



LOWER SUGAR RIVER
watershed • association

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, April 6, 2016, 5:30pm-6:45pm

Note: NO WATERSHED FORUM THIS EVENING

Handouts:

- 1_Agenda
- 2_Secretaries Report
- 3_Treasurers Report
- 4_Amended/Approved Bylaws
- 5_Grant Report RP-239-13 (RPGII)

Agenda:

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

Meeting called to order at 5:34 pm.

Directors present (8 of 11, quorum present): Foy, Reinstra, Cardiff, Tripp, Hansis, Kaderly, Sampson, Lehnhardt, Straub (call-in for initial part of meeting only to discuss Agenda Item 4A(4), not present for all voting actions)

Directors absent/excused: Kubichka

Directors absent/unexcused: Sheaffer

Staff present: Emond Storm

Action Team members present: Jill Sampson

2. Secretary's Report—Mindy Reinstra

Secretary's report circulated via email and reviewed during the meeting. **Motion by Cardiff to approve minutes, second by Sampson, motion carried 8/0.**

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

Tripp presented treasurer's report, which was also submitted for review via email (see attached treasurer's report). **Motion by Hansis to approve treasurer's report as read, Kaderly second, motion carried 8/0.** Lehnhardt submitted recent membership dues correspondence and Print Center statement for art show programs; Emond Storm submitted membership dues received at recent USRWA annual meeting. Tripp requested approval to expend \$255 from the General Fund to cover the cost of the art show programs. Tripp announced that Cardiff had generously donated \$255 to offset the cost of the art show programs. **Motion by Hansis to approve the \$255 expenditure, Foy second, motion carried 8/0.** As previously discussed, Sheaffer researched and coordinated purchase of LSRWA t-shirts from Heartland Graphics, who had produced the first order of t-shirts in late 2013. A check for \$526 was written by Tripp and Lehnhardt to

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expedite this purchase for the annual meeting. Tripp requested approval for this expenditure from the general fund. Motion by Reinstra to approve this expenditure for t-shirts from the general funds, Cardiff second; discussion by Cardiff regarding expected value of t-shirt sales; motion carried 8/0.

4. Action Team/Special Committee Reports

A. Organization—Nelson

1. Bylaws amendment—distribute copies of amended bylaws for director folders (Lehnhardt)

Lehnhardt will produce a pdf of the amended/approved and signed version of the bylaws and distribute to directors for their binders and for Meredith to post to the website.

2. Liability Insurance (board, events)—update on quotes (Emond Storm)

Emond Storm has researched availability of insurance policies. Our current insurance agent is not able to provide coverage. Alison Werner of RA suggested contacting West Bend. They provided a quote for \$250/yr, with 2k deductible. Bethany will also contact Wade Moder of USRWA to learn about their insurance coverage and explore additional options.

3. Annual Member Meeting, BOD elections—update (Storm)

Bethany provided an overview of the annual meeting work plan and the agenda/program.

4. QuickBooks—status of transaction entry and monthly process, P&L, IRS 940 online payment, laptop repairs (Straub, Foy)

Tripp, Foy, and Lehnhardt will meet tomorrow at 9AM with Leah Graves, Payroll & Accounts Manager at Northern Lights Accounting, to review the QuickBooks accounts as they are currently set-up and to determine the appropriate account status of a small number of transactions that need clarification and to determine a monthly process for submitting records for processing into QuickBooks, along with generating monthly P&L reports and quarterly and annual tax reporting. The LSRWA laptop, which was purchased to manage our accounting needs, is in need of maintenance. An internal battery is needed, which Lindsay estimates may cost \$100 or more. She will check on the status of our warranty to cover the battery replacement.

5. Annual Work Plan—status (Storm)
6. Raffle Application—license received (Lehnhardt)

License will need to be on display at our membership table, where raffle tickets will be sold at the annual meeting.

7. Fundraising/Membership Plan—next steps re final work shop, status of letter writing campaign (Emond Storm, Foy)

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A follow-up workshop will be coordinated to include Board members and team leaders. The fundraising/membership team has completed a significant portion of the acknowledgement letter writing campaign following the art show opening.

B. Education/Outreach—Foy, Aslesen

1. EOAT meeting schedule and updates (Foy, Aslesen)
2. Art Show—update (Sampson)
3. Bioblitz and Frog Survey—updates (Foy, Emond Storm)
4. Watershed Forums—proposed May forum w/ Don Barrette regarding AIS volunteer training opportunities (Lehnhardt)

C. Technical (GIS, website)—Tripp

1. Website O&M—updates (Tripp)
2. Sharing resources—approval for posting Sylvester Township documents (Lehnhardt)

D. Science—Lehnhardt

1. Watershed Planning—2016 Impaired Waters, Spring Creek update (Lehnhardt, Emond Storm)
2. Phosphorus Sampling 2016—volunteer training updates (Cardiff, Hansis, Emond Storm, Lehnhardt)
3. Brodhead WQT—updates (Lehnhardt, Storm)

E. Grant Writing Team—Storm

1. River Planning Grant II—deadline extended to March 1, report completed and submitted, currently under review (Lehnhardt)
2. River Planning Grant III—deadline extended to March 1, update (Lehnhardt)
3. Janelia Foundation Grant/Soil Carbon Story—update (draft children's book), role for Emond Storm to coordinate review and promotion of educational products (Lehnhardt)
4. River Planning Grant IV—update on all tasks (Emond Storm)
5. New grant opportunities—EPA, NRCS, WDNR River Planning Grant, other (Emond Storm)

5. New Business

- 6. Adjourn:** [Motion by Hansis to adjourn the meeting at 6:47, second by Sampson, motion carried 8/0.](#)

- 7. Next Meetings:** May 4, 2016/5:30 – 6:45 PM—proposed May Watershed Forum with Don Barrette regarding AIS Citizen Science training opportunities. Annual Member Meeting, Saturday April 9, 2016/9:30 – 3:30 PM. LSRWA board meetings are open to the public. EAOT monthly meetings are now scheduled for first Wednesday of the month immediately following the BOD meeting, convened in the Bank of Brodhead public meeting room from 7:00 – 8:30 pm.

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