

Warm Springs Watershed Association

Minutes

February 27th, 2013 Board Meeting

Attendance: Board members: Norman Dean, Susan Jones, Kate Lehman, Rebecca MacLeod, Jim Price, Andy Swaim

Stacy Dugan, Betty Harmison and Larry Lower have been excused due to other commitments.

Other persons in attendance: Suzy Lucas, Jim and Jackie Michael, Carol Reece, and Tim Seims

Minutes from the January Meeting: Hearing no motion to make changes, the minutes were accepted as written, and will be published on the website.

Announcements: Jim Michael announced that the annual dam tour will take place on April 3.

Treasurer's Report: Andy reported that the CNB checking account had no debits in the past month. A deposit of \$100.00 was made, \$60.00 in annual dues and \$40.00 in donations, resulting in a total of \$4717.64 in the account. In the past month, there has been no activity in the funds held for us by PHRC&D. The motion to file the report for audit/was made by Norman and seconded by Rebecca.

Unfinished Business

Kate reported that the date of the WSWA **Make-it-Shine** event was changed to April 3, thus giving volunteers an opportunity to participate in more than one event. Rachel D'Agostino, President of Friends of the Cacapon, is creating an ad for the event to publicize efforts by Friends of the Cacapon, the Lions Club, the Sleepy Creek Watershed Association, the Town of Bath, the Town of Bath Cemetery Maintenance and Management Corporation, and the WSWA. The Morgan Messenger will publish this ad at a discounted rate. Each organization will be billed for less than \$100.00.

To do: Kate will secure permission from property owners to be on their land to access the Run as well as to arrange with Denis Scott to make the safety presentation.

Kate reported that everything is in place for the **March 1st Conference**. Forty people are registered.

Susan Jones made a report for the "**Committee on Committees**," composed of Norman Dean, Larry Lower, and herself. A list of proposed standing committees can be found in the attached Committee Report. Based upon the model put forth in **Roberts' Rules**, the President will be a de facto member of every committee; in addition the President will seek members of the committee as well as appoint a chair. Committees will meet as necessary and make reports at Board meetings to seek prior approval of proposed recommendations. In addition to sitting committees, ad hoc committees may be established as necessary.

Jim Price moved and Andy seconded that we accept this recommendation. The vote to do so was unanimous.

An ad hoc committee made up of Norman, Kate and Rebecca will make a recommendation at the March Board meeting on the pros and cons of purchasing **Directors and Officers Liability insurance**.

New Business

It was agreed that Bill Clark should be asked about making a presentation on the proposed North Berkeley Rail Trail as the **program for the Annual meeting**.

To Do: Kate will talk to Bill.

Andy Swaim will be recognized as our **volunteer of the year** at the Volunteer Recognition Brunch, which will be held on April 27th at the American Legion Hall.

To Do: Carol Reece will write the report on Andy to be presented at the brunch.

Suzy Lucas made a presentation on a **stormwater retro-fitting workshop** currently being planned. The event will be held in Berkeley Springs at a date yet to be determined. Susan, Carol and Kate will meet with Suzy to look at potential sites to be considered during the fieldwork portion of the event.

To Do: Kate will invite John McCracken, Larry Lower, Elise Woods, and Kenny Easton to participate in the event to determine potential sites for fieldwork.

The board met in Executive Session to discuss the general **distribution of agendas and minutes for monthly meetings**. Susan moved, Norman seconded, and it was unanimously decided that board members will receive minutes and the agenda in advance of meetings, as is established in the by-laws. However, these documents will not be sent out to our general distribution list. Minutes from monthly meetings will be published on the website after they have been amended or approved at the next meeting.

Minutes from the previous annual meeting, as well as the agenda for the upcoming event, will be distributed in advance as is required by the by-laws.

Date of Next Meeting: March 27 at 7:00 at the Extension Office. Significant time will be devoted to consideration of the matrix of projects proposed in the Comprehensive Plan to be taken on in the coming year/s. (See attached matrix.)

Adjournment: The meeting was adjourned at 8:30

Warm Springs Watershed Association

Committee Meeting held on 7 February 2013

Attendees: Norman Dean, Larry Lower and Susan Jones

ARTICLE VI: COMMITTEES

Section 1. Committees The Board may designate committees to act on their behalf to manage specific activities of the Association. Each committee shall consist of one or more Directors and other appointees. Committees shall report their activities at regular meetings.

We agreed on the following statements regarding our committees:

- 1. WSWA By-laws do not stipulate any specific standing committees. The only committee mentioned is the Executive Committee.**
- 2. According to Roberts Rules of Order, the President is de facto on each committee.**
- 3. The President will appoint the Committee Chair and ask for volunteers to be on the committee**
- 4. The committees designated below will become our Standing Committees. Ad hoc committees can be empanelled as needed and then dissolved as issues are resolved.**
- 5. Committees are related in that activities decided on by one committee may need support from other committees for implementation**
- 6. Committees are expected to meet separately and report their status at the monthly Board of Directors meeting**

Proposed Standing Committees:

Executive Committee – the four officers of the association constitute the Executive Committee.

Financial Committee – includes the Treasurer and is responsible for the budget and administration of grants (an auditing committee would be an ad hoc committee)

Planning Committee – responsible for establishing the overall long-term plan of the association and what grants to pursue to accomplish these goals

Programs Committee – plans our yearly involvement in the County Fair, Make-it-Shine, and any other community activities (e.g., tree plantings, etc.)

Membership Committee – includes the Secretary and focuses on outreach plans to both individuals and local business for broadening our membership.

Publicity Committee – responsible for any press releases, communications, and overall community advertising plans, including procuring T-shirts, pens, etc. to publicize WSWA

Stream Monitoring Committee – responsible for all aspects of our stream monitoring activities, including scheduling the sites, the gas spill survey sites, macro identification sessions, filing proper survey documentation, and recruiting/training members to join in stream monitoring

