

NEWPORT BAY CONSERVANCY  
MINUTES, BOARD OF DIRECTORS MEETING  
June 15, 2016

Attending: Directors Tim Brown, Peter Bryant, Frances Cork, Liz Flint, Donna Flower, Nancy Gardner, Molly Stallcup, Ian Swift, Jean Whitaker, Dick Zembal; Guest Howard Cork; Staff Heather Cieslak

The meeting was called to order at 2:05

President Bryant announced that the Coastal Conservancy is interested in the Big Canyon project. A site visit will be arranged through DFW. A preparatory meeting will be held with the city.

**CONSENT CALENDAR:**

President's Report, Operations Report, Committee Reports: Advocacy, Board Development, Bylaws, Education, Fundraising. Moved by Gardner, second by Flint to accept the reports.

**MINUTES:**

The minutes from the May, 2016 were approved, motion by Swift, second by Flint, with the correction of the spelling of Director Zembal's name.

**TREASURER'S REPORT:**

Profit and Loss Statement (overall, unrestricted), Variance Report, Balance Sheet and Treasurer's report were presented. The Board approved an increase to the budget of \$500 for Volunteer Appreciation and \$1,000 for Tracks and to add an expense of \$8,500 for the anniversary book. (Motion Gardner, second Flint). The Board approved a motion (Gardner, second by Flint) to establish 15% as the minimum amount NBC will take for grants and other appropriate funds.

**BAYVIEW PROJECT:**

There are two funding streams, SCWRP--which is essentially spent--and USFW which has \$12,000 remaining, but the deadline is the end of June. Fortunately, Director Cork has been assured that USFW will approve a one-year extension of the funding. There will be a site visit by Carolyn Lieberman of USFW on June 22. Two panels will be placed on site, one by NBC, one by OCParks.

**FUNDRAISING:**

Director Cork reminded everyone of the fundraising pyramid presented by OneOC. The Fundraising Committee is proposing focusing on membership growth by providing scripts and other materials to volunteers who come into contact with visitors, creating a speakers bureau which can go out to groups like Rotary and the Association of Realtors. OD Cieslak reminded that there is an existing power point which can be tailored to various needs. President Bryant suggested every director develop a case statement. A give-and-get policy for the board will be discussed at the next meeting.

**BYLAWS:**

Director Cork suggested that no changes be made to the bylaws until the 2017 annual meeting. There was an active discussion about the need for a bylaw that would allow the board to make interim board appointments (to be voted by the membership at the annual meeting). No action was taken.

**DEVELOPMENT DIRECTOR:**

A job description for a Development Director was provided. This would be a priority of the grants committee, after funding for the Program Director.

**GUIDELINES FOR NBC SUPPORT FOR OUTSIDE ORGANIZATIONS:**

The board approved the guidelines (Motion Gardner, second Stallcup) presented by Director Flint.

**LANDS PASS:**

Howard Cork distributed the letter from three years ago with a cover letter which will go to the Commission pointing out the defects of the plan as to UNB and requesting a meeting. OD Cieslak was informed by DFW that the only exceptions to the Pass would be schools and Scouts. Other youth groups would have to pay. The Advocacy Committee will contact the Coastal Commission, the city and the local paper. Mr. Cork will attend the Commission meeting.

**ANNIVERSARY BOOK**

The committee is soliciting stories about the history of UNB and searching archives. It is suggested that Jack Keating write the forward. The book is estimated to be 200 pages with 1000 printed and a sales price of \$10-15. A writer is needed.

The meeting was adjourned at 4:10.