

Itasca Waters Board Meeting Minutes

March 8, 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	E	Jan Sandberg	P	Andy Arens (TAB)	A
Jan Best	P	Bill Grantges	P	Davin Tinquist	P	Benjamin Benoit (TAB)	A
Megan Christianson	E	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	E			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. <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 asked for clarification on assigning funding for Paul Bunyan charge (\$94+ a month)—does it come from Bush grant or operating. Consensus that it makes sense to take this cost out of the operating budget. Budget summary—remaining funds in Shoreland of the \$64K, about \$35K is for the coordinator. Bush has \$42K left, with Board Dev is funds now assigned to the UnTapped strategic planning contract. There is \$7695 left in the original UnTapped contract. Pat will be gone for most of April. <i>Motion to approve the Treasurer’s report.(Dave Lick, Jan Sandberg) M/S/U</i>	<ul style="list-style-type: none"> • Board members to review the budget summary for remaining balances.
3. Unfinished Business		
3.a Coordinator A#3.a-1, A#3.a-2, A#3.a-3	Brian described the development of the job description and management plan. Jesse will be the Supervisor. Brian reviewed process for candidate selection , 6 applications from last cycle, 3 expressed interest and several officers and Dave Lick interviewed two. Salary is paid on the 15 th and last day of the month with hours to be submitted, comp time is possible as are additional, negotiated hours. <i>Motion to hire Paula Rajala to start as the Itasca Waters coordinator on March 9, following the same salary structure as the previous coordinator and hours for the first week to be submitted by the 13th. (Brian Whittemore, Jan Sandberg) M/S/U</i>	<ul style="list-style-type: none"> • Several Board members will help orient the coordinator – Shirley (office, computer), Brian, Pat, Dave, and Megan (social media). Contact Dave quickly as he will be out of town soon.
3.b Bush Foundation Grant	Ed (Untapped) has contacted several organizations to post the Seven Easy Ways graphic on websites: see Rapids Brewing Company: https://rapidsbrewingco.com/about/ City of Grand Rapids: https://www.cityofgrandrapidsmn.com/ Grand Rapids Area Chamber of Commerce: https://www.grandmn.com/community/ Each has taken a different approach. Ed has also approached Visit Grand Rapids and GRACF. The graphic will be in Grand Rapids utility bills in February and April. They will continue with outreach and public awareness but would like to know what other deliverables we would like, e.g., PR materials.	<ul style="list-style-type: none"> • Meet with Rudy (Bush Foundation) early next week. • Suggest (Marketing Committee and others) deliverables from UnTapped.

Agenda Items/ Attachments A#--	Key Discussion/ Outcomes	Follow-up Needed Who/When
	Discussion about City of Grand Rapids agreeing to install signs at their four lakes to advise folks to be careful with the water. Dave raised the issue of demo sites and Bill noted that several lakes will be treated.	
4. New Business		
4.a Strategic Planning Project--UnTapped A#4.a	<p>There were 11 responses to the planning questionnaire—Ed will share a link to the results later. The first meeting will focus mission and vision. They will help us develop evaluation metrics to use to measure our progress. Consensus that the coordinator does not need to attend</p> <p>They will send out meeting invitations closer to the meeting date— March 11, 6-8 pm, March 22, 4:30-6:30 pm, April 6, 4:30-6:30 pm, April 12, 4:30-5:30 pm.</p> <p>They offered to help with the Clean Water Initiative.</p>	<ul style="list-style-type: none"> • All Board members should complete the UnTapped survey sent earlier.
4.b Minnesota Lakes & Rivers Lake Steward Project A#4.b	<p>Dave described the proposed program, starting with ideas to make the Shoreland Project have broader applicability. There are some unknowns, e.g., not sure if lake associations (LAs) will want to be involved and would this overload IW. At a minimum Dave suggests delaying until LAs decide whether to participate with MLR. And avoid friction with ICOLA. The IW Advisors should take the quiz as it would be helpful for their visits.</p> <p>Dave thought is to step back (no longer chair the Shoreland Committee) and allow the new coordinator to take the lead. There is a letter to LAs ready to go. Dave has also put in work on the native plants—ICC, Beier’s. It</p> <p>Discussion about possible issues with requiring coordinator to take the lead with shoreland issues—brand new, not a policy person, will need support from someone (other committee members?).</p> <p><i>Motion to approve the coordinator task list from attachments A#4.b, understanding that tasks are subject to Supervisor overview and coordination with other Itasca Waters activities.</i></p> <ol style="list-style-type: none"> 1. Prepare an email about the April MLR training, 2. Monitor requests from the IW website for a visit (how does this work?), 3. Take phone calls requesting visits, 4. Assign Advisor to owner, 5. Follow up with Advisor, 6. Review visit with property owner, 7. Monitor gift cards for advisors, and 8. Maintain the spreadsheet of advisors and visits. <p><i>(Brian Whittemore, Jan Sandberg) M/S/U</i></p>	<ul style="list-style-type: none"> • Consensus to put the MLR Steward project on hold for now, perhaps reconsider after completing strategic planning and identifying a new Shoreland Committee chair • Clarify when to send an Advisor: if requestor is on a lake that has an LA and is or is not a member of that LA; or is on a lake without LA
4.c Clean Water Initiative A#4.c	<p>Jan S noted that there is as yet not enough info to know project cost and funding source. Laura offered to partner which might fit with the upcoming Bush discussion. Dave reported on his conversation with Ben Benoit. Bill G pointed out the Five Star initiative that is part of this which might serve as a model</p> <p><i>Motion to move forward to cooperate with the Clean Water Initiative including some marketing support. (Jesse Davis, Dave Lick) M/S/U</i></p>	<ul style="list-style-type: none"> • UnTapped to determine how they could assist the project.
4.d Round the Horn ICOLA	<p>There was discussion outside the meeting of a missed opportunity to share information with ICOLA.</p>	<ul style="list-style-type: none"> • Secretary and Treasurer will prepare a report to submit to Bill Grantges describing the activities that have happened since the last ICOLA meeting.
4.e Website Liaison	<p>Pat receives communications from GoDaddy and iPage. Ultimately the coordinator should receive such information. Ignore GoDaddy as that is</p>	<ul style="list-style-type: none"> • Discuss whether to keep all domain names held by iPage.

Agenda Items/ Attachments A#--	Key Discussion/ Outcomes	Follow-up Needed Who/When
	mostly marketing. According to a later communication with Shirley, iPage registers several domain names.	
5. Consent Agenda	<i>Motion to approve the entire consent agenda. (Dave Lick, Brian Whittemore) M/S/U</i>	
5.a January 11, 2021 Board Minutes	Circulated after the November meeting	
5.b Ratify Past Actions of the Executive Committee A#5.b	Email vote to approve Strategic planning project expenditure.	
6. Reports		
6.a President's Report		
6.b Coordinator/Office Report		
6.c Exec/Governance Committee		
6.d Finance		
6.e Grants		
6.f Marketing		
6.g Membership & Fundraising A#6.g	Shirley submitted a report but was not present to discuss it.	
6.h Personnel		
6.i Planning		
6.j Shoreland Advisors		
6.k Vision/New Projects		
6.l Youth Water Summit	Dave noted that the event for this year is cancelled.	
7. Other		
Adjournment	<i>Hearing no objection, Jesse adjourned the meeting at 6:15</i>	

Upcoming Events

2021 Board Meetings:

- 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.

ATTACHMENT A#2-1

Itasca Waters	3/2/2021											
2021 Januaryr Budget Summary												
Fiscal Year Ending 12-31-2021												
	Itasca Waters			Blandin Foundation - Old			Blandin Foundation			Blandin Foundation		
	Operating						Shoreland			Bush Foundation		
	Total Budget	Total YTD	Balance	Total Budget	Total YTD	Balance	Total Budget	Total YTD	Balance	Total Budget	Total YTD	Balance
Revenues												
Memberships and Donations	9,000.00	1,555.00	7,445.00							-	-	-
Misc Grants	1,000.00		1,000.00							-	-	-
Private Grants	-		-						-	-	-	-
Memorials	-		-						-	-	-	-
Edward Jones stock donation	-		-						-	-	-	-
Edward Jones Sale	-		-						-	-	-	-
Interest and Dividends	200.00	13.83	186.17							-	-	-
Administrative fee	2,000.00		2,000.00							-	-	-
Miscellaneous	-	-	-							-	-	-
Total Revenue	12,200.00	1,568.83	10,631.17	-	-	-	-	-	-	-	-	-
Expenditures												
Contracted Services	500.00		500.00	700.00		700.00	11,195.00		11,195.00	11,690.00	330.00	11,360.00
Consultant										14,943.00	7,248.00	7,695.00
Board Development										4,939.00	206.30	4,732.70
Salaries and Wages	-		-	-		-	32,297.00		32,297.00	-		-
Employer paid benefits	40.00		40.00	-		-	3,548.00		3,548.00	-		-
Telephone	1,300.00	191.90	1,108.10	-		-	-		-	-		-
Accounting Fees	2,300.00	314.40	1,985.60	-		-	-		-	-		-
Membership and Fees	1,970.00	567.75	1,402.25	-		-	-		-	-		-
Grant Administration Fee	-		-	-		-	4,500.00		4,500.00	-		-
Insurance	1,800.00	287.00	1,513.00	-		-	-		-	-		-
Interest and fees	25.00		25.00	-		-	-		-	-		-
Coordinator Mileage and Travel	-		-	-		-	1,836.00		1,836.00	540.00		540.00
Postage	950.00	240.00	710.00	-		-	-		-	3,280.00		3,280.00
Program Supplies	1,055.00		1,055.00	3,800.00		3,800.00	4,800.00	38.21	4,761.79	10,676.00	1,041.41	9,634.59
Promotion	500.00		500.00	500.00		500.00	-		-	-		-
Rental and Storage	-		-	500.00		500.00	3,668.00	711.81	2,956.19	4,903.00		4,903.00
Repair and Maintenance	-		-	-		-	-		-	-		-
Office Supplies	700.00		700.00	-		-	-		-	-		-
Printing	-		-	500.00		500.00	3,038.00		3,038.00	-		-
Website	600.00		600.00	-		-	-		-	-		-
Total Expenditures	11,740.00	1,601.05	10,138.95	6,000.00	-	6,000.00	64,882.00	750.02	64,131.98	50,971.00	8,825.71	42,145.29
Budget Balance												
Revenues over(under) Expenditures	460.00	(32.22)										
Cash balance 02/28/2021			62,333.83			12,888.36			64,132.46			42,144.45

ATTACHMENT A#2-2

Itasca Water Legacy Partnership												Youth		
Detail Fiscal Year 2021												Summit		
January 31, 2021				IWLP	Membership		IWLP	Bush	Bush	Blandin	Blandin/S	Shoreland	Blandin	
				Operating	Fundraising	Personnel	Memorial	Foundation	Board Dev	Shoreland	Marketing	Advisors	IWLP	
Beginning Balances 01/01/2021				60,182.30			2,183.75	50,970.16		64,882.48			12,888.36	191,107.05
Check #	Date	Name	Amount											
ACH	1/4/2021	Donor snap fees	20.74			20.74								20.74
ACH	1/5/2021	FirstFund	1.00			1.00								1.00
2471	1/7/2021	AT&T	95.90	95.90										95.90
2472	1/7/2021	Paul Bunyan	95.14						95.14					95.14
2473	1/26/2021	Stokes	38.21									38.21		38.21
2474	1/28/2021	Minuteman Press	1,041.41					1,041.41						1,041.41
2475	1/28/2021	ICTV	250.00	250.00										250.00
2476	1/29/2021	UnTapped	3,753.00					3,753.00						3,753.00
2477	1/29/2021	CentralSquareMall	337.06							337.06				337.06
2478	1/29/2021	USPS	240.00	55.00	185.00									240.00
														-
														-
Total Expenditures			5,872.46	400.90	206.74	-	-	4,794.41	95.14	337.06	-	38.21	-	5,872.46
Receipts														
														-
	1/4/2021	Online DonorSnap	30.00	30.00										30.00
	1/8/2021	Memberships	180.00	180.00										180.00
	1/13/2021	Online DonorSnap	100.00	100.00										100.00
	1/15/2021	Memberships	50.00	50.00										50.00
	1/15/2021	Online DonorSnap	100.00	100.00										100.00
	1/19/2021	Memberships	135.00	135.00										135.00
	1/21/2021	Blandin Matching	600.00	600.00										600.00
	1/27/2021	Memberships	30.00	30.00										30.00
	1/29/2021	Memberships	30.00	30.00										30.00
	1/31/2021	Interest	7.44	7.44										7.44
														-
														-
Total Receipts			1,262.44	1,262.44	-	-	-	-	-	-	-	-	-	1,262.44
Current Balance			186,497.03	61,043.84	(206.74)	-	2,183.75	46,175.75	(95.14)	64,545.42	-	(38.21)	12,888.36	186,497.03

ATTACHMENT A#2-3

Itasca Waters											
February Summary	2021										
Fiscal Year ending 12/31/2020										Youth Education	
March 1, 2021						Blandin			Summit		
	IWLP	Membership			Bush	Shoreland	Shoreland	Shoreland	Blandin		
	Operating	FundraiDrive	Personnel	Memorials	Foundation	Project	Marketing	Advisors	IWLP Operating	Total	
Revenue											
Beginning Balance 01/01/2021	60,182.30	-		2,183.75	50,970.16	64,882.48			-	12,888.36	191,107.05
Memberships and Donations	1,555.00										1,555.00
Bush Grant											-
Blandin Grants											-
Miscellaneous grants											-
Minnesota Hummanities Grant											-
Memorials											-
Interest and Dividends	13.83										13.83
Gain(loss) on sale											-
Administrative fee											-
Miscellaneous											-
Subtotal Revenue FY 2021	1,568.83	-		-	-	-	-	-	-	-	1,568.83
Available Cash Revenue FY 2021	\$ 61,751.13	\$ -		\$ 2,183.75	\$ 50,970.16	\$ 64,882.48	\$ -	\$ -	\$ -	\$ 12,888.36	\$ 192,675.88
Expenditures											
Contracted Services					330.00						330.00
Consultant					7,248.00						7,248.00
Salaries and Wages											-
Employer paid benefits											-
Board Development					206.30						206.30
Telephone	191.90										191.90
Accounting Fees	314.40										314.40
Dues and Memberships	520.00										520.00
Event Expense											-
Grant Administration Fee											-
Insurance	287.00										287.00
Interest and fees											-
Postage	55.00	185.00									240.00
Education											-
Program Supplies					1,041.41			38.21			1,079.62
Office Supplies											-
Promotion											-
DonorSnap fees		47.75									47.75
Rental and Storage						711.81					711.81
Printing											-
Website											-
Subtotal Expenditures FY 2021	\$ 1,368.30	\$ 232.75		\$ -	\$ 8,825.71	\$ 711.81	\$ -	\$ 38.21	\$ -	\$ -	\$ 11,176.78
Budget	8,240.00	2,500.00	1,000.00	-	50,971.00	49,882.00	5,000.00	10,000.00	6,000.00		
Ending Cash balance 02/28/2021	\$ 60,382.83	\$ (232.75)		\$ 2,183.75	\$ 42,144.45	\$ 64,170.67	\$ -	\$ (38.21)	\$ -	\$ 12,888.36	\$ 181,499.10
Checking											16,326.50
Payroll timing differences											-
Savings											165,172.60
Edward Jones											-
Total Cash Balance 02/28/2021											\$ 181,499.10
Cash Balance by Fund		62,333.83			42,144.45	64,132.46			12,888.36		181,499.10

Itasca Water Legacy Partnership
Balance Sheet by Class
 As of February 28, 2021

	<u>Bush Foundation</u>	<u>Gen-Water Legacy</u>	<u>Memorials</u>	<u>Shoreland</u>	<u>Water Economic Study</u> <u>Water Legacy</u>
ASSETS					
Current Assets					
Checking/Savings					
1010 · Cash in Bank	-47,855.55	23,934.10	3,583.12	49,132.46	-12,467.63
1070 · Savings & short-term investment	90,000.00	34,816.61	0.00	15,000.00	25,355.99
Total Checking/Savings	<u>42,144.45</u>	<u>58,750.71</u>	<u>3,583.12</u>	<u>64,132.46</u>	<u>12,888.36</u>
Total Current Assets	<u>42,144.45</u>	<u>58,750.71</u>	<u>3,583.12</u>	<u>64,132.46</u>	<u>12,888.36</u>
TOTAL ASSETS	<u><u>42,144.45</u></u>	<u><u>58,750.71</u></u>	<u><u>3,583.12</u></u>	<u><u>64,132.46</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
32000 · Net Assets (Close)	50,970.16	31,733.13	3,583.12	64,882.48	12,888.36
Net Income	-8,825.71	-32.22	0.00	-750.02	0.00
Total Equity	<u>42,144.45</u>	<u>58,750.71</u>	<u>3,583.12</u>	<u>64,132.46</u>	<u>12,888.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>42,144.45</u></u>	<u><u>58,750.71</u></u>	<u><u>3,583.12</u></u>	<u><u>64,132.46</u></u>	<u><u>12,888.36</u></u>

Itasca Water Legacy Partnership
Balance Sheet by Class
 As of February 28, 2021

	Total Water Economic Study	TOTAL
ASSETS		
Current Assets		
Checking/Savings		
1010 · Cash in Bank	-12,467.63	16,326.50
1070 · Savings & short-term investment	25,355.99	165,172.60
Total Checking/Savings	12,888.36	181,499.10
Total Current Assets	12,888.36	181,499.10
TOTAL ASSETS	12,888.36	181,499.10
LIABILITIES & EQUITY		
Equity		
3100 · Contributed Capital	0.00	27,049.80
32000 · Net Assets (Close)	12,888.36	164,057.25
Net Income	0.00	-9,607.95
Total Equity	12,888.36	181,499.10
TOTAL LIABILITIES & EQUITY	12,888.36	181,499.10

Itasca Water Legacy Partnership Profit & Loss by Class

January through February 2021

	<u>Bush Foundation</u>	<u>Gen-Water Legacy</u>	<u>Shoreland</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
4240 · Donations	0.00	600.00	0.00	600.00
5100 · Memberships	0.00	955.00	0.00	955.00
5310 · Interest Earned	0.00	13.83	0.00	13.83
Total Income	<u>0.00</u>	<u>1,568.83</u>	<u>0.00</u>	<u>1,568.83</u>
Gross Profit	0.00	1,568.83	0.00	1,568.83
Expense				
7020 · Contract Services	330.00	0.00	0.00	330.00
7021 · Consultant	7,248.00	0.00	0.00	7,248.00
7050 · Mailing and Postage Costs	0.00	185.00	0.00	185.00
7060 · Program Supplies	1,041.41	0.00	38.21	1,079.62
7520 · Accounting Fees	0.00	314.40	0.00	314.40
7535 · Dues and membership fees	0.00	567.75	0.00	567.75
7548 · Telephone	0.00	191.90	0.00	191.90
7550 · Office Supplies				
7551 · Postage	0.00	55.00	0.00	55.00
Total 7550 · Office Supplies	<u>0.00</u>	<u>55.00</u>	<u>0.00</u>	<u>55.00</u>
7565 · Office Rental Space	0.00	0.00	711.81	711.81
7712 · Board development	206.30	0.00	0.00	206.30
8520 · Insurance	0.00	287.00	0.00	287.00
Total Expense	<u>8,825.71</u>	<u>1,601.05</u>	<u>750.02</u>	<u>11,176.78</u>
Net Ordinary Income	<u>-8,825.71</u>	<u>-32.22</u>	<u>-750.02</u>	<u>-9,607.95</u>
Net Income	<u><u>-8,825.71</u></u>	<u><u>-32.22</u></u>	<u><u>-750.02</u></u>	<u><u>-9,607.95</u></u>

9:57 AM

03/02/21

Itasca Water Legacy Partnership
Reconciliation Summary
1070 · Savings & short-term investment, Period Ending 02/28/2021

	<u>Feb 28, 21</u>
Beginning Balance	175,166.21
Cleared Transactions	
Checks and Payments - 1 item	-10,000.00
Deposits and Credits - 1 item	6.39
Total Cleared Transactions	<u>-9,993.61</u>
Cleared Balance	<u>165,172.60</u>
Register Balance as of 02/28/2021	165,172.60
Ending Balance	165,172.60

10:18 AM

03/02/21

Itasca Water Legacy Partnership
Reconciliation Summary
1010 - Cash in Bank, Period Ending 02/28/2021

	Feb 28, 21
Beginning Balance	16,990.50
Cleared Transactions	
Checks and Payments - 13 items	-6,372.66
Deposits and Credits - 8 items	10,470.41
Total Cleared Transactions	4,097.75
Cleared Balance	<u>21,088.25</u>
Uncleared Transactions	
Checks and Payments - 4 items	-4,761.75
Total Uncleared Transactions	-4,761.75
Register Balance as of 02/28/2021	<u>16,326.50</u>
Ending Balance	16,326.50

Itasca Water Legacy Partnership
Reconciliation Detail
1010 - Cash in Bank, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,990.50
Cleared Transactions						
Checks and Payments - 13 items						
General Journal	12/31/2020	89		X	-165.26	-165.26
General Journal	12/31/2020	89		X	-0.15	-165.41
Check	01/26/2021	2473	Stokes Printing	X	-38.21	-203.62
Check	01/28/2021	2474	Minuteman Press	X	-1,041.41	-1,245.03
Check	01/28/2021	2475	ICTV	X	-250.00	-1,495.03
Check	01/29/2021	2476	unTapped	X	-3,753.00	-5,248.03
Check	01/29/2021	2477	Central Square Mall	X	-337.06	-5,585.09
Check	01/29/2021	2478	United States Post ...	X	-240.00	-5,825.09
Check	02/01/2021	2481	A T & T	X	-96.00	-5,921.09
Check	02/01/2021	2480	Paul Bunyan Comm	X	-95.14	-6,016.23
Check	02/01/2021	2479	Card Service Center	X	-16.02	-6,032.25
Check	02/02/2021	ach	Bankcard	X	-26.01	-6,058.26
Check	02/09/2021	2482	Kirk Gilbertson CPA...	X	-314.40	-6,372.66
Total Checks and Payments					-6,372.66	-6,372.66
Deposits and Credits - 8 items						
General Journal	12/31/2020	89		X	0.15	0.15
General Journal	12/31/2020	89		X	165.26	165.41
Deposit	02/01/2021			X	100.00	265.41
Deposit	02/04/2021			X	100.00	365.41
Transfer	02/05/2021			X	10,000.00	10,365.41
Deposit	02/08/2021			X	30.00	10,395.41
Deposit	02/09/2021			X	25.00	10,420.41
Deposit	02/10/2021			X	50.00	10,470.41
Total Deposits and Credits					10,470.41	10,470.41
Total Cleared Transactions					4,097.75	4,097.75
Cleared Balance					4,097.75	21,088.25
Uncleared Transactions						
Checks and Payments - 4 items						
Check	02/17/2021	2483	grand Rapids Cham...		-270.00	-270.00
Check	02/24/2021	2484	Old Republic-Mn ARP		-292.00	-562.00
Check	02/28/2021	2486	unTapped		-3,825.00	-4,387.00
Check	02/28/2021	2485	Central Square Mall		-374.75	-4,761.75
Total Checks and Payments					-4,761.75	-4,761.75
Total Uncleared Transactions					-4,761.75	-4,761.75
Register Balance as of 02/28/2021					-664.00	16,326.50
Ending Balance					-664.00	16,326.50

PAULA RAJALA

3621 State Hwy 38

Grand Rapids, MN 55744

218-256-5387

partsmazen@msn.com

OBJECTIVE

Motivated worker with excellent work ethic and much experience in office administration seeks part time employment.

SKILLS & QUALIFICATIONS

- Excellent administrative and office skills in settings from health care to judiciary to manufacturing;
- Good time management skills, with the ability to efficiently prioritize workload;
- HIPAA-trained, proficient in medical terminology;
- Proficient in MS Office software, including Word, Excel, PowerPoint, Outlook, and Visio, plus 55 WPM typing;
- Great organization skills for tasks such as document sorting and filing;
- Sharp math skills;
- Outstanding customer service, effective communication, and positive attitude;
- Basic non-HTML website maintenance

WORK HISTORY

Grand Rapids Marine – Grand Rapids, MN	2015-2018
<ul style="list-style-type: none">• <i>Service Writer</i>• <i>Administrative Assistant</i>• <i>Web Designer</i>	
The Lodge at Grand Village – Grand Rapids, MN	2014-2016
<ul style="list-style-type: none">• <i>Office Assistant, Rehab Services</i>• <i>Payroll Assistant</i>	
Grand Itasca Clinic & Hospital – Grand Rapids, MN	2005-2014
<ul style="list-style-type: none">• <i>Pharmacy Technician (AAS / 4.0 GPA, May 2010)</i>• <i>Rehab Services Secretary</i>• <i>Medical Records Clerk</i>	
American Bank of the North – Grand Rapids, MN	2004-2005
<ul style="list-style-type: none">• <i>Teller</i>	
ASV, Inc. – Grand Rapids, MN	1995-2004
<ul style="list-style-type: none">• <i>Manager, Parts Department</i>	
Itasca Commercial Interiors - Hibbing, MN	1992-1994
<ul style="list-style-type: none">• <i>Owner / General Manager</i>	
Hennepin County District Court – Minneapolis, MN	1988-1992
<ul style="list-style-type: none">• <i>Court Deputy</i>	

REFERENCES

- Michael Holmstrom, *Former employer* (218) 326-0351
- Sheri Nesdahl, *Former Supervisor Grand Village* (218) 428-4108
- Lisa Arnold, *Former Supervisor Grand Itasca* (218) 244-0499

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.

Itasca Waters Strategic Framework Memo

The zoom meeting dates and times for the strategic framework discussions are:

Thursday, March 11 (6-8 pm)
Monday, March 22 (4:30-6:30 pm)
Tuesday, April 6 (4:30-6:30 pm)
Monday, April 12 (4:30-5:30 pm)

Meeting invites with zoom links will be sent out prior to each zoom meeting.

Surveys will be sent in between each meeting and we are asking all board and advisory board members to provide input on the questions in each survey we send. This will make it possible for us to both gather input from everyone regardless of if they can make the zoom meetings or not, as well as make it possible to accomplish what we plan to accomplish in a short amount of time.

Itasca Waters Strategic Framework Meeting Topic Outline

Meeting One: Reflect on current mission and values and create a vision statement.

Meeting Two: Create impact hypotheses, theories of change, and strategic goals.

Meeting Three: Create an action plan and decide on evaluation metrics.

Meeting Four: Go over the draft strategic framework.

Zoom Meeting to discuss the Shoreland Advisor Program and MLR Lake Steward Program

February 25, 2021 4:30 pm **and Follow-up Email Discussion**

The meeting discussion followed the agenda prepared by Dave Lick. Subsequent emails have been used to modify and consolidate the discussion.

1. **Meeting is convened** to determine the lake steward program offered statewide by Mn Lakes and Rivers (MLR) and how it will coordinate with our current Shoreland Advisor (Advisor) program.

2. Status of shoreland advisors 2021

Dave worked with Shirley and Perry to determine who wants to continue and who prefers first working with another Advisor. The updated list (Shoreland Advisor List 2021.xlsx) in Google Docs, has 28 Shoreland Advisors to make visits this year, however several potential Advisors want to go with someone-- mentor-mentee--Sergot—Marshall; Byrne—Bodin; Lick-- Burdick; Loegering—Hayes, Arola and Raitanen. Advisors will be added to the website after they have made a visit. Last year the IW Advisors made 13 visits in spite of the pandemic.

3. Itasca County Lake associations (LAs) which are members of MLR and will be invited to participate in the lake steward program.

MLR sent Dave the names of MLR member LAs in Itasca County (note that this list differs from the list on the MLR website):

- Bear Lake Cabin Owners Assn (not on County list)
- Buck Lake Improvement Club (BLIC) (not on County list)
- Deer Lake Association-Itasca County
- Deer Lake Watershed Assn-Itasca
- Greater Pokegama Lake Assn (GPLA)
- Island Lake Area Association (not on County list)
- Itasca COLA (ICOLA)
- Jessie Lake Watershed Assn
- Johnson Lake Improvement Assn
- Shallow Sand Lake Assn
- Siseebakwet Lake Association (SLA)
- Suomi Area Lakes Association (SALA)
- Swan Lake Assn
- Three Island Lake Assn
- Trout Lake Assn
- Turtle Lake Assn
- Wabana Chain of Lakes Assn (WCOLA)
- White Swan Lake Assoc
- White Swan Lake Association- Itasca

Three of the LAs noted above are not on the list obtained from Itasca County Environmental Services. Jan B has done some digging and has a broader list indicating that some have donated to IW in the past.

There was considerable discussion during the meeting about MLR's process, based on their website at <http://mnlakesandrivers.org/2021/02/02/mlr-lake-steward-program>. Discussion after the meeting that the process on the MLR website is not correct, based on phone calls with MLR. The process appears to be as described in Section 4. While the MLR invites to join the lake steward program will come from the LA perhaps there is a secondary role for IW.

4. What is the role for Itasca Waters

Discussion at the meeting and in subsequent emails defined the following process, which includes several items for Board review—these are **highlighted in yellow**. Note that there is concern that we must not be seen as interfering with the lake associations (LAs).

1. MLR will invite Itasca LAs (see above list) to participate. Letter scheduled to go out March 4. It may not mention the April 1 training.
2. MLR will train participating LA volunteers likely via a Zoom presentation on April 1. MLR will share a link to the training with IW to use with IW Advisors.

3. IW will ask its Advisors to take the MLR training.
 - a. IW could offer to put a link to MLR training on the IW website—**timing? MLR approval**. It is possible that MLR would not wish to do this out of concern about being swamped with interest.
4. At this time, IW will not ask its Advisors to train volunteers from other LAs—we earlier agreed to limit the Advisor commitment to three visits a year. However, if we did agree to do some training, it could be done via Zoom.
5. MLR will receive quiz results from those who have taken the quiz (link distributed by LAs) and send responses and contact information to the specific LA so that the LA can contact landowner and visit the site, take photos, develop recommendations, and determine if the site qualifies for a sign. These signs are funded through the LA, some possibly subsidized by MLR.
6. In order to avoid conflict with LAs, **delay sharing** information (including the quiz) or other communication (including emails and the letter that Jan Best and Laura are developing in #7) for **at least one month**.
7. Prepare a letter from IW describing our resources including the website and Shoreland Guide. See #9 for content ideas.

Ask MLR to send the letter from IW to the Itasca LAs.

Decide whether to contact LAs for which we have addresses from Itasca County—we are missing three

Consider a second draft of the letter to be sent to LAs targeted for additional help, specific LAs to be decided.

8. If IW posts the MLR quiz on its website or makes it otherwise available, we could work with **select owners**

Determine who to accept quiz results from—

Do we continue to work with Pokegama Lake owners previously contacted or new shoreland owners who were sent the Shoreland Guide?

Do we work with any owner who is not a member of an active LA or owners who do not have an active LA on his or her lake?

9. Things to consider for the letter to LAs about IW and Lake Steward program:
 - IW is partnering with Minnesota Lakes and Rivers' Lake Stewards program.
 - Brief description of the Lake Stewards program.
 - IW has some great information on our website: ItascaWaters.org that will help in training your lake association and lake steward volunteers .
 - Some of the resources available to you on Itasca Waters' website are:
 1. IW Shoreland Advisors Workshop presentation video
 2. Native plant nurseries in our area
 3. Septic system general information with links to Itasca County Licensed Septic businesses

4. Lawns to Lakes: There is a Connection. An easy-to-understand video covering such information as: runoff, phosphorous, rain gardens, shoreline buffers, erosion at the shoreline, aquatic plants, native plants and trees, aquatic invasive species.

5. Planting for pollinators

6. Itasca Soil and Water Conservation District's list of contractors in Itasca County.

7. Tabs on our website that go into more in depth information about our shoreland advisors' program, our shoreland Initiatives, aquatic invasive species, private forest management, the aquatic area, and shoreland buffers.

8. Link to Itasca Waters' informational booklet: Itasca County Shoreland Guide to Lake Stewardship. Hard copies are available at the county courthouse's Environmental Services office or by calling Itasca Waters at 218-256-5998.

[NOTE: add pick-up places such as Beier's, Bloomer's, other? Do we have funds to mail any copies? Re-offer to LAs for summer meetings, which may not happen.]

10. We should ask MLR about the number of quizzes taken for the Itasca County LAs to include in a report to grant agencies

5. List responsibilities of the IW coordinator needed to make the shoreland advisor/ lake steward program run efficiently and effectively.

The coordinator would have responsibility for the IW shoreland advisor program including

1. Prepare an email about the April MLR training,
2. Monitor requests from the IW website for a visit (how does this work?),
3. Take phone calls requesting visits,
4. assign Advisor to owner,
5. follow up with Advisor,
6. review visit with property owner,
7. monitor gift cards for advisors, and
8. maintain the spreadsheet of advisors and visits.

Dave suggested that the coordinator would take notes for shoreland meetings, but this had some pushback—why not other committees?

6. Funding Signs

MLR will pay for half of the cost of up to 100 signs statewide which are "awarded" to those who have a visit and meet the requirements. The metal sign costs \$45. Discussion about value of signs and options.

For those who qualify through the IW website, IW could offer to pay for part (\$15) or all (\$45) of the cost of a metal sign (up to a predefined maximum) that would include the IW logo. IW would not be involved in subsidizing the cost of signs acquired through LAs. To qualify for a sign through IW, the Advisor would adhere to MLR requirements—buffer percentage trees, and similar.

7. Clean Water Initiative

Recently John Davis from Deer Lake contacted Dave and asked about a collaboration to market a program county wide in cooperation with Itasca County, Itasca AIS, and the new, no interest septic loan program which will be announced soon. John is looking for marketing help. There is a longer document that can be shared for the upcoming Board meeting. The Initiative is a separate item on the Board agenda.

DRAFT FOR COMMENT

Itasca Clean Water Initiative

In Itasca County, clean water is an economic resource. Many earn our living directly or indirectly on the abundant clean water in area lakes and rivers, or own property valued at least indirectly on clean water. All of us have a role in maintaining and improving water quality -- property owners, recreational boaters, anglers, guests, visitors, Lake Associations, other organizations that represent us, and the businesses that serve us, including for example resorts, camps, campgrounds, lake service providers, bait shops, and marine dealers

Itasca Waters sees lake associations as key resources. Lake associations can play a critical role. **Itasca Waters recommends that lake associations adopt and pursue a targeted strategy to maintain and improve lake water quality.**

Here are resources for lake associations interested in participating:

1. **Itasca Shoreland Advisors**
2. **Itasca Septic Initiative**
3. **Itasca FiveStar Initiative**

Background

For generations, Itasca water-quality has served as a foundation for family life and lakeshore property values. People often associate lake water quality problems with large-scale agriculture, or forestry, urban development, or industrial practices. But the truth is that property owner actions have a significant impact on lake and river water quality. The impact of land use decisions on one lake or river lot may be relatively small, yet the cumulative impact of small decisions on many lake and river lots can result in significant water-quality decline.

Many lakes and rivers in central and southern Minnesota are in trouble, having experienced significant decline in the past generation. Itasca water-quality generally remains excellent, but is threatened by phosphorus and aquatic invasives, and has been in decline in recent years. The nutrient phosphorus reduces water clarity and drives the growth of green algae and undesirable weeds. Phosphorus is loading into lakes and rivers from several sources including rainwater runoff, shoreline erosion, and ineffective septic systems. Invasives like zebra mussels, starry stonewort and spiny water flea can harm the fishery, depress family and guest enjoyment, and reduce property values.

Here are three strategies that Lake Associations can implement to improve water quality:

1. **Rainwater Runoff and Shoreline Erosion – The Itasca Shoreland Advisor Initiative**
Itasca Waters recommends that Lake Associations work with property owners to reduce the amount of phosphorus entering our lakes and rivers from rainwater runoff and shoreline erosion. Fortunately, there are numerous beautiful and effective methods property owners can implement to prevent runoff and shoreline erosion while accomplishing recreational goals. Examples include maintaining forested shoreline and naturally formed ice ridges, or installing low-berms, buffers, and rain gardens that filter rainwater before it runs into the lake. Property

owners with land erosion issues can many times solve for them by installing shoreline stabilization solutions including deep-rooted native-plants and/or natural wave barriers.

Since there are numerous solutions, and since solutions many times differ from property to property, Itasca Waters created our **Shoreland Advisors** initiative. Shoreland Advisors is meant to provide lake associations and property owners with a disinterested knowledgeable resource (someone not trying to sell you something) to help property owners think through possible solutions for an existing runoff or erosion problem, or for a property without a specific issue, simply to provide options for how a particular property could improve runoff interactions with the lake. Shoreland Advisor visits are free, and are meant to provide information and options. Property owners are under no obligation following a visit.

Here is a sample letter that Lake Associations could use or personalize to communicate about the Shoreland Advisor Initiative on your lake

https://drive.google.com/file/d/1yHOaPpuEEv02bjOiqidLnVH_Hg_KhX_u/view?usp=sharing

Here is a sample article about Shoreland Advisors for your Newsletter

<https://drive.google.com/file/d/1mhp6Sg8XfcvYvfbG1HmTTO29ubJrfbQ/view?usp=sharing>

Here is a direct link to the Shoreland Advisors Program page on the Itasca Waters web-site, including how to request a visit <https://itascawaters.org/shoreland-advisors>

2. **Septic Systems – The Itasca Septic Initiative**

Itasca Waters recommends that Lake Associations work with property owners to reduce the amount of phosphorus entering our lakes and rivers from ineffective septic systems.

Septic systems are designed to perform effectively for 20 – 30 years, but risk releasing pathogens, phosphorus, and other nutrients into lakes and rivers once drain-field soil becomes saturated. In practice, septic systems sometimes last less than 20 years, other times more than 30, depending on use and maintenance. **On average, at 20 years of age 40% of septic systems need replacement.** Ineffective septic systems are driving algae, undesirable weed growth, and reduced water clarity in our lakes and rivers.

Once septic systems are 20 years of age and older, Itasca Waters recommends property owners order a voluntary septic compliance inspection every 5-10 years. A septic compliance inspection is different than and in addition to a tank pumping. Inspection is required by law when an owner sells property or applies for a building permit, but waiting until permit or sale may cause a delay for remedy. **Best to act now.** An inspection is a simple procedure performed by a licensed professional involving only hand-drawn soil-borings near your tank and drain-field.

For those that pass inspection, great! That means a system is working properly to filter pathogens and phosphorus before they enter the lake. Systems that fail inspection must be replaced. Itasca Waters and Itasca County realizes that septic system replacement can be costly, so Itasca County has created a **zero-interest 10-year-term loan** fund to help property owners pay for voluntary septic replacements identified by this Initiative.

Loans through this initiative require a \$200 loan application fee, but do not require disclosure of applicant income or assets information. Loans are secured by the property itself, applied to the property like an assessment, and billed and paid back through the existing property tax payment process. For example, if a property owner's septic replacement loan is \$10,000, that property owner would be billed and pay \$500 in each May and October for 10 years. Funding for this Initiative comes through Itasca County from the Minnesota Pollution Control Agency Clean Water Partnership program. Residential, seasonal, and commercial property owners are all eligible. Loan funds are limited, so best to act now.

Here is sample information Lake Associations can use to communicate to property owners about the Itasca Septic Initiative **NOTE THAT THIS LINK IS A DEVELOPMENT DRAFT ONLY AND NOT FOR DISTRUBUTION OR PUBLICATION** <https://bit.ly/ItascaSepticInitiative>

3. Aquatic Invasives

Lakes and rivers in Itasca County are under threat by aquatic invasives (AIS) such as zebra mussels, starry stonewort, spiny waterflea, and Eurasian milfoil. Itasca Waters recommends that lake associations take action to prevent introduction and limit the spread of AIS in Itasca County. Specifically, here are ideas for your consideration:

- a. Support and engage with the Itasca AIS Public Access Inspection and AIS Control & Monitoring Programs. Bill Grantges is the Coordinator for these programs in Itasca County and is interested in connecting with you to discuss your lake Coordinator@itascaais.info
- b. Engage stakeholders directly on your lake. The Itasca AIS Program has developed an implementation packet to help lake associations with this effort <https://bit.ly/LakeAssnFiveStar>
- c. Create specific AIS Prevention strategies for:
 - i. Property Owners. Here's a communication developed by the Itasca AIS program you can use with your members and other property owners. Use as is or revise and personalize to fit the situation on your lake <http://bit.ly/AISItasca>

Here is a Newsletter Article about AIS Prevention that you can use or revise https://drive.google.com/file/d/1T-iZP63AOZJJ6vSQQxC_4Ux9V97GrHs2/view?usp=sharing

- ii. Businesses that have a role in AIS prevention and who serve property owners on your lake, for example Resorts, Camps, Campgrounds, Vacation Rentals, and Lake Service Providers (LSPs). The Itasca AIS program offers the following resources ready for implementation on your lake
 1. Safeguards for Resorts, Camps, Campgrounds. Form a trust-based relationship with the Resorts on your lake. Ask Resorts on your lake to implement Safeguards. <http://bit.ly/ResortsSafeguards>

2. AIS Flyer for Resorts, Camps, Campground. Ask Resorts to use the Flyer with their reservation confirmation packet, at check-in, and in the Welcome booklet they keep in each guest cabin or room.
<http://bit.ly/ResortsAISFlyer>
 3. The Itasca FiveStar marketing initiative for is meant for Resorts and LSPs who agree to implement Safeguards. Invite Resorts on your lake to participate in the Itasca FiveStar Initiative. Determine the popular LSPs on your lake, invite them to implement the Safeguards and participate in FiveStar. Then encourage property owners on your lake to move their business to FiveStar LSPs.
 - a. Resorts <http://bit.ly/FiveStarResortsInvitation>
 - b. LSPs <http://bit.ly/FiveStarLSPInvitation>
 4. Safeguards and Flyer for Vacation Rentals on your lake. Determine which properties on your lake are available to rent by looking at sites including VRBO and Air B&B. Here's a sample communication including Safeguards and a Flyer you can use with Vacation Rental property owners. Use as is or revise and personalize to fit the situation on your lake. <http://bit.ly/ItascaVacationRental>
- iii. Private launch owners. The Deer Lake Assn has developed a communication for use with private launch owners which you can personalize and revise to fit your needs. <https://drive.google.com/file/d/1CZY-wHQuMGIS6v4CSwpOsc692yA2mL-E/view?usp=sharing>
 - iv. Other risks unique to your lake
- d. Develop an early-detection initiative to identify AIS on your lake using trained AIS Detectors and AIS Sentries.
 - e. Create a Rapid Response plan in case you find AIS in an area of your lake and early enough where it can be treated. Here's an example of the Deer Lake Association's Rapid Response plan
<https://drive.google.com/file/d/1mKM6IAVJkb8K3OrHyhL3DssMgMXUGY-Y/view>

Executive Committee Motion for Unanimous Consent via Email or Mail

Motion to engage the services of UnTapped to develop a process to map out a three-year strategic framework for the organization.

The process would help the Itasca Waters Board to create a shared vision for the next three years, generate a strategic framework to achieve that vision, and map out an outline of action steps, as well as metrics the organization can use to measure intended impacts.

UnTapped will schedule three 2-hour zoom meetings to accomplish this. If all goes well, after those three meetings UnTapped would write up a draft strategic framework plan. UnTapped would then schedule another hour-long meeting to walk through the plan with the board prior to developing a finalized document to help guide the work of Itasca Waters over the next three years.

The anticipated budget is approximately as follows – for the purposes of the motion the amount would be stipulated not exceed \$3,800. Funds will be taken from the Bush Grant.

Facilitate zoom meetings \$2100

Surveys & summarizing. \$600

Draft written plan \$900

Executive Committee Vote: To engage the services of UnTapped to develop a process to map out a three-year strategic framework for Itasca Waters as described in this document, at a cost not to exceed \$3,800, funds taken from the Bush grant.

Vote: YES NO

Print Name: Jesse Davis

Signature: 

At your earliest convenience, please print this page, add your name and signature, and print or scan or photograph. Please email a scan or photo to Jan Sandberg at jan.f.sandberg@gmail.com or mail a hard copy to Jan at 1201 Yale Place, Apt 1805, Minneapolis, MN 55403.

Executive Committee Motion for Unanimous Consent via Email or Mail

Motion to engage the services of UnTapped to develop a process to map out a three-year strategic framework for the organization.

The process would help the Itasca Waters Board to create a shared vision for the next three years, generate a strategic framework to achieve that vision, and map out an outline of action steps, as well as metrics the organization can use to measure intended impacts.

UnTapped will schedule three 2-hour zoom meetings to accomplish this. If all goes well, after those three meetings UnTapped would write up a draft strategic framework plan. UnTapped would then schedule another hour-long meeting to walk through the plan with the board prior to developing a finalized document to help guide the work of Itasca Waters over the next three years.

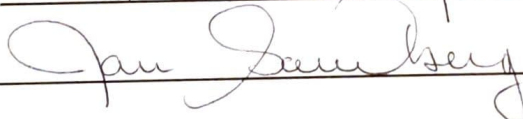
The anticipated budget is approximately as follows – for the purposes of the motion the amount would be stipulated not exceed \$3,800. Funds will be taken from the Bush Grant.

Facilitate zoom meetings	\$2100
Surveys & summarizing.	\$600
Draft written plan	\$900

Executive Committee Vote: To engage the services of UnTapped to develop a process to map out a three-year strategic framework for Itasca Waters as described in this document, at a cost not to exceed \$3,800, funds taken from the Bush grant.

Vote: YES NO

Print Name: Jan Sandberg

Signature: 

At your earliest convenience, please print this page, add your name and signature, and print or scan or photograph. Please email a scan or photo to Jan Sandberg at jan.f.sandberg@gmail.com or mail a hard copy to Jan at 1201 Yale Place, Apt 1805, Minneapolis, MN 55403.

Executive Committee Motion for Unanimous Consent via Email or Mail

Motion to engage the services of UnTapped to develop a process to map out a three-year strategic framework for the organization.

The process would help the Itasca Waters Board to create a shared vision for the next three years, generate a strategic framework to achieve that vision, and map out an outline of action steps, as well as metrics the organization can use to measure intended impacts.

UnTapped will schedule three 2-hour zoom meetings to accomplish this. If all goes well, after those three meetings UnTapped would write up a draft strategic framework plan. UnTapped would then schedule another hour-long meeting to walk through the plan with the board prior to developing a finalized document to help guide the work of Itasca Waters over the next three years.

The anticipated budget is approximately as follows – for the purposes of the motion the amount would be stipulated not exceed \$3,800. Funds will be taken from the Bush Grant.

- Facilitate zoom meetings \$2100
- Surveys & summarizing. \$600
- Draft written plan \$900

Executive Committee Vote: To engage the services of UnTapped to develop a process to map out a three-year strategic framework for Itasca Waters as described in this document, at a cost not to exceed \$3,800, funds taken from the Bush grant.

Vote: YES NO

Print Name: _____

Brian Whiteman

Signature: _____



At your earliest convenience, please print this page, add your name and signature, and print or scan or photograph. Please email a scan or photo to Jan Sandberg at jan.f.sandberg@gmail.com or mail a hard copy to Jan at 1201 Yale Place, Apt 1805, Minneapolis, MN 55403.

Itasca Waters Strategic Plan Process Outline

Vision (to be determined)

Mission

To "Team Up" with other organizations and concerned citizens to maintain abundant, clean water for our continued health, enjoyment, and a strong economy.

Values

- **Water** and its positive impact on our lives and economy
- **Balance** by encouraging diverse sustainable use, protection, recovery, and enjoyment

Executive Committee Motion for Unanimous Consent via Email or Mail

Motion to engage the services of UnTapped to develop a process to map out a three-year strategic framework for the organization.

The process would help the Itasca Waters Board to create a shared vision for the next three years, generate a strategic framework to achieve that vision, and map out an outline of action steps, as well as metrics the organization can use to measure intended impacts.

UnTapped will schedule three 2-hour zoom meetings to accomplish this. If all goes well, after those three meetings UnTapped would write up a draft strategic framework plan. UnTapped would then schedule another hour-long meeting to walk through the plan with the board prior to developing a finalized document to help guide the work of Itasca Waters over the next three years.

The anticipated budget is approximately as follows – for the purposes of the motion the amount would be stipulated not exceed \$3,800. Funds will be taken from the Bush Grant.

Facilitate zoom meetings	\$2100
Surveys & summarizing.	\$600
Draft written plan	\$900

Executive Committee Vote: To engage the services of UnTapped to develop a process to map out a three-year strategic framework for Itasca Waters as described in this document, at a cost not to exceed \$3,800, funds taken from the Bush grant.

Vote: YES NO

Print Name: _____

Patricia M Leistikow

Signature: _____

Patricia M Leistikow 02/16/2021

At your earliest convenience, please print this page, add your name and signature, and print or scan or photograph. Please email a scan or photo to Jan Sandberg at jan.f.sandberg@gmail.com or mail a hard copy to Jan at 1201 Yale Place, Apt 1805, Minneapolis, MN 55403.

Membership-Fundraising Committee Report to the Board of Directors on March 8, 2021
By Shirley Loegering

Total membership donations received in 2020 were \$9,969 with \$955.00 so far in 2021. Five new memberships have been received in 2021, three of which came from new lakeshore owners.

Shirley mailed 65 Shoreland Guides to new lakeshore owners in early February.

The committee met on January 28th and again on March 4th. At the January 28th meeting it was agreed that Board members would be assigned to only call those individual donors who give \$500.00 or more (rather than \$100.00 as done previously).

At the March 4th meeting we discussed possible fundraising ideas. We will meet again on March 18th. Sandy Anderson suggested a fundraising idea like the one used by the BWCA in which her daughter won the essay contest. The fundraising came from the \$20 entry fee for a chance win some great prizes.

Jan Best reported that she will be contacting the two resorts (Buckhorn on Caribou and Hideaway on Deer Lake by Effie) and Green Heron B&B to see if they want to share stories about what clean water means to them. She has asked Shelby to write something for Camp Mishawaka.

I have started a spreadsheet of people who have indicated on their 2020-21 membership apps that they would like to volunteer. It has been posted on Google Drive in the lists folder under the title "IW Member Volunteers 2020-21".