

Honey Creek Watershed Association
 HCWA Board of Directors Meeting *Minutes*
 May 8th, 2008
 2:30pm –4:00pm

1. Roll call- Dawn Coleman, Cy Circle, Amy Holden, Mo Eichman, Leigh Ann Gerardi, Holly Weatherhead and Ron Jackson who also took minutes.

2. Report of Minutes –

A. Mo asked for a motion to approve April’s minutes, Amy so moved and Ron seconded. MCU.

3. Fiscal Report- Leigh Ann Gerardi

A. **Checking Account Report** - Beginning balance \$8959.52

Deposits

5-5-08	Pheasants Forever (Miami Co. Chapter)	Honey Creek 2008 WaterFest	\$200
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Withdrawals

Check #	Date	Description	Amount
140	4-16-08	Elizabeth Twp Community Center Rental for HC Banquet	\$35
141	5-8-08	Reimbursement to Leigh Ann Gerardi for Waterfest Children’s prizes	\$108.89
142	5-8-08	Monika’s Sound system Rentals for Waterfest concerts	\$500

Ending Balance \$8515.63

B. Honey Creek WaterFest Expenses – Leigh Ann reported that we raised and will have spent about \$1700 dollars on entertainment, prizes and supplies for this year’s WaterFest.

C. **Miami SWCD / HCWA (Special Fund) Report-** Beginning balance \$34,663.39

Deposits

4-17-08	Bethel Twp Trustees	2008 Membership dues	\$500
5-1-08	Miami SWCD	2008 Membership dues	\$2400
5-1-08	Monroe Twp Trustees	2008 Membership dues	\$500

Withdrawals – None

Ending Balance \$38,063.39

Summary of Both Accounts-

Account	Amount
HCWA Checking Account	\$8515.63
Miami SWCD/HCWA Special Fund	\$38,063.39

Total HCWA Funds \$46,579.02

Leigh Ann stated that she and Mo had an appointment with Kreig and Kristin from Miami SWCD to go over the 2009 budget, Monday May 12th at 3pm. She will also be attending an ODNR Special Fund budget meeting with Kreig and Kristin on June 11th.

D. 319 Grant Account -- Beginning balance \$17,279.05

Deposits- None

Withdrawals

Account	Amount
Monthly Cell Phone Bill 4-14-08	\$63.40

Ending Balance \$17,215.65

Mo asked for a motion to approve April's account expenses, Holly so moved and Cy seconded. MCU. Leigh Ann asked if we were interested in having a thank you lunch for the park district staff and volunteers. The consensus was that we would like to but are concerned about being low on funds, as we will have to start using our savings this year.

4. Report of Officers and Director

A. OEPA 319 grant Project Update – Leigh Ann stated that we do not have a signed contract with Kleenco yet. Mo is going to ask Kreig about SWCD's protocol for receiving bids for contractors. He said that typically 3 quotes are accepted before we receive any bids. He and Leigh Ann will call Nicole Lashley for more information. A Honey Creek stream restoration project preliminary meeting has been set up with the Park District on May 14th at 1:00pm. Leigh Ann stated that Scott from Kleenco said he will send a rep to the meeting, give us an estimate by Monday for the project, and will provide an official bid quickly so we can stay on schedule. Mo wants to wait to have our restoration meeting with all the partnering agencies until we have a signed contract. He also wants Leigh Ann to find out what the Park District is looking for specifically. Leigh Ann will reschedule this meeting later.

Leigh Ann reported that she had submitted the 319 OEPA quarterly fiscal report for January-March 2008. She also said that she and Nikki Reese had taken a water sample from the project site for water quality testing on April 19th. Diana Zimmerman (OEPA) rescheduled the QHEI from May 12th to May 29th, as she had a scheduling conflict.

5. Report of Standing Committees –

Fundraising Committee

A. September 19th "Honey Creek Watershed Golf Scramble" – Amy Holden passed out a flyer that she made for the group to proof read. She stated that we need to start getting hole sponsors as soon as possible. We can have more than one

sponsor per hole too. Leigh Ann passed out a sponsorship form that could be used as a general form for any of HC's events. She adapted it towards getting golf scramble sponsors.

- B. Duck Race – Holly stated that she has everything ready for the festival, we need to push selling the tickets. It was agreed that the popcorn booth, hotdogs and the duck race ticket sales should be close together. Everyone needs to report to the festival site at 10:20am to set up.
- C. Potential sponsors list It was brought up that our HCWA brochure needs to be updated. Amy indicated that she could help Leigh Ann with the update. Mo said that we need more help with contacting potential sponsors on our list. Amy suggested that we divide the sponsor list up among the board members to contact. This issue was deferred to the fund raising committee to work on.
- D. Memberships and Aileron Leigh Ann stated that we have raised \$7500 so far in 2008 municipal memberships that are eligible for ODNR matching funds. Amy feels that our neighbor Aileron is a large, well funded corporation and would be good to contact as a member. Leigh Ann will try to contact them.

6. Report of Working Groups -NONE

7. New Business

- B. HCWA's 2007 taxes Leigh Ann stated she had submitted HCWA's 2007 taxes on April 23. She learned that the IRS requires non-profits to take a 3 year average of their income, and if the average doesn't consistently exceed \$25,000 then they are only required to file an e-postcard.
- C. Go Systems training – Leigh Ann will be attending this office efficiency training on May 13th.
- D. 2009 Watershed Coordinator Grant Leigh Ann reported that ODNR is now accepting applications for this grant, and the deadline is August 1, 2008. Leigh Ann will re-email the application to Mo and Holly for review.
- E. Mileage reimbursement amount update for HCWA – Ron felt that mileage reimbursement for HCWA's employees should be raised to the current IRA rate, effective immediately at \$.505/mile. Amy asked for a motion to approve the update in mileage reimbursement, Dawn so moved and Holly seconded. MCU.
- F. Purchase a small light plastic folding table for the HCWA's booth- This topic was tabled until June's meeting.

8. Old Business (list of up coming events also)

- A. April 19th "Stream Team Training" Leigh Ann reported that the training went very well. Twenty-four people attended and eighteen signed up to be volunteers on HCWA's Stream Team. Our first Stream Team meeting will hopefully be held on June 9th or 16th.
- B. "Adopt-a-Highway Clean Up" – Leigh Ann reminded the group that the next highway clean-up is on Saturday, May 31 at 9am. She is currently working on getting more PR out about it.
- C. "Annual Banquet" – Amy filled out and mailed the application to reserve the Elizabeth Twp Community Center for June 28th. The banquet will be held from 11:30a-2:30p. We are reserving the room from 11:00 am to -3:00pm for set up and clean up time.
- D. QHEI moved to Monday May 12th– Leigh Ann

9. Miscellaneous

10. Discussion

11. Adjournment

Mo asked for a motion to adjourn, Amy so moved and Dawn seconded. MCU.

**Next Board Meeting:
June 12th, 2008
2:30pm-4:00pm at Sullivan Rd.**