

Newport Bay Conservancy

Board of Directors Meeting

Back Bay Science Center

Feb 15, 2012

1. Call to Order

President Debbie Moore called the meeting to order at 6:15 pm with a quorum present.

Board members present: Steve Bender, Rita McCoy, Kristine Simon, Laurel Mann, Jack Keating, Debbie Moore, Holly Fuhrer, Peter Fuhrer, Cecelia Patterson, Anthony Christopher and Rob Ellis.

Board members absent: Catherine Hollinger, Peter Bryant, Dennis Kelly and Ray Williams.

Staff present: none

Others present Betsy Flynn, Peter Ridley and Jerry King.

Rita McCoy made the announcement Board Member Peter Bryant and OC Parks Ranger Portia Arutunian were married on February 14th.

Regular business

Board Minutes- Kristine presented minutes from the following meetings, October 19, 2011, both open and closed; November 3rd Annual meeting which was continued to the Nov 16th meeting and the November 16th open and closed meetings for approval. A motion was made by Anthony Christopher to approve, Steve Bender seconded the motion. All approved.

Rita reported that she didn't have the minutes from January 18th ready yet due to needed revisions. Debbie Moore said they could be reviewed before the Strategic Planning Meeting.

Treasurer's report

Cecelia said that December financials are still not complete.

Several suggestions were made regarding our banking procedures. Get outside company to do payroll. Possible transfer accounts to B of A, need to have people doing payroll who understand laws. We should inquire from several institutions as to their fees for this service and get their quotes in writing. No one volunteered for the assignment.

A motion was made by Cecelia that two signatures be required for checks over \$2,500. Holly Fuhrer seconded the motion. All approved.

Cecelia met with Roger on the prior Monday regarding a preliminary budget based on what we received last year. Roger prepared a budget last year but no board member has seen it.

Donna Carroll has agreed to pick-up the income from the IC gift shop and deposit it on a weekly basis.

We will be actively seeking a volunteer accountant! Betsy Flynn has agreed to handle this duty for the month of March.

Cecelia will be picking up mail from our box and after depositing checks will pass membership information to Holly or Rita to handle thank you letters etc.

Cecelia received a 2011 invoice from Roger given to him by Donna Carroll for accounting work for NBC. Roger questioned if it should be paid? Steve said he recalled that the hourly rate had been approved and so it should be paid.

Grants

Debbie asked Peter Fuhrer and Anthony Christopher to review the following grants that we currently have for BayView, Watershed Coordinator and Sharkmobile to determine if money is being used correctly. For example are we paying salaries without determining if the work is being performed? Do we need a standardized invoice for time and the task performed? Also should we have standardized bidding when dealing with outside contractors? Normally a Executive Director would be overseeing grants, evaluating performance and making sure the money is being allotted appropriately.

Finance Committee.

The FC met with Roger for four hours. It was determined that Roger did the budget in a way that he felt comfortable with but not in accordance with accounting standards. The FC feels that the budget should be published and agreed upon by the board, but this has not been done. They are trying to establish a system of checks and balances.

Website

Needs to be updated and we need to find a volunteer willing to do take on this task. Rita offered to call several people who might help us. This task would include posting of board minutes, upcoming events, symposiums, current committees.

Research Committee

Rob Ellis is working to recruit groups of students, eight at a time, to intern here at the Bay. They will study field and lab techniques, restoration to see how they fit in larger ecological issues. The Research Committee wants to get more students involved, getting them to love this place. He is also helping Robin and Dave to evaluate DFG's education programs and to determine what equipment they need as the money for it is available.

Other business

Several people suggested that we have one person in charge of communications. Virtual Response would be one way of sending emails from one source to naturalists and members. Joe Naturalist was a convenient way of sending data, but many people were confused by the name. We will now have all communications being from NBC. Anything to be sent to members will be channeled through Rita McCoy who will proof it before sending it on via Virtual Response. This will take a big load off of Patrick who is kept very busy with the outrigger tours and his other duties.

Debbie Moore has received some feedback on how people are talking about NBC. She asks that we try to be positive about our organization, that we are turning a corner etc. Not jump on the "oh yes isn't it terrible" bandwagon.

Strategic Planning Meeting

Debbie announced that Janine McDonald with J9 Leading Solutions will be our facilitator for our retreat on February 25th. There were very few responses from the members to the invitation to join the board at the retreat. There are fifteen board members so we would like fifteen regular members. Jack has compiled a list of twenty five people who he feels would be an asset and will contact them by telephone or email. The first fifteen to respond will be selected.

Plein Air Art Event.

The planning committee from Plein Air has asked for a liaison from NBC to work with them on the July fundraiser. Kristine volunteered.

Insurance

Steve reported previously that our water tours are covered but he is pursuing getting the insurance updated. Another question is whether the Board financial liability is covered by our current insurance.

Motion to adjourn Debbie Moore

Second by Holly Fuhrer

Vote - All in favor

Meeting adjourned at 8.10pm

Recorded by Rita McCoy Board Secretary

