Executive Committee Meeting
December 8, 2014
River Raisin Watershed Council Office
302 Springbrook Ave, Suite 102
Adrian, MI 49221

1. Roll Call
Chairman May called the meeting to order at 3:05 PM.
Executive Committee Members Present: Steve May, Sybil Kolon, Laurie Johncox, John Calhoun, Hedi Kaufman
Executive Committee Members Attending via Video Conference (Not included in quorum):
Harry Sheehan (alternate for Evan Pratt)
Executive Committee Members Absent: David Hoffman, Evan Pratt
Others Present: Carley Kratz (Program Director), Robert Clark (Mayor of Monroe)

2. Approval October 29, 2014 Executive Committee Minutes
Calhoun moved to approve the minutes, and Kolon supported the motion. Motion carried by voice vote.

3. Approval of Agenda
Kaufman moved to approve the agenda, supported by May. Motion carried by voice vote.

4. Treasurer’s Report
   a. 2014 Budget to Date & Bank Statements
      Handouts were provided including the Treasurer’s Report, monthly bank statement, and the 2014 budget to date. The bank account balance was $42,186.20 as of December 8th. Revenue of $8,876.65 included a silent auction donation, a corporate membership from Mannik & Smith Group, an individual citizen membership, an MIS Cares Grant, reimbursement for the MiCorps Cleanup Grant, and Lenawee County Conservation District Grant payment for the final quarter of 2014. Johncox noted disbursements in the amount of $168.95 and $459.86 for the credit card bill, $50 to Hidden Lake Gardens for fall meeting room rental, and $261.44 to Lenawee County Printing for postage and newsletter printing. Disbursements totaled $1,148.15. Calhoun made a motion to accept the Treasurer’s Report, supported by Kaufman. Motion carried by voice vote.
   b. Approve Disbursement for Outstanding Bills
      Johncox made a motion to pay disbursements totaling $22,796.87. These included 20,581.77 to the Lenawee County Drain Commissioner for Kratz’s payroll wages from May to December 2014, $1,743.57 to Lenawee County for the purchase of the Ward’s Stormwater Model (paid for by MIS Cares Grant), $64.97 to Lenawee County Printing for postage and brochure printing, and $406.56 to Kratz for mileage from October to December 2014. Calhoun supported the motion. Motion carried by voice vote.
5. **Program Director’s Report**
A handout was provided in advance of the meeting including all of the Program Director’s activities in November.

a. **Funding Updates: MISGP**
Kratz reported that the RRWC submitted a Michigan Invasive Species Grant Proposal to the DNR. This proposal was written in partnership with The Stewardship Network Grand Raisin Cluster. If funded, this project would include an educational campaign to address both terrestrial and aquatic invasive plant species in the headwater region. Funding would also help produce a website to link Lake Associations together to facilitate communication, and fund a team to help landowners eradicate invasive species. A handout of the application cover sheet and summary was provided. It was noted that there was a quick turn-around time for this grant proposal, and that while the Executive Committee was informed about the proposal throughout the process, the Executive Committee had not formally approved the application. Sheehan proposed that a resolution to approve such proposals be presented at the next meeting, and offered to send a template of the resolution process from Washtenaw County. Calhoun moved to approve the MISGP application, supported by Kolon. Motion carried by voice vote.

b. **Adopt-A-Stream Progress**
All Adopt-A-Stream records from 2009-2014 have been scanned and are now available in electronic format. Kratz will work with an intern from Adrian College to enter the data, and hopes to produce a 2009-2014 report in time for the 2015 spring meeting.

6. **Partnership Updates**

a. **LCD Grant & Farmers Advisory Committee**
Payment for the final quarter of the LCD Grant, ending in October 2014, was received. A new contract needs to be signed for the October 2014 to October 2015 fiscal year. The Farmers Advisory Committee met on December 4th at a luncheon at Cabela’s with Michelle Selzer (Office of the Great Lakes), Kratz, and Jeff Reuter (The Ohio State University) presenting on Lake Erie algal blooms. A brainstorming session and farmer testimonials concluded the meeting. Kratz produced a brochure about the committee purpose and goals, which was distributed at the meeting. Kratz also added a web page for the committee to the RRWC website.

7. **Committee Reports**

**Outreach:** A small brainstorming meeting was held on November 11th. An idea to get more schools involved in watershed related science fair projects was discussed. A possible Earth Day celebration was proposed with booths for partners, paddling, fishing and art activities. The cleanup on Academy Road on November 22nd was cancelled due to icy conditions and a general lack of interest. Ideas for the spring 2015 newsletter were discussed, including an article on the Red Mill Pond Dam in Tecumseh, an interview with local canoe liveries, and an article on the Farmers Advisory Committee. Earth Day, April 22nd, was proposed as the Spring 2015 meeting date. Kratz will look into potential venues for that date.

**Technical:** No meetings were held.

**Development:** No meetings were held. There was a brief discussion on finding funding opportunities, and corporate and private donors. Possibilities to fund a fundraiser
position need to be explored. It may be beneficial to have a development plan draft available at the Spring 2015 meeting.

**Administrative:** No meetings were held. Amendments to the bylaws will be voted on at the Spring 2015 meeting.

**Financial:** No report other than the Treasurer’s report. Johncox suggested that 2014 budget amendments be made to balance the budget. These included increasing the part time wages budget by $8,000, increasing the special project budget by $1,850, decreasing the Adopt-A-Stream budget by $650, decreasing the professional services budget by $500, decreasing the committee budget by $400, and decreasing the projected surplus by $8,300. Additionally, the grant educational brochures category was increased by $150, the grant travel was increased by $300, and the grant cleanup category was decreased to $450 to account for the actual amounts spent on grant related activities. Calhoun made a motion to amend the 2014 budget to reflect these changes, supported by Kolon. **Motion carried by voice vote.**

8. **Old Business**
   a. **Membership Dues Policy**
      The dues policy was presented in a handout, which will be included in 2015 dues notices to member governments. Johncox made a motion to adopt the dues policy, supported by Kolon. **Motion carried by voice vote.**
      Additionally, a cover letter from Kratz and the fall newsletter will be included in the packet, which will be mailed out in mid December. Mayor Clark presented information from the Alliance of Rouge Communities dues policy, which incorporates both land area and population into dues calculations. It may be possible to follow a similar dues structure in future years.

9. **New Business**
   There was no new business

10. **Next Meeting**
    The next Executive Committee Meeting will be held on January 7th at 3 PM at the RRWC office in Adrian.

11. **Adjournment**
    A motion to adjourn the meeting was made by Johncox at 4:42 PM, supported by Calhoun. **Motion carried by voice vote.**

Respectfully submitted by Carley Kratz
RRWC Program Director
January 2, 2014

**Approval of Minutes**

**Date:**

**Secretary:** Hedi Kaufman

**Signature:**