



**Port Tobacco River Conservancy**  
*Board of Directors Meeting Minutes*  
*November 12, 2008*

**Attendance:** Heather Dobysz, Carlyle Lancaster, Debra Murphy, Mark Stancliff, Terry Stancliff, Joe Tieger, Maury Tobin

**I. Opening: 6:34 pm**

- a. Approval of Minutes from 9/10/08.
  - i. Joe made motion to approve the minutes, Carlyle seconded the motion and all approved.
- b. Add Dinner as a standing item to the Agenda under the last item, also next meeting date and location.
- c. Joe Suggested to move Outreach from Advocacy on the Agenda to II.5 New Business. Under Outreach would be adding the CCA to our group.

**II. Old Business**

- a. Nominations to BOD – Open to all members:

Mark was not able to notify the rest of the membership about nominations. Maury will send out notice to the General Membership. Mark will send Joe the current membership e-mails. Heather is interested in BOD and came to the meeting tonight. Mark would like to invite Rebecca Turner also Dennis Flemming, Ken Hastings, Nancy Smart, & Don Zimmer. Debra suggested Phil Angle. Debra will get Mark Rebecca Turner's e-mail address. Joe will get the e0mail contacts from CCA and ask then to join the PTRC.
- b. Election of Officers – Open to BOD
  - i. The Vice President position will be Open and need someone to fill this position. President: Mark does not want to re-up would like someone to fill this position, but he will stay on the BOD. Secretary: Terry will stay on in this position. Treasurer: Carl will stay on in this position. Mark suggests a Past President position be added to the Executive Committee. The Election should take place in January. The membership votes on nominees at the December meeting. Carl reminds us that every new BOD member should get copies of the Bylaws.
- c. General Meeting Agendas for 2008-09 year
  - i. The speakers for the General Meetings are set up through January. Debra and Joyce are working together.
- d. ED Training, Letter of Hire
  - i. Mark asks Debra to submit a plan for training to the BOD in addition to the CBI so we can budget for this. Joe asked Debra if she has a copy of the previous Letter for Hire. Joe is trying to find the letter so he can put in the compensation information. Mark, Joe and Debra to work out the semantics and get the final letter done to be voted on at the January meeting.

## II.5 New Business

- e. Outreach: Mark moves that we assimilate all CCA programs, activities, members, & volunteers into our organization. Joe seconded the motion and all voted in favor. Joe suggests we send about the Seine's to all the membership. Also, he thinks we should have an activity "PRTC Only Seine". He thinks this would help outreach to the membership and get some more people involved. Maybe include a picnic as well. Joe will contact Ken Hastings about the PRTC Seine event. Mark will call Phil Angle about CCA involvement in PRTC.
- f. Pope John Paul Academy: Proposed new Private High School, about 450 students, new buildings will be built, and access to Route 6 will be made. There is some in the community who are against this. Will PRTC take a stand? Joe wants to look at the property.

## III. Committee Reports

- a. Fund Raising: Terry reports. Nothing to report. More activity should be expected in January.
- b. Advocacy: Joe reports. Nancy is setting up a date for the Round Table (probably February). They are planning a 4 hour meeting with breakout sessions. There is a meeting to plan the event at Joe's on Monday. They plan on charging just enough to attendees to cover the supplies. Debra to e-mail Jamie at CBF to find out date of February, mandatory training and let Joe know. Smart Growth Coalition: This is a loose coalition with the purpose of press for the EIS for the Cross County Connector and expansion of 301. Light rail in Waldorf will also be a focus. This was the focus of the meeting in Leonardtown.
- c. Finance / Budget: Carlyle reports. He sent out the Profit & Loss and the Balance sheet. Also, he sent out a spreadsheet with details for grants and general funds which lists in detail expenses and income. Mark requests Carlyle do a report for the next general meeting. Terry will make copies of the profit & loss sheet and the balance sheet for the General Membership meeting.

## IV. Executive Director Report:

- a. Health Status & Update: Debra is feeling better and the doctors are positive.
- b. Reimbursements: Debra submitted for reimbursements for administrative costs totaling \$550.51. She wanted to wait until PRTC had money before she submitted the paperwork. Joe and Carl suggest that she submit the requests when the total is close to \$100.00
- c. Next Week's Meeting: The speaker is set for next weeks' General Membership meeting.
- d. ASI & Kelly: Kelly had surgery for colon cancer; Debra would like to send her flowers. All approved sending flowers.
- e. CBI Grant: Grant money from funders will be getting scarce. We will need to get creative to find funding.
- f. Septic System: Debra and Maury have had septic issues with their neighbor. They are afraid the neighbor will give negative press and spread bad words about PRTC because of Debra and Maury's affiliation with PRTC. The BOD supports Debra and Maury because they have rectified their situation and made everything up to current code and the problem wasn't their fault to begin with.
- g. Status of ED Position: Debra doesn't feel she can continue as ED in the long term. Issues include anger at the County, frustration with her salary, frustration over not knowing what her role was. Heather showed interest and Debra would be willing to make a transition smooth. Maury does not want to continue as Communications. Mark proposes he take the web site back. Debra and Heather will meet with CBI. The Transition will be January 1<sup>st</sup>. There will be a Special BOD meeting in December to discuss the transition.

## V. Action Items Review and Adjournment

- a. Maury: Send out notice to General Membership about nominations to the BOD.
- b. Mark: Send current membership e-mail list to Joe.
- c. Debra: Send Mark Rebecca Turner's e-mail.
- d. Mark, Joe, & Debra: Finalize letter for hire for vote at January BOD Meeting.
- e. Joe: Contact Ken Hastings about PRTC Seine Event.
- f. Mark: Talk to Phil Angle about CCA involvement in PRTC.
- g. Debra: E-mail Jamie at CBF to find out date of the February mandatory training and let Joe know.
- h. Carlyle: Report on Finances at the next General Membership meeting.
- i. Terry: Make copies of the Profit & Loss and the Balance Sheet for the General Membership meeting.
- j. Joe: Take a look at the Ellersly property (Pope John Paul Academy).

- k. ALL: Special BOD Meeting to discuss transition from Debra to Heather, December 3<sup>rd</sup>.
- l. ALL: General Meeting = December 16<sup>th</sup>.

**VI. Dinner:** Debra is signed up to provide dinner for the next BOD meeting, January 14<sup>th</sup>, 2009.  
Adjournment: 9:15 pm

Respectfully Submitted,  
Terry Stancliff