

Recorder's Report
MidCoast Watersheds Council Meeting
4 February 2010

35 people were in attendance:

Sam Adams, Jim Adler, Daniel Bailey, Jennifer Beathe, Ryan Beathe, Ron Brean, Cheryl Brown, Corrina Chase, Jan Christenson, Chris Collura, Evonne Collura, Rennie Ferris, Walter Frick, Wayne Hoffman, Greg Harlow, Amy Huchmacher, Cindy Karp, Bob Kemp, Andy Kittel, Josh Lambert, Jeff Light, Lisa Mulcahy, Elmer Ostling, Stacy Polkowske, Fran Recht, Jay Robinson, Tom Shafer, Andrea Sharf, Anne Sigleo, Joe Steere, Mark Stone, Ron Taves, Karen Wilson, Kip Wood, Viva Worthington

There were 3 actions taken:

1. There was an action taken to send a letter to Mr. Hacker from City of Lincoln City regarding support of efforts to reduce nutrient inputs into Devil's Lake. The draft letter was to be augmented before sending to stress the ecological importance of the problem. (Motion by Rennie Ferris, 2nd by Anne Sigleo, passed unanimously).

2. There was an actions taken (by secret ballot) to elect officers and public at-large members for the board of directors:

Sam Adams was elected to the Chair person position
Rennie Ferris was elected to the Vice Chair position
Fran Recht was elected to the Recorder position
Jan Christensen was elected to the Treasurer position
Jennifer Beathe was elected to an at-large position
Stacy Polkowske was elected to an at-large position
Anne Sigleo was elected to fill an alternative at-large position.

3. There was an action taken to approve revisions to Article V of the bylaws related to Committees. (Moved by Jeff Light, 2nd by Rennie Ferris, approved unanimously). These suggested revisions had been sent out previously, as required by the bylaws, to all Board members eligible to vote. The fully revised Article V is as follows:

ARTICLE V: COMMITTEES

Responsibilities of committees are limited to those listed below or those additional assigned by the Board of Directors. Committee meetings are open to Members, Board Members and their guests, and staff members and their guests.

A. ADMINISTRATIVE COMMITTEE The purpose of the Committee is to assist the Board of Directors to meet its administrative obligations and duties.

Section 1 **Membership and Voting.** All the Officers of the Council are members of the Committee with additional Board Members appointed by the Board of Directors to make the committee size up to 6. A quorum of 2 is needed in order to make Board Level decisions, except for Section 2 No's. 6 and 7 below, where a quorum of 3 is required. The Council Coordinator is a non-voting member.

Section 2 **Board Level Decisions:**

1. Approve financial report.
2. Approve bylaw revisions to be forwarded to full Board.
3. Adopt an annual budget for administrative funds.
4. Assure appropriate bookkeeping, tax reporting, insurance coverage, personnel policies, and other activities to provide for legal protection and organizational sufficiency.
5. Forward complaints found to have merit to the Board for consideration.
6. Hire, supervise and terminate Coordinator, staff and other employees or delegate and oversee such tasks.
7. Perform an annual review of staff performance.
8. Provide a report of committee activities and decisions at each meeting of the Board of Directors except as provided under Executive Sessions.

Section 3 **Non Board Level Functions:**

1. Members attending have voting privileges on non Board level decisions.
2. Review the monthly fiscal report and provide feedback to the bookkeeper on reporting needs.
3. Review annual budget for administrative funds.
4. Update staff work plans with input from other committees and the Board of Directors.

5. Review bylaws and other working documents on at least a biannual basis.
6. Consider complaints received by the Board President or Coordinator.
7. Make provisions for publication of annual report.
8. Record proceedings of Administrative Committee meetings.

B. TECHNICAL TEAM. The purpose of the Committee is to advise the Board of Directors on scientific and technical matters that relate to the monitoring, assessment, conservation, restoration, education, and policy work of the Council/

Section 1 Membership and Voting.

The Committee must have at least two members from the Board of Directors. The Council Coordinator is a non-voting member. Members attending the meeting have voting privileges.

Section 2 Responsibilities.

1. Assess present watershed conditions.
2. Identify data gaps and target projects towards listed or sensitive species or other indicators of watershed health
3. Periodically update the Council Assessment and Action Plan to guide Council work priorities and focus areas.
4. Recommend to Council priorities of projects within and among sub-watersheds including projects to serve as demonstration and educational field sites on private, state, or federal lands.
5. Solicit projects from constituent sub-watersheds and recommend project priorities to the Council.
6. Monitor each Council funded project and present monitoring results of all projects to the Board of Directors at least once a year.
7. Review proposed funding applications to determine that
 1. The purpose of the project meets the goals and objectives of the Council

2. The funding application specifically addresses questions in the application and meets all requirements of grantor
 3. The budget has been approved by the fiscal manager
8. Refer approved projects to the Board of Directors for action.
1. If the grant application needs further work, the Board may authorize the Technical Team to review changes to the application and submit the approved application prior to the next Board Meeting. The submitted application must be brought before the Board at the next meeting and if not approved shall be withdrawn.
 2. If the grant deadline does not fit the usual process outlined above, the grant application, if approved by the Tech Team, may be submitted without Board approval, but it must be presented at the next Board meeting and if not approved shall be withdrawn from consideration.
9. Keep minutes of the Technical Team and provide a report of Committee activity and decisions at each meeting of the Board of Directors.

C. Committee to Review Non-Technical Grants The Committee is a permanent committee and serves in an advisory capacity to the Board, reviewing all grant proposals that are not of a technical nature if they are for amounts greater than \$250.

Section 1 Membership and Voting.

The Committee must have at least two members from the Board of Directors. The Council Coordinator is a non-voting member.

Section 2 Responsibilities.

1. An electronic copy of the grant application must be received by the committee members with ample time for review prior to grant deadline and the next Board meeting.
2. If the grant deadline does not fit the usual process outlined above, the grant application may be submitted without Board approval, but it must be presented

at the next Board meeting and if not approved shall be withdrawn from consideration.

3. Refer an approved grant application to the Board of Directors for action, with the decision to do so having been made at a meeting in person or by teleconference where all parties can be heard, having determined that
 1. The purpose of the grant meets the goals and objectives of the Council.
 2. The application specifically addresses questions in the grant and meets application requirements.
 3. The budget has been approved by the fiscal manager.
5. If Board determines that the grant application needs further work, the Board may authorize the committee to review changes to the application so that the application can be submitted before the next Board meeting. The revised application must be brought before the Board at the next meeting and if not approved by the Board shall be withdrawn.
4. Keep minutes of the committee and provide a report of committee activity and actions at each meeting of the Board of Directors.

D. Special Committees.

1. The Board of Directors may form special committees by an action of the Board.
2. Such committees may exercise functions of the Board of Directors or may be advisory committees. Upon formation, the committee shall be charged with specific duties and have a clear understanding of its decision making or reporting role and have a specified term of existence.
3. Each committee shall contain at least two Board Members.
4. The formation of the committee and its charge should be noted in writing by the Recorder and made a part of the official record of the council.

E. Meeting by Telecommunication. Committee meetings may be held by telephone or telecommunications, as long as all committee members can hear each other.

