

Itasca Waters Board Meeting Minutes

January 9, 2023 4:30 pm online via Zoom

Attendance (quorum 6 of voting Board): Present (P), Absent (A), Excused(E), Left (L). Non-voting Technical Advisory Board

Board of Directors				Technical Advisory Board			
Sandy Anderson	P	Pat Leistikow	P	Andy Arens	A	Eric Raitanen	P
Jan Best	P	David Lick	P	Benjamin Benoit	A	Chad Severts	P
Kathy Cone	P	Shirley Loegering	P	Megan Christianson	A	Dan Swenson	A
Jesse Davis	P	Jan Sandberg	P	Stephanie Kessler	P		
John Downing	P	Cory Smith	P				
Bill Grantges	P						

Coordinator: Bethann Perendy

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. Agenda	An agenda was circulated in advance of the meeting. <i>Motion to approve the agenda as amended to add the Cory Smith appointment and Long Lake Conservation Center request. (John Downing, Pat Leistikow) M/S/U</i>	
2. Financial Report A#2.1 , A#2.2 , A#2.3 , A#2.4 , A#2.5	Pat noted that these documents reflect the year end. <i>Motion to approve the financial report. (Lick, Downing) M/S/U</i>	
3. Unfinished Business		
3.a Board Member Recruitment Committee	Letters to potential members are pending. Jesse is working with Bethann--follow up about a week after letters are sent. Discussion about how aggressive the letter and social media should be. Also comments about delegating financial tasks and role of treasurer who needs to be a board member (see discussion below).	<ul style="list-style-type: none"> Jesse & Bethann—send out letter to potential Board members Jesse & Bethann—follow up letter with emails or phone calls
3.b Status on Continuing Use of 2018 Blandin Grant Funds and Report	Pat noted that we need a plan for use of the remaining 2018 (\$20,671) funds. Pat suspects we probably need another year, likely designated for wages, septic grants, shoreland activities and community engagement such as WaterFest. Blandin is changing how they do business to ensure that there is no favoritism in grant awards and the contact person for our request is unclear. Pat would like to have a plan to move forward—see discussion below.	<ul style="list-style-type: none"> Pat?—Submit 2018 Blandin Grant report and ask about use of remaining funds for 2023
4. New Business		
4.a Move Shirley Loegering to the Technical Advisory Board	Discussion about loss of hard-working board members. <i>Motion to move Shirley Loegering to the Itasca Waters Technical Advisory Board (John Downing, Dave Lick) M/S/U</i>	

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4.b Reappoint Bill Grantges to the Itasca Waters Board	<i>Motion to re-appoint, with gratitude, Bill Grantges to the Itasca Waters Board. (Dave Lick, Pat Leistikow)</i>	
4.c 2023 Officers	Under our bylaws, current officers continue from last year.	
4.d Executive Committee Composition	<i>Motion to recognize that the four elected officers comprise the Itasca Waters Executive Committee. (Pat Leistikow, John Downing) M/S/U</i>	
4.e 2023 Budget A#4.e	<p>Costs for YWS were high last year due to contracted services for scheduling. While costs for subs and transportation for Nashwauk may be higher this year, the contracted services for scheduling may be covered by Bethann this year. Pat stressed that expenditures for Shoreland do not need to be in buckets. But we do need to identify project uses such as septic, seeding, wages, WaterFest, Builders show.</p> <p>Water Wisdom costs: if the MN Power grant does not come through there is money available from operating.</p> <p>Pat stressed that there is no need to worry about funding for next year as there are considerable funds in operating.</p> <p><i>Motion to adopt the attached budget with the addition of funding for the Youth Water Summit, increasing the operating budget from \$19,500 to \$24,350. (Pat Leistikow, Dave Lick) M/S/U</i></p>	Pat L – distribute revised budget to the Board
4.f Itasca Waters Treasurer	<p>Pat plans to leave at the end of the month but intends to help train a new Treasurer. The Treasurer is responsible for check writing, coding expenses to a financial bucket using codes, scanning invoices (Bethann could do this), processing deposits (pick up from mail, scan), unemployment, workman’s comp, preparing payroll reports and overseeing the 990 and 941 reports done by accountants. The position must also work with an accounting firm that generates the financial reports each month.</p> <p><i>Motion, reflecting profound gratitude, to appoint Sandy Anderson as Itasca Waters Treasurer on an interim basis beginning February 1, 2023. (Dave Lick, Kathy Cone) M/S/U</i></p> <p>We also need a new accounting firm to handle various reports for Itasca Waters. Pat has a response from Blake and Lind which is a little more than Gilbertson has charged. Specifically, over past 3 years Gilbertson ranged from \$2204 to \$2343. B&L estimates \$2850-\$3100 although Pat suspects it will be less.</p> <p>Jesse reached out to a colleague who is a bookkeeper out of Duluth although there was concern that we should use local folks.</p>	<ul style="list-style-type: none"> • Pat and Sandy—communicate concerning Treasurer responsibilities

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	<p><i>Motion to contract with Blake and Lind for financial services for one year at a cost of \$3,000 to be taken from operating funds. (Dave Lick, Kathy Cone) M/S/U</i></p>	<ul style="list-style-type: none"> • Pat—Communicate with Blake and Lind to arrange transfer from Gilbertson—initiated 1-12-2023
<p>4.g Designate Representative to SWCD AIS Technical Advisory Committee</p>	<p>Bill described the work of the committee, noting that Itasca Waters can have two representatives that share one vote. The committee meets quarterly on the 1st Tuesday.</p> <p><i>Motion to appoint John Downing as the Itasca Waters representative to the SWCD AIS Technical Advisory Committee, with Kathy Cone as an alternate. (Jan Sandberg, Shirley Loegering) M/S/all Yea except John Downing, Bill Grantges and Kathy Cone abstain.</i></p>	
<p>4.h GoDaddy and iPage, Charity Navigator, PCISmart</p>	<p><i>Defer to March</i></p>	<ul style="list-style-type: none"> • Jan S—transfer PCISmart email • Jan S—add agenda item for March to address tech issues including Bethann’s document
<p>4.i Cory Smith appointed by Itasca County as County representative A#4.i</p>	<p>Acknowledge receipt of letter from Itasca County and welcome Cory Smith, District 1, to the Itasca Waters Board. Cory is also the Itasca County representative to the Mississippi Headwaters Board.</p>	<ul style="list-style-type: none"> • Jan S – get Cory Smith’s home address for tax purposes
<p>4.j Long Lake Contribution Request A#4.j</p>	<p>While agreeing that this is an important goal, it was felt that it is outside our mission and not focused on Itasca County.</p> <p><i>Motion to decline contribution to the Long Lake Conservation Center. (Jan Sandberg, John Downing) M/S/U</i></p>	
<p>5. Consent Agenda</p>	<p><i>Motion to approve the consent agenda (Kathy Cone, Pat Leistikow) M/S/U</i></p>	
<p>5.a. Minutes from Board meeting November 14, 2022 A#5.a</p>		
<p>5.b. Collect Signed Policy Forms</p>	<p>To date forms have been returned by Smith, Grantges, Lick, Cone, Sandberg, Leistikow, and Downing. I still need Anderson, Davis, and Smith.</p>	<ul style="list-style-type: none"> • Jan S--Send forms to Anderson, Davis
<p>5.c. Loegering and Best Resignations A#5.c-1, A#5.c-2</p>	<p>Much appreciation for their work over the years.</p>	
<p>5.d. Dropbox</p>	<p>I recommend that we move the contents of Dropbox to Google Drive and prune the number of photos that we keep. We can have 30 gb on Google drive, currently using 13 gb</p>	<ul style="list-style-type: none"> • Jan S—move Dropbox items to Archive folder in Google Drie

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5.e November Financial Statements A#5.e-1 , A#5.e-2 , A#5e-3 , A#5.e-4 , A#5.e-5		
5.f Fourth Quarter 941 A#5.f		
5.g Payroll Report A#5.g		
6. Reports	Members were directed to the written reports.	
6.a President's Report		
6.b Coordinator/Office Report A#6.b		
6.c Education A#6.c		
6.d Executive/ Governance Committee		
6.e Finance		
6.f Grants		
6.g Marketing		
6.h Membership & Fundraising Upcoming Campaign A#6.h		
6.i Personnel		
6.j Planning		
6.k Shoreland Advisors		
6.l Vision/New Projects		
6.m Youth Water Summit		
7. Other		
Adjournment	<i>Hearing no objection, Jesse adjourned the meeting at 6:15 pm</i>	

Upcoming Meetings & Events

March 13, 2023, May 8, 2023, July 10, 2023, September 11, 2023, November 13 2023, January 8, 2024
All at 4:30 pm via Zoom

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

As we have several members without Gmail addresses and to save me some time, I will continue to modify links in the future to allow anyone with a link to view. Last month I had restricted it to those linked to the Google Drive account but then had to give permission when someone without Gmail to access.

Follow Up Needed

- Jesse & Bethann—send out letter to potential Board members
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- Pat?—Submit 2018 Blandin Grant report and ask about use of remaining funds for 2023
- Pat L – distribute revised budget to the Board
- Pat and Sandy—communicate concerning Treasurer responsibilities
- Pat—Communicate with Blake and Lind to arrange transfer from Gilbertson—initiated 1-12-2023
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