

**Meeting:** Executive Committee - Northern Kentucky Urban and Community Forestry Council (the Council)

**Date:** June 1, 2017

**Location:** Sanitation District 1

**President:** Crystal Courtney

**Secretary:** Tara Sturgill

**In Attendance:** Crystal Courtney, Rosie Santos, Chris Kaeff, Tara Sturgill

### **1. Recap of last meeting**

Crystal trying to stay on task and our Executive Committee (EC) is the first step. Crystal talked about the Board meeting where the Strategic Plan was revised. Crystal discussed the changes and revisions the goals in the Strategic Plan with the EC. Discussion of roles – Rosie to take over Operations Committee, Rosie said next steps would be to send out an email to Board and outline what the Operations Committee is, etc. Crystal asked if Tara wanted to lead the development committee – Tara said no. Rosie discussed the reasons why it may be easier than what Tara might think. Rosie explained that it is possible to stretch out the goals if people are feeling taxed in terms of leadership. Crystal said that by investing in Goal 1 we may get more people to help fill roles. Discussion of potential Goals/Committees that could be put on the backburner. Crystal suggested investing time in the Operations Committee. Crystal suggested investing more time into Goal 1 which is the development Committee. Rosie pointed out that if Tara is not wanting to step-up and take the Development Committee then Rosie would step up and lead the Development Committee. Chris asked if we currently have enough people to fill the needs of Goal 1. Rosie explained the purposes of Goal 1.

Chris asked who maintained the website – Crystal said everyone does. Rosie explained that Goal 3 is for the EC to chip away at which also has the most responsibility. Rosie asked that if we were willing to put Development on the front burner and table Operations Committee. Crystal said she thinks that we should ask people on the Board if anyone is willing to take it on – for Operations Committee. Crystal pointed out that we would need to do that for all Committees. Rosie said she will do either and will ask for someone else to take on the other. Crystal said that she thinks we should move forward with Development (Rosie) and Crystal will take over the Operations Committee until someone is identified to take it over eventually. Rosie and Crystal will draft and email collectively that will express what the Committee duties are and see who is interested. Crystal asked if Rosie wanted to get together to go over what needs to happen to get all that together in terms of the email to be sent out, etc (in the next week).

Crystal said that a goal for her is to get a meeting schedule together for the Board that is not conflicting. Rosie said that a lot of these meetings could be phone meetings. Rosie said that there needs to be a way to not overwhelm people with emails – should be a single email that discusses everything, in terms of meetings. Rosie said that Board meetings should be quarterly. Rosie said that she doesn't think it is necessary to meet every month for the Board Committees. Crystal said the last Board meeting was in April and we should be able to have the next Board meeting in August (maybe August 22<sup>nd</sup>), next

quarterly Board meeting after that would be December. Rosie said that Trees in our Community Forum (TIOC) should be the focus, though there should be a separate Ad-hoc Committee for TIOC. Crystal said it should be up to the Ad-Hoc Committees when they should meet dependent on the program. Rosie said that agendas at the quarterly Board meetings – should be Business for voting, and updates for Board Committees, and EC. Crystal pointed out that if a Board meeting is needed it can always be called outside of the quarterly.

## **2. Executive Committee**

Rosie asked if Crystal had a vision for how this portion of the meeting should flow, Crystal said that she doesn't have an outline in particular. Rosie explained that Goal 3 is our bread and butter. Rosie reviewed the sections of Goal 3 with the EC. 3a – bylaw adoption done, Constitution done by end of summer. 3b – start working on those after the Constitution and into the Fall 3c – Rosie said that she is little confused about this sub goal – she said that in essence the Board and EC has already been redesigned. Crystal pointed out that 3c still needs to be done since it was done in the Strategic Plan. 3d – Rosie said the Standing Committees are already defined in the bylaws – it exists though it is not clearly defined in Operational Policies yet. 3h. – Rosie said that for 2017 we are working on Constitution, Operational Policies, and Set target goal for proportion of your annual income (winter; present to the Board at the beginning of 2018). Crystal asked if we should go ahead and bust out the Constitution now. Chris asked if there were examples of Constitutions for us to review. Rosie asked if we could set a time to meet in July for Constitution drafting. Tara asked if Crystal or Rosie could email out examples of Constitutions, develop the constitution in July, and a modification to bylaws and adoption of Constitution at the Board meeting in August. Rosie suggested set the goal of Strategy 3b (Operational policies) for the December.

Rosie said she envisions a very similar process for the other Committees as well (Development, Operations, etc.) – only a few things to be working on in the next year. Crystal said we have a timeline for working on the different Strategies and she said that she doesn't like the fiscal year set-up. Crystal said that now is a better time to be discussing with Committees their operating budgets. Crystal would like to make a motion to revise the bylaws to reflect July 1 – June 30. Chris asked if there was a fiscal year defined before, Rosie said it was the physical year (Jan – Dec). Crystal said she thinks it would be easier to talk about budgets now rather than the end of the year when programs are in the middle of their planning (ex. Reforest is just now starting up and will be thinking about budgets, etc.) makes more sense. Crystal asked if Chris can put together a budget for each Committee and put forth a formal ask about their budgetary needs for the year. Chris said that if there are formal budget changes in terms of staff, could be tricky on this new budget. Rosie said that Committees may not be able to turn around budgets that quickly. Chris said that if we are operating the same programs then that money is going to sit there and won't change much. Chris said that we need to be more concerned about budgets when/if we decide to hire staff, etc. Chris said he can put together a document based on previous years of budgets for upcoming programs that will be happening in the fall. Chris asked when Crystal wants a budget by? Rosie asked if we can't vote to adopt the fiscal year change in August is that going to make a difference – consensus is to vote – take effect immediately. Chris explained that it won't change anything in terms of our budgets, and Chris will produce a document based on previous years' experience and we will look at it as a group and make decisions. Crystal pointed out that it also helps with taxes. Chris said that many things are coming up in the budget are coming up in August. Chris explained that we could do a better job the timing of grants coming in for different projects and the new fiscal year may make a difference as

well. Crystal also said that it is important to keep track of our volunteer hours. Rosie suggested that members are asked to fill out a Google form to show how much was spent in time, mileage, money, etc. Rosie said that someone would have to come up with a form that would keep track of our volunteer hours for the year – Crystal said that maybe it should be put in the operational document. Rosie said that a good Executive Director keeps your Board alive, as part as being staff. Rosie explained that it is their job to come up with processes to improve our operations and overall organization.

Crystal asked for any other issues to be brought up in the EC before we discuss our next meeting time.

Crystal asked Chris about tax season – Chris said there were questions from our accountants, though it went well.

Programs are running well thus far.

Sarah is having a giant conference in January. Chris said that she might want to be at SD1. Crystal asked if Chris was copied on the email that Sarah sent discussing what would be the Council's role – Crystal said her understanding was that she would want the Council to run registration and we would receive 5% of the registration fees. Crystal asked if Chris would read the email aloud – Chris said he will email it out to everyone. Chris reads the section discussing the registration cost and the cut that the Council would do and receive. Council would set up registration page for payment via credit card; which would give the Council 5-10% to cover expenses and time to process it. Crystal pointed out that this would be a big ask of Chris as a treasurer. Crystal pointed out that it may require Board approval, though not meeting until August. Rosie suggested that we send it out to Board and give the EC recommendation and ask for objections to the Council's involvement. Sarah also asked for tour that we could offer, Chris said that he offered SD1 as a tour. Crystal said that she will send out an email asking for objections.

Rosie suggested that we develop a membership meeting schedule. Rosie suggested quarterly, last one was in March therefore the next membership meeting would be in July. Crystal talked to Steve Foltz in Covington and he was on Board and to let him know when.

Chris said that he has a committee that he is Chairing for a Reforestation project on Banklick. The Conservation District has been sitting on \$ for it and have been waiting on approval from the Corps to proceed. Someone contacted the Corps and they were under the impression that it was already underway. So that is moving forward. Chris asked if there would be any interest in being involved? Crystal suggested that it would be best to discuss at a Reforest meeting and suggested that Reforest may have an incentive to choose a project in Campbell County if trees are provided already, would be worth a shot. Chris said there will be maintenance involved as part of the monitoring – Crystal suggested again that it would be best to speak to Reforest. Crystal asked about the timeline – there is no timeline at this point though Chris's goal is to get partners to support in order to get approval from the Corps. Crystal asked if Chris could send a description of the project and asked for people to join the Committee who is interested. Crystal said she thinks Jessica would be interested. Chris said the Center for Environmental Restoration (CER) is also working on a project upstream and it would be a connected project to another reforestation. Crystal said that he should send a description because the Reforest NKY Committee is meeting next week

and they could discuss. Chris said they are meeting for the first time with Sherry Carran. to discuss the action plan and formulate a plan going forward.

Rosie said that going forward that we should approach Conservation Districts that have \$ for projects but not the people to plan/act and that maybe we could offer boots on the ground.

Crystal asked about next meeting time – July would be the next date. July 20<sup>th</sup> 6:30 pm @ SD1.

Meeting adjourned at 7:53 pm.