



## **Port Tobacco River Conservancy**

### *Board of Directors Meeting Minutes*

*May 7, 2008*

Attendance: Gloria Heisserman, Debra Murphy, Maury Tobin, Mark Stancliff, Terry Stancliff, Kurt Wolfgang

#### **I. Opening: 6:21 pm**

- a. Approval of Minutes from 4/2/08. Kurt made a motion to accept the Minutes from April's meeting. Maury seconded the motion and all approved.
- b. No additions/deletions or changes made to the agenda at this time.

#### **II. Executive Director**

- a. Website Update: Maury Reports. His is done re-vamping the website. Mark has transferred the domain name to Homestead. This will be good until November, 2010. The website is not live yet, should be live within 8 days. Maury is still working on some features; these features will go live as he completes them.
- b. Fundraising: Debra is concerned about the timeline and the deadline for the Event Planner and letter payments. Debra would like to get a quote from Beacon for the letter. Fundraising training will be May 15 at 6:30 pm at Mark and Terry's house. Debra is working with ASI to get the categories for grants straightened out in their system. Terry will get quotes form potential Event Planners within the next week. Debra will make contact with Debbie at the Tiki Bar for a good faith update on where we stand on planning the event.
- c. Insurance: Debra went to a workshop at the River Ralley about financial management and found a lot of good information on insurance for the director, insurance for the board, and liability insurance. The instructor at this workshop said the \$900 quote seemed quite low and the \$2,000 quote seemed closer to reality. They suggested

we look at the deductible and the amount of coverage to make our decision. (Debra also learned a lot about how to do budgets.) Kurt will get with Carlyle to go over the insurance quotes to help Carlyle ask the correct questions of the insurance companies.

- d. Update on Wade In: Debra is getting responses. Murray Levy did RSVP. Melanie is getting things together for the Piscataway Tribe presentation portion of the Wade-In. Debra has the Birds confirmed and the refreshments confirmed. Phil Angle will be there with a display. Mark and Jerry are working on a display for the Rain Garden project. Debra still needs help with many items. Mark will bring his EZ-Up Tent. Terry reports that Charles County Office Furniture will donate folding tables and chairs.

III. Phone Conference (Strategic Plan)

- a. Debra handed out a revised copy of the strategic plan. While at the River Rally she met with Mary Ellen Olcefe (our mentor from River Network) and they made some changes. Mary Ellen called on the telephone: The definition of a strategic plan is a guide that keeps an organization on track for 3-5 years. The strategic plan is designed to be an ever changing, “working” document. The Board of Directors is to Vote to approve a Strategic Plan. Then a timeline is made for when the objectives of the plan will be met. After the timeline a budget plan is made (for expenses) and a fundraising plan is made (for income.) Mary Ellen went over the Strategic Plan and we all discussed the objectives with very few revisions made. Debra will make these changes to the plan and send it to all the Board members. Board members will have time to look over the plan and will vote on adopting the plan at the June meeting. Debra will send a copy of the plan voted into acceptance to Mary Ellen to keep for her records.

IV. Committee Reports: Reports are stricken due to them being included in the Executive Director’s Report.

V. New Business:

- a. Mark suggests the Board take the Month of August off for a bit of vacation. Debra asked about the general meetings and it was decided to keep the general meeting schedule as usual with no meetings in July and August.

VI. Action Items: Terry read the action items from this meetings minutes.

VII. Adjournment: 8:43pm