

Next Pathfinders RC&D Board of Directors Meeting

**Wednesday, June 22
Pathfinders RC&D Office
304 South Maple
Fairfield**

6:30 Personnel Committee Meets (*John, Ron, Steve B., Deke, Dale*)

6:45 Dessert served

7:00 Regular Bi-Monthly Meeting Begins (**Everyone Attends**)

Please be courteous and call 641/472-6177 if unable to attend.

And remember...missing two consecutive meetings (without notification to the office letting us know of the impending absence) is now considered a resignation from the board.

Pathfinders Board of Directors Meeting

Wednesday, June 22, 2011

7:00 p.m.

Pathfinders Office

Meeting Agenda

General business

1. Call to order
2. Introductions
3. Agenda Approval
4. Minutes Approval (April & May meetings)
5. Report from Executive Director Detra Dettmann

Work session

The loss of federal dollars is equal to \$100,000+ per year. For the past 31 years, federal funding supported the head position of the office, a car and fuel for travel, a copy machine and toner, two printers and toner, all office supplies (paper, pens, folders, staples, etc.) and office rent (including utilities and cleaning).

Pathfinders CANNOT continue to operate the same way it has and be sustainable into the future. Every aspect of Pathfinders operations needs to be reviewed and refined.

The purpose of this meeting is to discuss the various areas of operations that need to be examined and create a work plan to look into each area and provide a recommendation back to the full board.

Operational Items to Be Addressed and Keys to Going from “Good to GREAT”...

Finding Our “Sweet Spot”

1. **Vision of Pathfinders** – What is Pathfinders purpose and mission? In the past we were hooked at the hip with NRCS’ priorities, now the field is wide open. Over the years, RC&Ds have run the risk of becoming another Rotary or social organization. Is that our main purpose? If not and to continue as a viable and vibrant nonprofit, we need to find our sweet spot---the thing(s) that we are:
 - a) passionate about,
 - b) can do better than anyone else around, and
 - c) brings in resources (\$) to keep our doors open and staff funded

Suggested action: Establish a subcommittee to work with Executive Director and staff to review all projects and services Pathfinders has provided. Then determine which of those meet the 3 criteria above and should be continued. For those items that don’t meet the criteria, we should discontinue doing.

Getting the right people on the bus...and the wrong people off.

2. **Board of Directors** – Establishing a board of directors that is fully engaged with a diverse skill set that meets the needs of the organization. EVERY board member has an active role on the

board...no dead weight. Simply attending board meetings is not demonstrating active involvement.

Suggested action: Establish a subcommittee to work with Executive Director to examine what areas of expertise needed on the Pathfinders Board to have a GREAT nonprofit. *What other types of diversity are important to have? Should Pathfinders have term limits---why or why not? Should officers have term limits—why or why not? What is the ideal size for the Board?* Evaluation of current board of directors. *What is working well? What is our weakness?* Review the bylaws...*what changes are suggested?*

- 3. Office staff** – An organization cannot be a GREAT organization by having the wrong staff in place to carry out the operations. People working for nonprofits are often driven by passion instead of money. But because staff do still cost money, every staff member must be filling a critical need for the organization.

Suggested action: Establish a subcommittee to work with Executive Director to examine the current staffing needs of the organization based on current workload and projected areas for generating revenue. Also examine skills, strengths and weaknesses of current staff to determine if the “right” people are in place. Also, review personnel handbook and determine if updates need to be made.

Becoming a well oiled machine

4. Board Member Roles vs. Executive Director roles

Now is the time to clearly define the role of Executive Director, staff and board.

Suggestion action: Establish a subcommittee to work with Executive Director to develop position descriptions for board members that clearly outline expectations for serving as a director. In addition, a chart of roles and responsibilities is developed for the board, Exec Director and staff which defines how these roles differ and relate to one another.

5. Board Member Meetings

How do we get the most of our board member meetings?

Suggestion action: Establish a subcommittee to work with Executive Director to discuss Board Meetings. *How often should the board meet? How should the meetings be structured so they are most effective? When should they be held? Should the full board take as much responsibility in the past or do we engage an Executive Committee to do more of the work? What should be the structure of a meeting? How do we ensure that all board members present actively participate in the meeting? What role does staff have in the meeting or is it just the Exec Director that attends?*

Not giving it all away

6. Policy on “free” help and developing a giving campaign

Pathfinders has provided free assistance to countless groups for the past 31 years. We can longer provide free service without it being subsidized or paid for somehow or we will go broke in a few years.

Suggestion action: Establish a subcommittee to work with Executive Director to discuss the pros and cons of starting an annual giving campaign (counties, cities, businesses, individuals, etc. paying voluntarily or becoming a “member”) For example...*Do we go with free will donation? Specific levels to receive benefits? Charge different rates for counties or communities that pay in each year (member rate = \$40/hour, nonmember rate = \$75/hour?) How much time and energy do we put into solicitations and thank yous? Personal asks are not the job of the staff... that is a board member role. Only provide work on an ability to pay basis?*

7. Rates for Fee for Service

We establish our hourly rate at \$25/hour when we had federal support (and were in federal space!). That rate is absolutely unsustainably low given our new reality.

Suggested action: Establish a subcommittee to work with Executive Director to look at ongoing annual expenses and develop a per hour charge for services. This may vary depending on the service required, but a comprehensive fee structure should be developed. Services we should charge for: grant writing, grant administration, fundraising research, nonprofit development, bookkeeping, facilitation, project coordination.

8. Other items to be addressed?

The above 7 items are all things the Exec Committee and Detra feels needs to addressed. What else does the Board feel we need to examine?

9. Reporting back

We need a plan for each subcommittee to report back to the full group for feedback and or action. What is a realistic timeframe for this? Are certain tasks more important than others?

And how do we want to involve staff? Invite them to attend subcommittee meetings that interest them? Set up a separate subcommittee to listen to their input and ideas for restructuring for the future?

Reports

1. Correspondence (Chairman)
2. County reports—Board members

Upcoming dates:

Regular Board Meeting: Wednesday, July at 7:00 p.m. at Pathfinders office (unless someone else wants to host)

Iowa RC&D Board Member Summer Meeting – August 18 & 19 in Cedar Rapids (still planning to be held. Will focus on organizational development and sustainability.) How many do we plan to have attend?

RC&D North Central Meeting – September 14 – 16 in Stevens Points, Wisconsin (asking for numbers of estimated attendees so they know if they should still host it) How many do we plan to have attend?

National RC&D Meeting – June 10-13, 2012 in Madison, Wisconsin (status uncertain)

Adjourn

Board of Directors Meeting Minutes
April 27, 2011
Pathfinders Board Room
7:00 p.m.

Members present: (Designated by *)

Davis County
Dale Taylor *
John Schroeder

Jefferson County
Ron Blair*
Steve Burgmeier *
Jeff Fritz *

Keokuk County
Richard Swanson*
Gary Bates*

Mahaska County
Joseph Blunk *
Henry Van Weelden*

Van Buren County
Dennis Gratz*
Marvin Philips*
Kim Steele-Blair*

Wapello County
Steve Banyas*
Steve Siegel*
Verl Jackson

Others present: Pathfinders staff: Elisabet Humble, Local Food Coordinator, Shelly Gradwell-Brenneman, Project Assistance Manager, Tom O'Neill, Project Assistant, Phil Simmons, Forestry Consultant and Jeanette Beasley, Pathfinders Bookkeeper.

Meeting called to order @ 7:00) p.m. by Chairperson, Marvin Philips

Agenda: Motion by Van Weelden to approve the agenda as presented. Second by Fritz, all ayes.

Minutes: Motion by Fritz to approve minutes from February 23, 2011 Board Meeting. Second by Taylor, all ayes.

Treasurers Report: Motion by Burgmeier to approve February 23, 2011 and April 27, 2011 Treasurers Report. Second by Ron Blair, all ayes.

Public Input – No public input at this time

Federal Budget for RC&D – Chairperson Philips updated the board on the current Federal Budget.

Executive Board and Personnel Report – Chairperson Philips gave an overall review of the reports

990 Tax Return – Chairperson Philips indicated that the 2009 Tax Return was electronically sent to IRS.

Project Updates – Coordinator report was reviewed by the board. Project Reports were given by Brenneman, Humble, O'Neil and Simmons on their respective projects.

Abandoned Mine Land Intern Program – Moved by Van Weelden to continue with the Intern program with the same procedure as in 2009 and include Davis, Mahaska, & Wapello Counties. Second by Blunk, all ayes.

Project to Consider for Adoption – Moved by Burgmeier to accept the “**Shafer Mine Reclamation Project**”. Second by Fritz, all ayes.

“**Memorial Park**” in Ottumwa and “**Utopia Park Low Housing**” – Moved by Burgmeier to table the decision on these two projects until Pathfinders June 2011 board meeting. Second by Van Weelden, all ayes.

Projects to Close and, or Cancel – No projects at this time.

Pathfinders Area Plan – With the Federal Budget Cut the Area Plan is no longer applicable.

Pathfinders Monthly Meeting – Chairperson Philips indicated that from this point on, the Pathfinders Board and Staff will meet on a monthly basis, instead of bi-monthly. Next meeting will be by May 25th @ 7:00 p.m.

Pathfinders Picnic – Since the Tracht Conservation Farm is in need of cleaning and the cabin needs staining on the south side, the Board of Directors decided that on May 25th at 2:00 p.m. the board members would meet at the Tracht farm to do the necessary cleaning and staining. A meal will be provided for and by board members and staff at 5:30 p.m.

Sending Board Information –The board meeting information will be emailed. If any board member wishes to have a hard copy sent, Pathfinders Staff will send copies.

Posting Pathfinders Meeting Notices – Burgmeier will discuss this with Jefferson County Lawyer. Do 501(c) 3 non-profit entities need to post?

Correspondence – Warren Johnson, Iowa League of RC&D Executive Director report was reviewed. Along with the report, a request was given to the board from Mr. Johnson, with ask if Pathfinders RC&D would submit a grant as a 501(c) 3 entity for a Cultural Affairs Grant. Moved by Burgmeier to approve Pathfinders RC&D to submit this grant for the Iowa League of RC&D. Second by Van Weelden. All ayes.

Greenfield Mine Reclamation Sign – Moved by Burgmeier to pay up to 50% of the signage cost. Second by Banyas to pay a percentage of the sign. All ayes.

Pathfinders Office Copier – The copier currently used by Pathfinders Staff has began to wear out. Therefore, Burgmeier moved to have Chairperson Philips authorize the use of a different copier. Second by Fritz, all ayes.

Pathways Financial Reports (Discussion) – Pathfinders Board of Directors indicated when meetings are held for Pathfinders that Pathways Financial reports be included. Since Pathways meet on an annual basis, the Pathfinders board of directors would like to see the balances for Pathways Development, as well as Pathfinders RC&D on a monthly basis.

Adjourn – Moved by VanWeelden, second by Taylor to adjourn meeting at 8:40 p.m.



North Central Association of RC&D Councils

“Building Financial Stability - Where Do We Go From Here?”

2011 CONFERENCE AGENDA ~ September 14-16
Ramada Inn & Conference Center - Stevens Point, WI www.ramadastevenspoint.com

Wednesday, September 14

- 11 AM - 6 PM Registration, Exhibits/Posters, and Silent Auction
1:00 - 2:30 PM Wisconsin Association of RC&D Councils Annual Business Meeting
3:00 - 3:30 PM Welcome from WARCDC President and North Central Region President
3:30 - 4:30 PM “DC Update” - John Haugen, Executive Director, NARCDC
4:45 - 5:45 PM Educational Track 1
6:00 - 8:00 PM Wisconsin Tailgate Party - wear your favorite team jersey!

Thursday, September 15

- 7:30 AM – Noon Registration and silent auction items
7:00 - 7:45 AM North Central Regional Board meeting
8:15 - 8:45 AM Welcome - Pat Leavenworth, NRCS-Wisconsin State Conservationist, John Haugen, ED and/or James Sipperly, National RC&D, and Mary Williams, Pri-Ru-Ta President & WI Representative
8:45 - 9:00 AM Break, visit exhibits & silent auction
9:00 AM - 4:00 PM Spouse exploration opportunities around Stevens Point & adjacent cities
9:00—9:45 Building Financial Stability overview (speaker from a non-profit that highlights breakout topics)
10:00 AM—11:45 AM Educational Tracks
 10:00—10:45 AM Track 2
 11:00—11:45 AM Track 3
12:15—3:15 PM Tours
 Case Study #1 - Controlling Aquatic Invasives in the Waupaca Chain of Lakes: Enjoy a ride on the “Lady of the Lakes” pontoon.
 Case Study #2 - Managed Grazing in Wisconsin: Tour a local dairy farm that practices Managed Grazing.
 Case Study #3 - Value Added Products: Wisconsin Beer & Cheese Tour: Sample Wisconsin cheese curds & Point Beer
 Case Study #4 - Wildlife and Agriculture - Mead State Wildlife Area: Blending a migratory waterfowl haven & sustainable energy.
3:30 - 5:00 PM Educational Tracks
 3:30 - 4:15 PM Track 4
 4:20 - 5:00 PM Track 5
5:00 - 6:15 PM Hospitality Room
6:30 - 8:00 PM Banquet & awards with Keynote speaker
8:30 - ? Hospitality Room

Friday, September 16

- 7:15 - 8:30 AM North Central Regional Breakfast Meeting
8:45 - 10:00 AM RC&D Plenary Session
10:15 - 10:30 AM Final bids for Silent Auction, check out, exhibit breakdown
10:45 AM Silent Auction closes
10:45 - 11:30 AM RC&D Updates from State Presidents
11:30-Noon Closing Comments – lead into the 2012 conference, Pick-up silent auction items. Safe travels to all!

COME FOR THE CONFERENCE—STAY BECAUSE ITS WISCONSIN!



**2011 North Central RC&D Conference ~ September 14-16, 2011
Ramada Inn, 1501 North Point Drive, Stevens Point, WI**

REGISTRATION FORM (Deadline is Monday, August 29—No refunds after September 6)

First Name: _____ Last Name: _____

Spouse/Guest Name: _____

How name should appear on badge: _____

RC&D Council (include state)/Agency Name: _____

Mailing Address: _____

E-mail Address: _____ Phone: (____) _____

Basic Full Registration

Includes all sessions, entrance to exhibits, Wisconsin Tailgate Party Sept. 14, Lunch Sept. 15, Awards Banquet Sept. 15, Breakfast Buffet Sept. 16, all breaks. Tours are included except for the "Lady of the Lakes" pontoon ride.

____ Regular Registration (Received before August 26, 2011) **\$185.00** ____ Registration Received after August 29, 2011 **\$215.00**

***Please do not mail registration after September 6, 2011**

One-Day Registration

Includes all sessions, with meals & breaks for the day you are registered. One-day registration includes ONLY that day's activities.

____ Wednesday/Thursday, September 14 & 15 only **\$125.00**

*Boat tour extra (see below for cost)

____ Friday, September 16 only **\$85.00**

Spouse/Guest Meal Tickets

____ Wisconsin Tailgate Party, Sept. 14 **\$15.00**

____ Thursday Tour Lunch, Sept. 15 **\$10.00**

____ Thursday Banquet, Sept. 15 **\$25.00**

____ Friday Breakfast, Sept. 16 **\$10.00**

Tours - Please indicate your first and second tour choice:

____ "Lady of the Lakes" aquatic invasives pontoon ride (extra \$12/person) ____ Groundwater Tour

____ Wisconsin Beer, Grass & Cheese Tour ____ Mead Wildlife Area Tour

Please mark your choices for yourself and a spouse/guest (if applicable) -

Thursday box lunch:

____ Smoked turkey wrap You/Guest

____ Vegetarian Croissant You/Guest

Thursday Banquet:

____ Prime Rib You/Guest

____ Vegetarian Napoleon You/Guest

You may pay via PayPal at www.rivercountryrcd.org and fax/mail your registration form to River Country RC&D at (715)834-8663 **OR**

Please mail completed forms with checks payable to:

WI Association of RC&Ds

c/o River Country RC&D

1304 North Hillcrest Parkway, Suite B

Altoona, WI 54720

Registration Total (Full or one-day) : \$ _____

Spouse/Guest Total: \$ _____

Tour Cost: \$ _____

TOTAL: \$ _____

Hotel Reservations

Please make reservations on your own. Reservation can be made by calling the Ramada Inn at 800-998-2311. Please mention **Pri-Ru-Ta RC&D** when making your reservation to receive the discounted rate of **\$70.00** (single or double occupancy).

Guestroom blocks will be held until **August 31, 2011**. After this date, any rooms held in the block will be released. The hotel will continue to take reservations as long as rooms are available, but special rates may not be available.

Travel note: *If you are traveling by air, the nearest airport is Central Wisconsin airport (CWA). Shuttle service will be provided by the hotel. Please contact Lanice at Pri-Ru-Ta RC&D (715)748-2008 with your flight plans so shuttle service can be coordinated.*

Special needs: If you require special assistance, have dietary restrictions, or need other accommodations in order to participate full in the conference, please call Pri-Ru-Ta RC&D at (715)748-2008.

RC&D Councils are Equal Opportunity Employers and Providers.