

**Newport Bay Naturalists and Friends
Draft Minutes
Board of Directors Meeting
Back Bay Science Center
November 19, 2009**

1. Call to Order

President Dennis Baker called the meeting to order at 6:40

Board members present: Dennis Baker, Blake Anderson, Don Krotee, Jack Keating, Cathy Lam, Krista Sloniowski, Jerry King, Peter Bryant

Board members absent: Steve Bender, Larry McKenney

Staff present: Roger Mallett, Donna Carroll

Others present: None

2. Minutes

The final draft minutes of September 17, 2009 were approved as submitted by Anderson.
The final draft minutes of October 15, 2009 were approved as submitted by Anderson.

3. Election of Officers

Nominations for board positions were made.

- Blake Anderson was nominated as President.
- Jack Keating was nominated as Vice President.
- Don Krotee was nominated as Treasurer.
- Jerry King was nominated as Secretary.

Motion to approve Blake, Jack and Don was made. Jerry was not present yet at the meeting. Krista moved to approve, Don seconded, and the motion carried unanimously 8 to 0.

When Jerry arrived, Dennis asked him if he'd be willing to take that position and Jerry agreed. Dennis then made the motion to approve Jerry as Secretary. Don seconded and the motion passed unanimously 8 to 0.

Dennis then turned the Chair over to Blake Anderson who conducted the remainder of the Board meeting.

4. Grants Subcommittee

Dennis Baker said that a number of people are interested in helping NBNF apply for grants and that a Grants Subcommittee should be set up for that purpose. He suggested that Krista could be the board chair. He also suggested that Anna Verska can help, since she runs a team of 35 interns who do the same thing for the Film Festival, and Mary Thornton since she has prepared several successful grants for NBNF. He said Ray Williams and Rita Phillips were interested as well.

Roger asked what the function of such a committee would be. Roger expressed concern that a committee would operate independently of him and conflict with his grant-writing responsibility for NBNF. After discussion it was agreed that our grant-writing efforts require integration and that additional assistance from outside NBNF would be welcome. It was agreed that the Grant-writing Subcommittee would be formed under the Executive Director and that the Executive Director must work closely with the Chairs of both the Research Committee and Advocacy and Partner Relations Committee to determine grant opportunities.

Dennis Baker made a motion to create the subcommittee. Don seconded and the motion passed unanimously 8 to 0.

5. Retreat

Blake said he wished to continue our tradition of holding the Annual Retreat in January and then alternate the monthly meetings of Board and three Committees as we had discussed before. The Board discussed the date of the retreat as well as the format and location. It was decided the retreat will be held after January 18, when Dennis returns, and the format will be changed this year to focus on the specific goals, objectives and tasks and budget needs of each of the three Committees. The day will be organized to

hear presentations from each Committee (approximately 1 hour each with additional time for questions and discussion) and interspersed with time for socialization and light activity. The plans for each Committee will be based on the 2009 Draft 10-Year Plan.

Each committee should be coordinating ahead of the retreat and then again afterwards to discuss how to integrate the comments that were received. The board meeting that follows in February will be used to tie up any loose ends that remain and for the committee's to report back about how comments are going to be addressed.

Jerry King suggested a report to the board on upcoming policy, formulated by the Advocacy Committee be presented at the front of the agenda to help keep us focused on how what we are doing is relevant to that larger context as the day goes on.

6. Member Communication

Cathy raised questions about our methods of communicating with our Naturalists – especially newsletters and emails as well as the conduct and purposes of the monthly Naturalist meetings. After discussion, the consensus was to move to electronic media for Clapper Rail Mail as well as Tracks Dennis said that a service called “Constant Contact” can be used for e-newsletters. The Donor Committee will consider these issues and develop a strategy.

Regarding the monthly meetings, the consensus was that we need a small subcommittee to plan and organize informative meeting speakers regarding relevant subjects to our mission as well as time for social interaction. The possibility of offering movies as part of the meeting should be considered. The Donor Committee will also develop a strategy for this issue.

7. Executive Director's Report

Mallett's written monthly report for October is incorporated into these minutes by reference.

Roger is requesting to organize the semi-annual So Cal PAPA plein air event again. (See Item 9.4.1 in the report) The event will be on July 23, 24, and 25th. Roger will chair the various activities associated with the event. Don commented that the event is very lucrative for NBNF and that SOCALPAPA enjoys their involvement.

The event will be enhanced this year as OCParks has approved funding to upgrade the entrance to the IC which will include an estuary mural provided by SOCALPAPA. In addition, we hope to receive high quality paintings from SOCAPAPA for sale in our gift shop throughout the year.

Dennis made a motion to authorize Roger to proceed with the event. Seconded by Don. Motion passed unanimously 8 to 0.

Blake asked if anything will occur between now and the end of the year to change the balance sheet. Roger said no, nothing will change the final numbers.

Data catalog extension from the City of Newport Beach will add to our accounts, but the work is not yet authorized. In terms of putting the catalog on the web we have to make sure partner agencies don't think any of the info is internal or proprietary. Roger will work on approvals from Fish & Game, the Parks Dept, and the City. The geographic limits of this catalog are the watershed, but it's Bay centric right now.

8. Treasurer's Report/Finance Committee Report

Dennis stated the Newport Aquatic Center paid off the loan for the 2 man kayaks

9. Bylaws Committee

Nothing to report.

10. Board Development

Nothing to report.

11. Donor and Community Relations Committee

The Sunset Reception was a total success. We need to follow up with any potential donors.

12. Research Committee

Another research workshop is coming up on December 9th. There will be four speakers and it will be in the evening.

13. Advocacy and Partner Relations Committee

Jack and Blake met with Dave Kiff and talked about Delhi Channel. Kiff is hesitant because he thinks County Flood control has plans for another project. Jack & Blake will meet with the County to coordinate.

Dennis expressed concerns about our lack of knowledge of the terms and conditions of the Delhi Channel funding being held in trust by the City. He believes there is an early expiration date of the funding if it is not expended. He said we need to get an answer.

Dave Kiff gave NBNF the authority to contact DFG about moving forward on the CRMP.

14. New Business

Jack said that Ray Williams made a request of the Board last September to be compensated for his mileage for coming down to the Bay from Lake Arrowhead once a month for a presentation he gives as a NBNF volunteer. Ray has been involved in the Friends tours many years and is a Biology Professor at Rio Hondo College. Jack said he had discussed the matter with Ray and the Friends tour leader Lane Koluvek and had agreed to take the matter to the NBNF Board for resolution. Jack recommended that the request be denied as it would open the door to similar requests from our volunteers and that our past policy has been not to compensate volunteers for expenses associated with our core mission unless under very unusual circumstances.

After much discussion it was moved by Jack and seconded that Ray's request be denied and that a policy be created on the circumstances under which the Board will reimburse volunteer expenses. The motion carried 8 to 0.

15. Announcements

None

16. Adjournment

The meeting was adjourned at 8:55 PM.