



Board of Directors

Susan Lehnhardt, President  
Juda, WI

Pat Cardiff, Vice President  
Lake Geneva, WI

Meredith Tripp, Treasurer  
Brodhead, WI

Mindy Reinstra, Secretary  
Juda, WI

Lindsay Foy  
Monroe, WI

Robert Hansis  
Madison, WI

Ed Kaderly  
Juda, WI

Aaron Kubichka  
Juda, WI

Bob Sampson  
Monroe, WI

Peg Sheaffer  
Brodhead, WI

DeeAnna Straub  
Brodhead, WI

Program Director  
Bethany Emond-Storm,

Action Team Leads

Organization  
Lynnette Nelson

Technical  
Meredith Tripp

Science  
Susan Lehnhardt

Education/Outreach  
Lindsay Foy

Carol Aslesen

Grant Writing

Bethany Emond-Storm

*Dedicated to the care & enjoyment of our water resources*

## Minutes—LSRWA Board Meeting

**Brodhead Public Library, March 2, 2016, 5:30pm-6:45pm**

**Note: NO WATERSHED FORUM THIS EVENING**

### Handouts:

- 1\_Agenda
- 2\_Secretaries Report
- 3\_Treasurers Report

### Agenda:

#### 1. Welcome, Roll-call & Introductions—Susan Lehnhardt

Meeting called to order at 5:30pm

Directors present (9 out of 11, quorum present): Pat Cardiff, Bob Hansis, Lindsay Foy, Mindy Reinstra, Ed Kaderly, DeeAnna Straub (call-in), Bob Sampson, Peg Sheaffer, Susan Lehnhardt

Directors absent/excused: Meredith Tripp, Aaron Kubichka

Staff present: Bethany Emond Storm, Program Director

Action Team present: Jill Sampson

#### 2. Secretary's Report—Mindy Reinstra

Minutes not available.

#### 3. Treasurer's Report—Meredith Tripp (submitted electronically)

See appended treasurer's report. [Motion by Hansis to accept and approve](#)

[treasurer's report, Foy second, motion carried 9/0.](#) Approval requested by Tripp via Lehnhardt to pay Print Center \$121 for art show posters and post cards from the

General Fund. [Motion by Cardiff to approve payment, Hansis second, motion](#)

[carried 9/0.](#) Approval requested by Tripp via Lehnhardt to reimburse Bethany \$35

for Red Cedar Conference and additional expenses to RPGIV. [Motion by Sheaffer to](#)

[approve payment, Foy second, motion carried 9/0.](#)

#### 4. Action Team/Special Committee Reports

##### A. Organization—Nelson

1. Bylaws amendment—review amendment & final approval  
(Lehnhardt)

Lehnhardt read the amended bylaws language which removes restrictions on consecutive director terms. [Motion by Foy to approve the amended bylaws,](#)

[Sampson second, motion carried 9/0.](#) Lehnhardt to confirm directors whose two-year terms are up or otherwise will be on the ballot at the upcoming annual meeting (Directors on the 2016 ballot: Sampson, Sheaffer, and Foy).

2. Liability Insurance (board, events)—discuss (Lehnhardt)

Emond Storm to pursue and provide quotes for events and board coverage.

3. Annual Member Meeting—update (Storm)

OAT members meeting regularly to plan annual meeting.

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4. QuickBooks—status of transaction entry, P&L (Straub)

Straub and team are currently entering transactions into QuickBooks and have completed those through November 2015, and will provide preliminary P&L report. The new LSRWA laptop internal battery seems to be malfunctioning—Foy to trouble-shoot laptop.

5. Annual Work Plan—status (Storm)

Emond Storm is updating the annual work plan with notes generated at the January work session.

6. Raffle Application—submission details (Lehnhardt)

Lehnhardt and Tripp completed raffle license application process, following email approval by board (see attached online voting process).

7. Fundraising/Membership Plan—meeting outcomes (Storm)

Team met with Alison Werner to continue to develop the Fundraising/Membership planning process initiated in early 2015. A subsequent work session will be scheduled with the rest of the board to discuss and refine the updated plan.

**B. Education/Outreach—Aslesen**

1. EOAT meeting schedule and updates (Foy, Aslesen)

Meetings will be scheduled monthly immediately following the board meeting (7:00 – 8:30 pm at the Bank of Brodhead Public Mtg Room).

2. Art Show—status and update (Sampson)

Preparations are largely completed for the opening. Programs will need to be printed, and t-shirts will need to be purchased for the upcoming annual meeting. Quotes for these purchases will be acquired for approval by the board. Press and an eblast will be needed (Foy and Lehnhardt).

3. Conferences/meetings—Storm

Red Cedar Conference was excellent informational and networking opportunity. It was agreed that registration fee for the conference would be a reimbursable expense from the RPGIV Task 1 grant funds for staff.

**C. Technical (GIS, website)—Tripp**

1. Website O&M—updates (Tripp)

2. Sharing resources—approval for posting Sylvester Township documents

**D. Science—Lehnhardt**

1. Watershed Planning—2016 Impaired Waters public comments, next steps, update (Lehnhardt)

2. Phosphorus Sampling 2016—identify new sampling locations (Cardiff, Hansis, Lehnhardt)

3. Brodhead WQT—LSRWA partner role/next steps (Lehnhardt, Storm)

**E. Grant Writing Team—Storm**

1. River Planning Grant II—deadline extended, update (Lehnhardt)

2. River Planning Grant III—deadline extended, update (Lehnhardt)

3. Janelia Foundation Grant/Soil Carbon Story—update (Lehnhardt)

4. River Planning Grant IV—update (Storm)

5. New grant opportunities—EPA, NRCS, other (Storm)

*We all have a stake in clean water!*

5. **New Business**
6. **Adjourn** Motion by Hansis to adjourn, Sampson second, motion carried 9/0. Meeting adjourned at 6:50.
7. **Next Meeting:** **April 6, 2016/5:30 – 6:45 PM. Annual Member Meeting, Saturday April 9, 2016/9:30 – 3:30 PM. LSRWA board meetings are open to the public.**

**Attachments:**

1. Treasurer's Report
2. Record of online electronic vote to approve purchase of a Raffle License

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**From:** Meredith Tripp <brodheadbillie@msn.com>  
**Sent:** Tuesday, February 23, 2016 2:44 PM  
**To:** Susan Lehnhardt; Cardiff, Pat; Mindy Reinstra; Sampson, Bob; Peg Sheaffer; Bob Hansis; Lindsay Andrews  
**Cc:** Bethany Storm; Meredith Tripp  
**Subject:** Treasurer's Report for February  
**Attachments:** Treasurer's Report 2016.xlsx

Dear Board of Directors,

I will be unable to attend the March LSRWA monthly meeting. I am sending the treasurer's report out early as I do not anticipate that any more checks will be written before the monthly meeting. Susan L will have possession of the treasurer's current notebook/records while I am away.

As of 2/23/16 The Sugar River Bank Balance is \$24,262.63. Our General Fund balance is \$2231.71.

Susan will be asking for approval to write checks to the Print Center for \$121 for art show posters and post cards and to Bethany Storm for reimbursement of the \$35 registration fee for 2016 Red Cedar Watershed Conference. As a reminder if expenditures come from our General Fund, Board approval is required. Expenditures covered by grants I do not seek Board approval such as Bethany's salary which is drawn from RPG4.

Respectful Submitted,

Meredith Tripp, Treasurer LSRWA

LSRWA Treasury & Report 2016									
	Donation/match	Amount (\$)	Description	Amount \$ (+ or -)	Fund Designation (RPG4, Janella, General)	Check Number	Bank Balance	Comments	General Fund Amount \$ (+ or -)
January			Balance Forward from 2015	25867.18					1868.17
			SalaryB Storm/122- 1228/15 (m/sem)	-193.93	RPG4(1)	1103	25673.26	Did not include gas mileage	8200
			Gas allowanceB Storm/122- 1228/15 (m/sem)	-85.1	RPG4(1)	1104	25588.16		-193.93
			MembershipL Andrewsck #126	50	General Fund		25638.16		-85.1
			SalaryB Storm/13- 1/14/2016 (m/sem)	-241.19	RPG4(1)	1105	25396.97		50
			Membership/ Form ecology/ok #3975	50	General Fund		25446.97	Agrees with 1/29/16 bank statement	-241.19
			Membership/ Trip/ PayPal	38.54	General Fund			Transfer from Paypal to bank acct 2/4	50
			SalaryB Storm/120- 1/28/15 (m/sem)	-359.1	RPG4(1)	1106			38.54
			Signalfirewebsite Paypal tx	-200	RPG4(4b)	1107			-359.1
February			PayPal transfer		General Fund			PayPal transfer to bank	7340.86
			check voided and destroyed (m/sem)			1108			-38.54
			SalaryB Storm/21- 2/12/16 (m/sem)	-546.78	RPG4(4b)	1109	24399.88		2006.71
			Signalfire web hosting/Dec-Feb 2016	-75	RPG4(4c)	1110	24324.88		-546.78
			W/ Silver Alliance/fundraism B training & assistance	-200	RPG4(2)	1111	24124.88		6793.9
			Membership (sponsor) B-Harris deposadmt	250	General Fund		24374.88		0
			Raffle License (m/sem)	-25	General Fund	1112			2256.71
			Cherry/How To/FB webinar reimburse M Tico (m/sem)	-87	RPG4(4a)	1113	24287.88		-25
									2231.71

**From:** Susan M. Lehnhardt  
**Sent:** Saturday, February 20, 2016 5:05 PM  
**To:** 'Lindsay Andrews'; 'Meredith Tripp'  
**Cc:** 'Bob Hansis'; 'm.oakley@hughes.net'; 'Peg Sheaffer'; Aaron M. Kubichka; 'DeeAnna Straub'; 'Bob Sampson'; 'Cardiff, Pat'; 'Bethany Storm'  
**Subject:** LSRWA - Online Vote Results - Raffle License  
**Importance:** High

Dear Directors,

The motion to purchase a state raffle license is carried with a unanimous vote, as required for online voting. Please see tabulated results below, which will be included in the minutes of the next board meeting. Thank you for your attention to this matter. I will proceed to submit our application papers, and keep you posted on the status of our application.

	Motion/2nd		Online Voting Results			Comments
Director	Motion	2nd	Yes	No	Abstain	
Cardiff			x			
Foy		x	x			
Hansis			x			
Kaderly			x			
Kubichka			x			
Lehnhardt			x			
Reinstra			x			
Sampson			x			
Sheaffer			x			
Straub			x			
Tripp	x		x			
Results			11	0	0	Motion carried 11/0

Susan M. Lehnhardt

President, Lower Sugar River Watershed Association

Senior Ecologist

Applied Ecological Services, Inc.

17921 Smith Road

Brodhead, WI 53520

608.897.8641 x20

[susan@appliedeco.com](mailto:susan@appliedeco.com)

**From:** Susan M. Lehnhardt  
**Sent:** Saturday, February 20, 2016 10:08 AM  
**To:** 'Lindsay Andrews'; Meredith Tripp  
**Cc:** Bob Hansis; [m.oakley@hughes.net](mailto:m.oakley@hughes.net); Peg Sheaffer; Aaron M. Kubichka; DeeAnna Straub; Bob Sampson; Cardiff, Pat; Bethany Storm



**Subject:** RE: LSRWA - Feb BOD Agenda  
**Importance:** High

Thank you, Lindsay and Meredith for the motion and second. If there are no questions or thoughts, we can proceed with a vote, which I will tally and circulate at the completion of the voting process. I will reach out to those who do not respond in a timely way, to confirm you have received and are engaged in the voting process.

Thank you, all, for your attention to this process.

Susan M. Lehnhardt  
Senior Ecologist

Applied Ecological Services, Inc.  
17921 Smith Road  
Brodhead, WI 53520  
608.897.8641 x20  
[susan@appliedeco.com](mailto:susan@appliedeco.com)

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**From:** Lindsay Andrews [<mailto:lindsaykandrews@gmail.com>]  
**Sent:** Saturday, February 20, 2016 9:35 AM  
**To:** Meredith Tripp  
**Cc:** Bob Hansis; [m.oakley@hughes.net](mailto:m.oakley@hughes.net); Susan M. Lehnhardt; Peg Sheaffer; Aaron M. Kubichka; DeeAnna Straub; Bob Sampson; Cardiff, Pat; Bethany Storm  
**Subject:** Re: LSRWA - Feb BOD Agenda

I second the motion to obtain a raffle license.

Lindsay Foy

On Feb 19, 2016, at 8:32 PM, Meredith Tripp <[brodheadbillie@msn.com](mailto:brodheadbillie@msn.com)> wrote:

I make a motion to pursue obtaining a raffle license at the cost of \$25.

Meredith Tripp

Sent from [Outlook Mobile](#)

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From: Susan M. Lehnhardt <[susan@appliedeco.com](mailto:susan@appliedeco.com)>  
Sent: Friday, February 19, 2016 7:40 PM  
Subject: RE: LSRWA - Feb BOD Agenda  
To: Bob Hansis <[rdhansis@att.net](mailto:rdhansis@att.net)>, Meredith Tripp <[brodheadbillie@msn.com](mailto:brodheadbillie@msn.com)>, <[m.oakley@hughes.net](mailto:m.oakley@hughes.net)>, Lindsay Andrews <[lindsaykandrews@gmail.com](mailto:lindsaykandrews@gmail.com)>, Peg Sheaffer <[info@sandhillfamilyfarms.com](mailto:info@sandhillfamilyfarms.com)>, Aaron M. Kubichka <[aaron@appliedeco.com](mailto:aaron@appliedeco.com)>, DeeAnna Straub <[northernlightsaccounting@gmail.com](mailto:northernlightsaccounting@gmail.com)>, Bob Sampson <[bob.sampson@grande.com](mailto:bob.sampson@grande.com)>, Cardiff, Pat <[pat.cardiff@grande.com](mailto:pat.cardiff@grande.com)>  
Cc: Bethany Storm <[turtlelady1976@gmail.com](mailto:turtlelady1976@gmail.com)>

Dear Directors,

The Fundraising/Membership Committee requests the board consider and approve acquisition of a raffle license for conducting fundraising activities at future events, including the critical upcoming March

11 art show opening and member meeting April 9. To expedite the process, I have prepared a draft application with all attachments required to initiate the board review and approval process via an online vote.

The cost of the application is \$25. Time is of the essence, as I'm not aware of the turn-around time required, thus the need for an online deliberation and voting process ahead of our March 2 scheduled board meeting. In my opinion, this will be a great benefit for increasing our fundraising capacity. I invite your deliberation and a motion for approving pursuit of the raffle license.

Thank you all for your consideration of this request. If at all possible, please weigh-in on this process in a timely way. An online vote requires a unanimous outcome to carry.

Susan M. Lehnhardt  
Senior Ecologist

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