158.77
Ending Balance	175,158.77

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01/06/21

Itasca Water Legacy Partnership
Reconciliation Summary
1010 - Cash in Bank, Period Ending 12/31/2020

	<u>Dec 31, 20</u>
Beginning Balance	21,979.27
Cleared Transactions	
Checks and Payments - 12 Items	-5,826.10
Deposits and Credits - 15 Items	2,575.00
Total Cleared Transactions	<u>-3,251.10</u>
Cleared Balance	<u>18,728.17</u>
Uncleared Transactions	
Checks and Payments - 4 Items	<u>-3,028.70</u>
Total Uncleared Transactions	<u>-3,028.70</u>
Register Balance as of 12/31/2020	<u>15,699.47</u>
Ending Balance	<u>15,699.47</u>

Itasca Water Legacy Partnership
Reconciliation Detail
1010 - Cash in Bank, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,979.27
Cleared Transactions						
Checks and Payments - 12 items						
Check	11/14/2020	2456	Sandy Anderson	X	-283.22	-283.22
Check	11/14/2020	2455	Stokes Printing	X	-113.36	-396.58
Check	11/17/2020	2459	Kirk Gilbertson CPA...	X	-202.40	-598.98
Check	11/30/2020	2462	Central Square Mall	X	-300.00	-898.98
Check	11/30/2020	2460	Paul Bunyan Comm	X	-94.79	-993.77
Check	11/30/2020	2461	Card Service Center	X	-16.02	-1,009.79
Check	12/02/2020	ach	Bankcard	X	-41.91	-1,051.70
Check	12/02/2020	ach	FirstFund	X	-2.00	-1,053.70
Check	12/03/2020	2463	unTapped	X	-3,120.00	-4,173.70
Check	12/08/2020	2464	A T & T	X	-95.90	-4,269.60
Check	12/17/2020	2466	Kirk Gilbertson CPA...	X	-938.50	-5,208.10
Check	12/26/2020	2467	Western National Ins	X	-618.00	-5,826.10
Total Checks and Payments					-5,826.10	-5,826.10
Deposits and Credits - 15 items						
Deposit	11/30/2020			X	465.00	465.00
Deposit	12/01/2020			X	50.00	515.00
Deposit	12/02/2020			X	145.00	660.00
Deposit	12/03/2020			X	50.00	710.00
Deposit	12/04/2020			X	280.00	990.00
Deposit	12/08/2020			X	200.00	1,190.00
Deposit	12/14/2020			X	100.00	1,290.00
Deposit	12/14/2020			X	360.00	1,650.00
Deposit	12/18/2020			X	130.00	1,780.00
Deposit	12/19/2020			X	260.00	2,040.00
Deposit	12/23/2020			X	100.00	2,140.00
Deposit	12/28/2020			X	100.00	2,240.00
Deposit	12/28/2020			X	125.00	2,365.00
Deposit	12/29/2020			X	60.00	2,425.00
Deposit	12/30/2020			X	150.00	2,575.00
Total Deposits and Credits					2,575.00	2,575.00
Total Cleared Transactions					-3,251.10	-3,251.10
Cleared Balance					-3,251.10	18,728.17
Uncleared Transactions						
Checks and Payments - 4 items						
Check	12/14/2020	2465	grand Rapids Cham...		-270.00	-270.00
Check	12/28/2020	2469	unTapped		-2,325.00	-2,595.00
Check	12/28/2020	2470	Bankcard		-58.95	-2,653.95
Check	12/31/2020	2468	Central Square Mall		-374.75	-3,028.70
Total Checks and Payments					-3,028.70	-3,028.70
Total Uncleared Transactions					-3,028.70	-3,028.70
Register Balance as of 12/31/2020					-6,279.80	15,699.47
Ending Balance					-6,279.80	15,699.47

ITASCA WATERS COORDINATOR POSITION

(Revised December 5, 2020)

Classification: Half-time, about 20 hours per week position with a flexible schedule

Reports To: Itasca Waters Board of Directors designated Supervisor

Organization Description:

Itasca Waters, a 501(c)3 nonprofit organization, is a volunteer based, water advocacy group with the mission of teaming up with others to protect Itasca County's six major watersheds and its abundant clean waters and quality habitats. Our board members come with a variety of skills and backgrounds, including those with experience from Itasca County AIS, Itasca County Association of Lake Associations, Itasca County Environmental Services, Itasca County Soil and Water, Minnesota Board of Water & Soil Resources, Minnesota Pollution Control Agency, Minnesota Sea Grant, and the U.S. Forest Service.

Some of Itasca Waters activities have included: organizing an annual Youth Water Summit for Itasca County fifth graders, establishing the Itasca County AIS program, sponsoring water quality studies on area lakes, and other education and information programs to protect our waters. In 2018, we launched a Shoreland Initiative focusing on helping lake owners improve their shorelines and developing ways to keep lakes healthy through information about buffer zones, native shoreland plants, controlling runoff, and other topics.

We are supported by member donations and grants.

Summary of the Coordinator's position:

In 2020 Itasca Waters restructured our organization and empowered our committees to efficiently and effectively engage in the work of the organization. The coordinator's primary role is to provide support to the mission of Itasca Waters, assist board committees with projects, maintain Itasca Waters' records and project information, support the Shoreland Initiative, help efforts to increase our membership, provide assistance in pursuing grants, and respond to and forward emails/phone calls as necessary. All work assignments will be directed by the board Supervisor. This is a half-time, 20 hour/ week position with a flexible schedule.

Primary Responsibilities:

- Provide support to committees
- Respond to emails to our organization and route them to appropriate board members/committee chairs
- Maintain Google Drive for the Board and the Committees, including training for board members as needed on Google software

- Maintain and update information on the Itasca Waters website, with consultant assistance as needed
- Maintain IW presence on social media
- Work with committees to create IW “bulletins” (newsletter with links) several times per year to be sent to our mailing list and posted on the IW website and social media
- Maintain an up-to-date Coordinator work plan on Google Drive
- Communicate with board members in a timely fashion regarding project updates, and related calendar items
- Maintain hours worked and expenses to be submitted to the Supervisor and Treasurer
- Attend Itasca Waters Board of Directors meetings, currently being held virtually via Zoom six times per year
- provide a written report to the Supervisor at the end of each month
- Obtain pre-approval from the Supervisor for all office expenditures

Compensation :

- \$20,000/year for the part-time position

Minimum Qualifications:

- The candidate will have strong organizational, computer, communication, and writing skills, self-management experience, and willingness to help build partner relationships
- The candidate will be adept working with social media, particularly Facebook
- The candidate will have demonstrated the ability to work positively with diverse groups of stakeholders as well as knowledge of the importance of working in an equitable and inclusive fashion with people of differing backgrounds, cultures, and abilities
- The candidate will have knowledge of Itasca County water resources and community
- The candidate will have working knowledge of MacBook, iPhone, basic audio and video equipment, and standard office equipment

(See Appendix A for examples of specific tasks of the Coordinator)

Appendix A:

Examples of specific tasks/records to be kept are as follows:

- Maintain a list of current grants with interim and final report deadlines and notify persons responsible a month in advance
- Posting Board of Director's meeting minutes to the website (IW Secretary posts to Google Drive)
- Prepare Orientation Handbook for new Board members
- Posting project and annual reports to website as completed
- Maintaining current Board of Director's information on the website
- Be familiar with Constant Contact and maintain current contact lists
- Become familiar with linking general membership contact information on DonorSnap with Constant Contact (software apps)
- Assist with event planning that may include producing posters, PR, coordinating volunteers
- Maintain current volunteer database

ITASCA WATERS COORDINATOR MANAGEMENT PLAN

(December 5, 2020)

This plan was created to develop a system that will allow for the sharing of responsibilities between the Personnel Committee and the Board Liaison while maintaining the Liaison's authority over the Coordinator.

The Board Liaison will be henceforth called Supervisor, to more clearly define the Supervisor's authority.

It is understood that the Coordinator will be responsible for routine duties as outlined in the Coordinator Job Description, plus special projects that will be requested by committees and approved by the Supervisor. These projects could be ongoing, one-offs, or annual recurring. This plan affects project requests by IW committees for work to be performed by the Coordinator.

The management plan is designed to give the Supervisor freedom to manage the Coordinator while allowing the Personnel Committee to participate in prioritizing projects with the Supervisor and the committee making a project request. It will allow the Personnel Committee, rather than the Supervisor, to manage any board or committee conflicts with the Coordinator or the Coordinator's work assignments.

Project Creation:

When a project is created by a committee that requires the attention of the Coordinator, that committee's chair will send the project request to the Personnel Committee chair. The request will contain as much detail as possible, including the number of estimated hours required of the Coordinator.

The Personnel Committee will discuss the request with the Supervisor and make a decision on the priority of the plan vs. other projects the Coordinator is working on. This should be done in a timely fashion.

Once the project is approved by the Personnel Committee and Supervisor, the Supervisor will take the work assignment to the Coordinator.

Project Management:

The Supervisor will meet with the Coordinator virtually or in person at least once a week to discuss progress, work completed, any issues, and other items that may be required. Direct management of the Coordinator will be solely the responsibility of the Supervisor. However, routine correspondence between an individual board member and coordinator would be allowed on projects as pre-approved by the Supervisor.

Project Tracking and Updates:

The Coordinator and the Supervisor will be responsible for tracking and updating committee projects. The Supervisor will provide updates to the Personnel Committee as needed.

Monthly Reports:

The Coordinator will provide reports each month, at the end of the month, on all projects being worked on. The report will be submitted to the Supervisor for review and editing, if necessary, and the Supervisor will submit the Coordinator's monthly report to the IW Board of Directors.

Tracking Hours Worked:

The Coordinator will submit a bi-weekly report (coinciding with the pay period and as specified by the Treasurer) of the hours worked by the Coordinator to the Supervisor. The Supervisor will review, approve, and submit the bi-weekly hours to the IW Treasurer.

Performance Review:

The Supervisor and the chair of the Personnel Committee will conduct a performance review of the Coordinator after her/his first three months on the job, and then every six months after that. The performance review will be shared with IW officers and kept in a confidential Google Drive file.

Problems with Coordinator:

The Supervisor will discuss any problems or issues with the Coordinator's work with the Personnel chair in a timely fashion. Problems should not be allowed to build, but rather should be addressed as soon as the Supervisor recognizes a pattern and has not had success at correcting the issue. If necessary, the Personnel Committee and the Supervisor will meet to discuss, and implement, solutions.

Issues with Committee Chairs or Board Members:

If an issue should arise between the Coordinator and a board member which is not easily solved by the Coordinator and Supervisor, the Supervisor will take the issue to the Personnel chair, and the Personnel chair will discuss the problem with the board member who is involved. If no resolution occurs, the Executive Committee will discuss, and decide on, a remedy.

Minnesota Traditions Executive Summary

Itasca Waters 12/22/20

Minnesota Traditions social media program started in 2016 by the Miss. Headwaters Board (MHB) to produce a multi-county, consistent AIS message to influence behavioral change. Our program produces mass messaging that reinforce what inspectors do at the local accesses, as well as, produce messages that are not communicated at the accesses. Over the past several years the campaign has gained over 39.5K followers on Facebook and over 8K followers on Twitter due to social media's ability to provide consistent, repetitious, and continuous duration of messaging geared toward changing attitudes toward AIS.

MN Traditions was launched to empower unique aquatic resource user groups through education and encouragement. When we started in 2016 a majority of AIS messaging was and still is "doom & gloom" and created a feeling of helplessness among users. MN Traditions has focused our messaging campaigns with positive facts as a motivator for users to share this news with neighbors and peers. We then use peers talking to each other within each of the targeted user groups; Boating, Fishing, Sailing, Canoe & Kayak, Waterfowl. Numbers indicate our success thus far has been earned one resource user at a time.

Based on last year's performance, we expect to raise \$70,000 to \$80,000 for the 2021 season with 9 to 11 partners participating in the program. We already have a committed \$55K so far and are well on our way to reaching our goal to help counties succeed at preventing the spread of AIS. From April 2021 to October 2021 we will produce 4 post per week and from November 2021 to March 2022 produce 1 post per week. We will produce content this year specifically toward bait disposal and care as this is what the AIS coordinators requested of us.

Consistent performance is what we strive for in all our campaigns. We run fishing, boating, sailing, water sports, canoeing/kayaking, and waterfowl hunting campaigns at different times during the season and we utilize boosting of posts to help us meet our campaign goals. This ensures we have a balanced campaign.

Due to the success of an article writing program this year, MN Traditions will hire a professional journalist to write article specifically pertaining to your county's successes and issues. I have included some support materials on annual campaign performance that will help you make an informed decision about protecting the precious waters of your county.

I am requesting \$15,000 from your county to help with this endeavor, and I realize that your support will help all counties work harmoniously and consistently together rather than separately.

INVOICE

December 1, 2020

Itasca Waters
P.O. Box 881
Grand Rapids, MN 55744

Check # 2463
12/3/2020
\$3,120.00

Bush/contract sue

Professional Services & Expenses (November 2020)

Professional Services		
Activities	Hours	Fees
Community engagement		
• Connelly	12.6hrs	\$1890.00
• Zabinski	8.2hrs	\$1230.00
Total Services & Expenses	20.8hrs	\$3,120.00

Please remit payment to: Untapped, Inc.
PO Box 320
Grand Rapids, MN 55744

November 2020 Activity

- **Clean Water Commitment**
 - Nashwauk Township
 - Itasca County
- **Created 7 Easy Ways to Protect I Waters Infographic for area websites**
 - Chamber of Commerce
 - City of Grand Rapids
 - GRPUC
- **Marketing Plan for Bush Grant**
- **Met with Itasca Waters Board**
- **Met with social media consultant - Worked on social media marketing campaign plan**

Check # 2469

12/28/2020

\$2325.00



Consultant

Bush/contract #2325.00

Bd/Board

Bush/contract sec 90.00

INVOICE

\$2325.00

December 28th, 2020

Itasca Waters
P.O. Box 881
Grand Rapids, MN 55744

Professional Services & Expenses (Dec, 2020)

Professional Services		
Activities	Hours	Fees
Community engagement		
• Connelly	8hrs	\$1200.00
• Zabinski	6.9hrs	\$1035.00
• Purdum	3hrs	\$90.00
Total Services & Expenses	17.9hrs	\$2325.00

Please remit payment to: Untapped, Inc.
PO Box 320
Grand Rapids, MN 55744

December (2020) Activity Summary

- Continue 7 Easy Ways Campaign (hosting on area websites and mailing inserts in local PUCS).
- Final follow-ups with local units of government on Clean Water Commitment.
- Set up social media public awareness campaign plan (worked with social media consultant, hosted a meeting with marketing committee).
- Talked with Mississippi Headwaters about potential collaborations.

2021 Budget Worksheet					
DRAFT					
January 6, 2021	Itasca Waters Operating			Blandin Operating (OLD)	
	Projects		Projects		
	Membership Drive Budget	Operating Budget	Total Budget	Youth Water Summit Budget	Total Budget
Revenues					
Memberships and Donations		9,000.00	9,000.00		-
Misc Grants			-		-
Private Grants			-		-
Memorials			-		-
Edward Jones stock donation			-		-
Edward Jones Sale			-		-
Interest and Dividends		200.00	200.00		-
Administrative fee		2,000.00	2,000.00		-
Total Revenue	-	11,200.00	11,200.00	-	
Expenditures					
Contracted Services			-	700.00	700.00
Consultant					
Board Development					
Salaries and Wages			-		-
Employer paid benefits		40.00	40.00		-
Telephone		1,300.00	1,300.00		-
Accounting Fees		2,300.00	2,300.00		-
Membership and Fees	670.00	1,300.00	1,970.00		-
Equipment		-	-		-
Grant Administration Fee			-		-
Insurance		1,800.00	1,800.00		-
Interest and fees		25.00	25.00		-
Coordinator Mileage and Travel			-		-
Postage	800.00	150.00	950.00		-
Program Supplies	930.00	125.00	1,055.00	3,800.00	3,800.00
Promotion		500.00	500.00	500.00	500.00
Rental and Storage			-	500.00	500.00
Office Supplies	100.00	100.00	200.00		-
Printing			-	500.00	500.00
Website		600.00	600.00		-
Total Expenditures	2,500.00	8,240.00	10,740.00	6,000.00	6,000.00
Revenues over(under) Expenditures	(2,500.00)	2,960.00	460.00		
Cash balance 12/31/2020			62,117.24		12,888.36

2021 Budget Worksheet				
DRAFT				
January 6, 2021	Blandin New - Shoreland			
	Projects			
	Advisors Budget	Marketing Budget	Other Budget	Total Budget
Revenues				
Memberships and Donations				
Misc Grants				
Private Grants				
Memorials				
Edward Jones stock donation				
Edward Jones Sale				
Interest and Dividends				
Administrative fee				
Total Revenue	-	-	-	-
Expenditures				
Contracted Services	4,000.00	2,000.00	2,261.00	8,261.00
Consultant				-
Board Development				-
Salaries and Wages			30,633.00	30,633.00
Employer paid benefits			3,548.00	3,548.00
Telephone				-
Accounting Fees				-
Membership and Fees				-
Equipment				-
Grant Administration Fee			3,000.00	3,000.00
Insurance				-
Interest and fees				-
Coordinator Mileage and Travel	200.00		800.00	1,000.00
Postage				-
Program Supplies	1,500.00	500.00	3,909.00	5,909.00
Promotion	3,600.00	2,100.00	4,208.00	9,908.00
Rental and Storage	200.00	100.00	127.00	427.00
Office Supplies	200.00	100.00	57.00	357.00
Printing	300.00	200.00	500.00	1,000.00
Website			840.00	840.00
Total Expenditures	10,000.00	5,000.00	49,883.00	64,883.00
Revenues over(under) Expenditures				
Cash balance 12/31/2020				64,882.48

2021 Budget Worksheet					
DRAFT					
January 6, 2021		Bush Foundation			
		Projects			
		Contracted Services Budget	Board Develo Budget	Other Budget	Total Budget
Revenues					
Memberships and Donations					
Misc Grants					
Private Grants					
Memorials					
Edward Jones stock donation					
Edward Jones Sale					
Interest and Dividends					
Administrative fee					
Total Revenue		-	-	-	-
Expenditures					
Contracted Services		11,690.00			11,690.00
Consultant		14,943.00			14,943.00
Board Development			4,939.00		4,939.00
Salaries and Wages					-
Employer paid benefits					-
Telephone					-
Accounting Fees					-
Membership and Fees					-
Equipment					-
Grant Administration Fee					-
Insurance					-
Interest and fees					-
Coordinator Mileage and Travel				540.00	540.00
Postage				3,280.00	3,280.00
Program Supplies				10,676.00	10,676.00
Promotion					-
Rental and Storage				4,903.00	4,903.00
Office Supplies					-
Printing					-
Website					-
Total Expenditures		26,633.00	4,939.00	19,399.00	50,971.00
Revenues over(under) Expenditures					
Cash balance 12/31/2020					50,970.16



Conflict of Interest Policy

Article I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's, Itasca Water Legacy Partnership, interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. **A financial interest is not necessarily a conflict of interest.** Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V
Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI
Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII
Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

The undersigned Board Member states that he/she has received a copy of the above Conflict of Interest Policy.

Printed Name

Signature

Dated: _____

www.ItascaWaters.org

Email: info@itascawaterlegacypartnership.org



Itasca Waters
 PO Box 881
 Grand Rapids, MN 55744

Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of the Itasca Water Legacy Partnership is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

It is the intent of the Itasca Water Legacy Partnership to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Itasca Water Legacy Partnership and provides the Itasca Water Legacy Partnership with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Itasca Water Legacy Partnership will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the Itasca Water Legacy Partnership, or of another individual or entity with whom the Itasca Water Legacy Partnership has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Itasca Water Legacy Partnership will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any activity, policy or practice of the Itasca Water Legacy Partnership that the employee reasonably believes is in violation of a law, or a rule, or a regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Printed Name

Signature

Dated: _____

Itasca Waters Policy for Executive Session-Closed Meetings

Definition of Closed Meeting

A closed meeting (or closed session if part of a scheduled meeting) is a meeting that is only open to persons who are members of the deliberative body (Board or Executive Committee) or are expressly invited to participate because of knowledge of the item being discussed.

Which Bodies May Hold Closed Meetings

A closed meeting may be held by the Board or the Executive Committee.

Process for Closure

The meeting agenda may announce in advance that a closed session for all or part of a meeting is being considered. However, to close the meeting, there must be a motion and second to close the meeting with a majority of the members of the deliberative body voting to close the meeting.

Attendance

Participants at a closed meeting include the deliberative body membership and persons expressly invited to participate because of knowledge of the item being discussed.

Reason for Closure

Executive sessions are intended to protect the innocent and assure confidentiality about sensitive matters. Meetings may be closed to discuss confidential issues including personnel or to allow frank and open discussion of a specific topic. Topics might include: audit feedback, performance reviews, staff compensation, legal issues, crisis management and intra-Board disputes. There may be other, similar, reasons to close a meeting.

Meeting Record

A record of a summary of discussions and sufficient detail to justify any actions taken must be kept. Minutes are discoverable in litigation.

More detailed minutes are required when discussing staff compensation.

In discussing conflicts of interest, the minutes should reflect:

- the name of the person with a potential conflict of interest and the nature of that interest;
- the board's decision as to whether a conflict exists;
- the names of the persons who were present for discussion;
- the content of the discussion, including alternatives to the proposed transaction which the board considered; and
- a record of any votes taken in connection with the proceedings, including the vote to approve the transaction

Meeting Record Distribution

Minutes from closed meetings should only be distributed to the participants in that meeting, not to those absent from the meeting or, in the case of the Executive Committee, to the full Board. Minutes should be kept separately from the regular minutes.

However, the deliberative body may choose to inform Board members about a decision.

Background

Bylaws:

The Itasca Waters Bylaws are silent on closed meetings.

The bylaws state that all Board meetings will be open to the public and minutes of the proceedings available on request, which is not required under Robert's Rules.

Itasca Waters is not subject to Minnesota open meeting laws.

Itasca Waters Policy for Recording Meetings

The Board or any committee may prepare audio or video recordings of open or closed meetings. At the beginning of the meeting, members should be advised that the meeting is being recorded.

The primary purpose for these recordings is to assist the Secretary in preparing accurate minutes. Once the draft minutes have been agreed to by the Board or committee, as appropriate, the recording will be discarded. However, upon the request of a Board or committee member who must be absent from a meeting, the recording can be retained for an additional week.

Sources

<https://www.nonprofitissues.com/to-the-point/may-directors-record-board-meeting>

This is a matter of state law, and there are apparently some state laws that prohibit such taping without the consent of the participants. Many organizations nevertheless do tape their meetings, particularly to help prepare the minutes of the meeting.

If the meetings are recorded (and assuming it is not one of the rare nonprofits that is required to hold open meetings), there are a number of policy questions the board ought to consider. We recommend, if they record the meetings, that every member of the board be advised that the meeting is being recorded; that the recording be retained only until the approval of the minutes of the meeting and then erased or destroyed; and that any member of the board have the right to have the recording stopped temporarily at any time if necessary to prevent “chilling” the discussion of a particularly sensitive issue.

If the organization has legal (generally voting) members, any member of the organization, as well as any member of the board, will probably have the right to listen to the recording while it exists. It will probably be considered to be one of the “books and records” of the organization. Since discussion at board meetings is usually considered “confidential,” many organizations do not want to record the discussion, or want to destroy the recording as soon as possible if they do so.

<https://www.upcounsel.com/recording-board-of-directors-meetings>

Recording board of directors meetings is not a requirement, although company owners may request it. If you decide to record your board meetings, you should check the rules in your state to make sure that recording is legal.

Legality of Recording Meetings

In certain states, including California, recording a conversation without the consent of both parties is illegal. This means that if your board of directors meeting takes place in one of these states, you would need to get the consent of every director before recording the meeting. If your board meeting is an open meeting, however, you should be able to record the meeting, as there is no expectation of confidentiality.

A legitimate argument can be made that a board of directors has the power to decide how a meeting of the board will take

place. Basically, this means that the board has the authority to decide if recording meetings will be allowed. If the board

decides not to allow recordings, there is virtually no point in arguing the decision, especially since the Open Meeting Act

doesn't override a board of directors' authority. It is possible, however, that your company's governing documents allow

recordings of meetings.

In most cases, your company bylaws will not mention recording meetings. If your bylaws do discuss recordings, it's likely

that they are only allowed at the discretion of your directors. If there is no mention of recordings in your bylaws, you may

want to update these rules to allow for this practice. Adopting rules about recording board of directors meetings can help

prevent conflicts between your board and company owners.

When writing rules about recording board meetings, there are a few factors that you should consider:

Who will be doing the recording?

When will the recording take place?

Is there a purpose to the recording other than documentation?

Generally, giving the board of directors the power to approve or deny recordings is a good idea.

Granting the board this

authority will make sure that recordings are only beneficial and not open to abuse. In many companies, board of directors

meetings are recorded, primarily to make preparing the minutes of the meetings easier. If your organization does decide to

record meetings of your board of directors, there are some policies that you should consider putting in place.

For instance, every board member should be aware that these recordings will take place. It's also a good idea to institute a

policy for getting rid of recordings after approval of the meeting minutes. You should also consider instituting a rule that any

board member can request that the recording be stopped. For instance, board members may want to briefly stop a recording

while discussing a sensitive manner.

If your company has voting members, you will likely be required to allow them to listen to these recordings if they request.

Board members must also be allowed to listen to these recordings. Recordings may be included in your company's records.

The reason many corporations decide not to record board meetings is that most of the subject matter discussed during these

meetings is confidential. If you do decide to record your meetings, and your board talks about issues private to your

corporation, it's a good idea to destroy these recordings as soon as possible.

Drawbacks to Recording Meetings

When a company owner brings recording equipment to a board meeting, they may be trying to gather evidence for a lawsuit.

They may also be planning to use these recordings to intimidate board members. In some cases, the owner will also bring a

lawyer with them in addition to recording a meeting.

If an owner is recording board of directors meetings for the purpose of a lawsuit, it can discourage board members from

participating in the meeting. They may not feel comfortable discussing important issues out of a fear they'll be involved in

the litigation. So, in some cases, recording board meetings can suppress the free speech of board members.

Additionally, even though there may not be an expectation of privacy when attending a board meeting, attendees do expect

that what they say in the meeting won't be released to the public. To protect the privacy of board members, many companies

prohibit recording devices in meetings.

If you need help with recording board of directors meetings, you can post your legal needs on UpCounsel's marketplace.

UpCounsel accepts only the top 5 percent of lawyers to its site. Lawyers on UpCounsel come from law schools such as

Harvard Law and Yale Law and average 14 years of legal experience, including work with or on behalf of companies like

Google, Menlo Ventures, and Airbnb.

Background

The Itasca Waters bylaws are silent on the issue of recording meetings

State Statute

Minnesota law is a "one-party consent" state, which means that only one party to a communication needs to consent for a recording of the communication to be legal – unless the recording is made for the purpose of committing a criminal or tortious act.

Minn. Stat. § 626A.02 Subd. 2(d) It is not unlawful under this chapter for a person not acting under color of law to intercept a wire, electronic, or oral communication where such person is a

party to the communication or where one of the parties to the communication has given prior consent to such interception unless such communication is intercepted for the purpose of committing any criminal or tortious act in violation of the constitution or laws of the United States or of any state.

Itasca Waters is not covered by Minnesota Statutes Chapter 13D. Open Meeting Law

Itasca Waters Policy on Approvals for Committee Expenditures

All committee expenditures and projects require approval by vote of the governing committee at an online or virtual meeting (where all participants are in audio contact) or by email vote that conforms to the policy for unanimous consent via mail or email.

Committee expenditures not requiring further approval by the Board or Executive Committee are:

- expenditures, including specific projects, that are included in the Board approved committee budget and that do not need the assistance of staff
- non-project expenditures, as approved by the governing committee, as normal and necessary and fall within the committee budget limits

Committee expenditures requiring further approval by the Board or Executive Committee are:

- expenditures that exceed the previously approved committee budget
- expenditures for new projects not covered under the current budget
- expenditures that require the assistance of staff, which must also be approved by the Personnel Committee/Staff Liaison

Itasca Waters Policy for Written Unanimous Consent

Board or committee action may be taken outside a virtual or in-person meeting (where all participants participate in discussions) using procedures for written unanimous consent. This may be accomplished by email or mail.

Board of Directors or Executive Committee

The Secretary will prepare a Word or PDF document describing the item requiring approval.

The document will be distributed to all Board members by mail or email.

Email: each Board member must download and print the document, register his or her vote and sign the document.

Mail: each member must register his or her vote and sign the document received by mail.

The signed document must be returned to the Secretary by regular mail or scanned or photographed and returned by email.

The Secretary will retain all returned documents as part of the official record.

The vote will not take effect until all committee members have completed this process and voting unanimously.

The vote will be ratified at the next Board meeting and be kept as part of the Board record.

Standing or Special Committees

The committee chair, or if the chair is unavailable the Secretary, will prepare a Word or PDF document describing the item requiring approval.

The document will be distributed to all committee members by mail or email.

Email: each member must download and print the document, register his or her vote and sign the document.

Mail: each member must register his or her vote and sign the document received by mail.

The signed document must be returned to the committee chair or Secretary by regular mail or scanned or photographed and returned by email.

The committee chair or Secretary will retain all returned documents as part of the official record.

The vote will not take effect until all committee members have completed this process and voting unanimously.

The vote will be ratified at the next committee meeting and be kept as part of the committee record.

Background

Current Bylaws Language:

Article 3 Written Unanimous Consent in Absence of a Board or Committee Meeting: When action is required outside a meeting of the full Board or any standing committee, the Secretary or appropriate committee chair will prepare a document describing the item requiring action and distribute it by email sent to all Directors or Committee members, as appropriate. Each

Director or member must download and print the document, register his or her vote and sign the document. This signed document must be returned to the secretary by regular mail or scanned or photographed and returned by email. The Secretary will retain all documents as part of the official record. The vote must be unanimous. The vote would not take effect until all Board or Committee members have completed this process. Such votes will be ratified at the next Board or Committee meeting.

State Statutes (2019)

317A.239 ACTION WITHOUT MEETING.

17A.239 ACTION WITHOUT MEETING.

Subdivision 1. Method.

An action required or permitted to be taken at a board meeting may be taken by written action signed, or consented to by authenticated electronic communication, by all of the directors. If the articles so provide, an action, other than an action requiring approval of members with voting rights, may be taken by written action signed, or consented to by authenticated electronic communication, by the number of directors that would be required to take the same action at a meeting of the board at which all directors were present.

Subd. 2. Effective time.

The written action is effective when signed, or consented to by authenticated electronic communication, by the required number of directors, unless a different effective time is provided in the written action.

Subd. 3. Notice; liability.

When written action is permitted to be taken by less than all directors, all directors must be notified immediately of its text and effective date. Failure to provide the notice does not invalidate the written action. A director who does not sign or consent to the written action is not liable for the action or actions taken thereby.

317A.011 DEFINITIONS.

Subd. 3a. Authenticated.

"Authenticated" means, with respect to an electronic communication, that the communication is delivered to the principal place of business of the corporation, or to an officer or agent of the corporation authorized by the corporation to receive the communication, and that the communication sets forth information from which the corporation can reasonably conclude that the communication was sent by the purported sender.

Itasca Waters Agenda and Minutes Policy

Board Meetings

Agenda

About ten days in advance of a scheduled Board meeting, the Secretary will prepare a draft agenda for consideration by the President and the Executive Committee. Board meetings are typically scheduled for the year at the organizational meeting in January. Certain items are required for any Board meeting, including previous Board minutes, financial report, approval of past actions of the Executive Committee, President's Report, Coordinator's report, and reports from all standing and special committees. After approval by the Executive Committee of specific agenda items and possible attachments, the Secretary will email the agenda and attachments to the full Board. The email message will include the meeting date, time and location (which may be remote via Zoom).

While ideally the email will include all attachments, in the case that the attachments are too large for email transmission the Secretary will post all attachments and the agenda into the appropriate folder in Google Drive and so inform the Board. All Board members with Google accounts have access to the folder for minutes.

With the permission of the President, changes to the agenda may be made in advance of the meeting, in which case the agenda will be emailed again to the Board. However, it is often simpler to amend the agenda at the Board meeting.

Minutes

After the Board meeting, the Secretary will email draft minutes to all Board members in attendance at the meeting. Based on feedback from those members, revised minutes will be transmitted to all Board members. The final minutes will be included in the appropriate folder in Google Drive.

Minutes of full Board meetings should be posted as soon as possible to Itasca Waters' webpage.

Executive Committee Meetings

Agenda

About a week or more in advance of an Executive Committee meeting called by the President, the Secretary will prepare a draft agenda for consideration by the President and the Executive Committee. Items may be submitted by Executive Committee members or others, or reflect carry-over items from previous meetings.

After approval of specific agenda items and possible attachments, the Secretary will email the agenda and attachments to the full Board. The email message will include the meeting date, time and location (which may be via Zoom).

While ideally the email will include all attachments, in the case that the attachments are too large for email transmission, the Secretary will post all attachments and the agenda into the appropriate folder in Google Drive and so inform the Executive Committee.

With the permission of the President, changes to the agenda may be made in advance of the meeting, in which case the agenda will be emailed again to the Executive Committee and Board. However, it is often simpler to amend the agenda at the Board meeting.

Minutes

After the Board meeting, the Secretary will email draft minutes to all Board members in attendance at the meeting. Based on feedback from those members, revised minutes will be transmitted to all Board members. The final minutes and attachments will be included in the appropriate folder in Google Drive.

The Secretary is not involved in distributing information for any other committees

Grant Committee Report - January 7, 2021

According to the Forest Service, the 4 reappointments to the Chippewa RAC should be finalized this month. As soon as the appointments are finalized the committee meeting schedule will be established so we can begin setting up the grant application process for Secure Rural School Act funds. IW, working with SWCD, received funds for a project in the last funding cycle. There will be an opportunity for funding again.

I have added my name to a number of organizations to receive information on grants.

If other board members are aware of grant opportunities, please forward them to me or other members of the committee so the Grant Committee can assess the grant for IW projects.

If board members or committees have a potential project they see as grant eligible, let us know so we can look for opportunities and partners.

Itasca Waters Marketing Committee: Projects Planning

Effective January 1, 2021

1. When a Marketing Committee member, another IW committee, or a board member has a marketing idea, the idea should be submitted by email to the marketing chair containing as much detail as possible.
2. The marketing chair will review the idea and submit it via email to the Marketing Committee for review, with any comments attached.
3. If an idea gets a go-ahead from the Marketing Committee, the chair will ask for a Marketing Committee volunteer to take the project lead. If no Marketing Committee member has the interest or time, the chair will ask the submitting committee or board member to take the lead. If no-one has the interest or time to take on a particular project, then the project will be put on the shelf.
4. The person who volunteers to be project lead will gather all needed details or information, put the idea into a formal plan using the Marketing Committee Project Request Form available in IW Google Drive/Marketing, and submit it via email to the marketing chair. The formal project presentation presented by the project lead should include all action plans, including costs, so that it can be accomplished with a minimum of further effort by the Marketing Committee, or by the Coordinator if approved by the IW Coordinator Supervisor. *The formal project plan must be approved by the Marketing Committee, if Marketing Committee funding is involved.*
5. The marketing chair will keep a spreadsheet of money spent under the Marketing Committee budget. That information will be available on IW Google Drive/Marketing Committee.
6. All project ideas should be kept in folders on Google Drive/Marketing Committee for tracking or revisiting (i.e., in the case of a shelved project), and the status of active projects should be listed.
7. All activity should be done in a timely fashion so that projects get done as quickly as possible and don't get stale.
8. Most Marketing Committee activities should be accomplished through email, text, or phone calls. Emails should only be sent to people who are directly involved in a project (anyone interested in a project's status can visit Google Drive). Email chains should be avoided unless absolutely necessary...they are not helpful.
9. Marketing Committee Zoom meetings, when necessary, will be highly agenda driven, and kept to 30-45 minutes or less.

Marketing Committee Project Request Form

Date:

Project Leader:

Project Description:

Project Goal(s):

Project Timeline:

Project Cost:

Proposed Project Cost Committee Share:

Other:

**Membership-Fundraising Committee Report to the Board of Directors on January 11, 2021
As of December 31, 2020 (corrected version) - By Shirley Loegering**

Thank you to all of you on the Board, and to Ed and Laura, for your efforts to keep Itasca Waters moving forward during the past difficult year. We raised more money with the membership campaign in 2020 than in any other year, except for the first few years when we received seed money from lake associations.

Total membership donations received in 2020 were \$9,969 compared to \$9,390 last year (not including stock donations). Significantly, we reached this amount without receiving the \$1,000 we received in past years from a large donor.

We added 32 new members from the following groups in 2020, more new members than any other year, except the first two years:

- 8 – New lakeshore owner list (Four from group who received the Shoreland Guide)
- 9 - Morris survey respondent list
- 5 - Shoreland Advisor list
- 2 - Our Mississippi Our Future participant list
- 1 – Resort list (Buckhorn on Caribou)
- 2 - Facebook “Likes”
- 1 - New partner (Beier’s Greenhouse)
- 4 - Unknown source

Summary:

- 97 renewals received from November campaign
- 19 renewals made earlier in the year
- 8 renewals made by seven Board members and one Advisory Board member
- 124 paid up renewals
- 32 new members
- 41 outstanding/unpaid memberships (for years 2018-2020)
- 197 Total Membership Units

That is a retention rate of about 75%, considered very good for a nonprofit. Two other indicators of confidence in Itasca Waters are: 1) Johnnie Fulton increased her individual membership to a business membership for Green Heron B&B on Pokegama Lake, and 2) Kirk Gilbertson made both a personal donation and a business donation. Be sure to thank them when you see them.

New this year, we invited any resort or fishing guide who donated \$100.00 or more to partner with us to promote the importance of our region’s water resources. We would post their story about what quality water means to them and their business on our Facebook and website along with a photo of their choice.

To date, we have not received a donation from any of the fishing guides. Four resorts, summer camps or businesses would qualify, and we need to follow-up with them.

1. Buckhorn on Caribou
2. Camp Mishawaka
3. Green Heron B&B
4. Hideaway Resort

ATTACHMENT A#6.j&l

Shoreland Committee November and Dec 2020

Worked with Ryan Dechaine to produce an article sponsored by the fishing community. Ryan engaged 10 anglers. Board members were sent a copy in late October. Britta Arendt Herald Review placed the article on the editorial page as a commentary. This information may have been in the last report completed.

Requested input from the shoreland committee on ideas to generate more shoreland visits. The responses of new ideas were minimal. Direct mail was suggested by 2 members of the committee. In the past there have been numerous ideas and they will have to be revisited during the one hour sessions that Jessie has instituted.

The board will need to help devise some new ideas regarding shoreland that are possible to take on with the current board, we have the option of continuing as we have the past two years. Newly hired coordinator will need to be big part of moving the shoreland program forward. Tasks would include keeping in touch with advisors, scheduling visits, helping to produce media that will encourage residents to request a visit, and effectively reaching out to the community.

Gull Lake Coalition of Lake Associations was contacted. They have a lake steward program that Gull will be working with Mn Lakes and Rivers on. They would like to take the Gull Lake Program statewide in 2021 starting with the Lake Associations that are members of MLR. A summary of that program was provided to the board for review and comment. The board will need to address the willingness and the ability to work on a project of this kind by IW. More information will be available in January when I will visit Jeff Forrester and Dorothy Whitmer who are trying to get the program going. This could provide additional membership contacts and a way for the organized committees to work in unison.

Shoreland Budget has been submitted to Pat for 2021. She requested a flat amount. \$9000.00

Youth Water Summit, nothing has changed since the last report provided in October. That report was an attachment for the Nov meeting. Melanie DeBay has agreed to make the call on whether the event will take place due to Covid in 2021. We decided to look at the pandemic situation in Jan 2021. Four committee members have agreed to help out with contacting presenters and volunteers, we had 6 or 7 in past years. I have encouraged Melanie and Dist 318 community education to take the program over with IW being the fiscal agent for sustainability purposes. The budget for 2021 of \$6000 has already been approved.

David Lick Jan 4, 2021