



Leadership Team Meeting Minutes
At CDPH&E - August 27, 2008

This meeting of the Leadership Team (LT) was primarily focused on the transition to a new fiscal agent as CWN is closing out their contractual obligations because they will be dissolving in November 2008. This meeting also was a historical event for the LT as they initiated their first vote. A vote was actually taken on several issues.

1. In the transition from the current grant to the new grant, the Nonpoint Source Coordinator, Lucia Machado, would like the old grant to be closed out before the new grant is opened. Barb H. and Sarah S. will be working on the final report. Dan B. of CDPH&E emphasized that the final report need not be elaborate and in fact should be brief and concise. The report should just answer the questions stated in the final report guidelines. Geneva M. and Alice W. agreed to help finalize and review the report.
2. There was much discussion regarding the change of fiscal agents. South Platte CURE will remain the fiscal agent for the Nonpoint Source grants as specified in the DSN contract with the state. CWN was the fiscal agent, however for the all other financial aspects of the Monitoring Council such as holding sponsor donations and payment of subcontractor invoices. The LT voted unanimously to accept the recommendation to use Colorado Watershed Assembly (CWA) as the new fiscal agent for those financial tasks that were being handled by CWN. Vic L. has drafted a fiscal agent MOU for signature by Jeff Crane, Executive Director of CWN. Changes will be made to the draft based on comments by LT members and Jeff. Hopefully the MOU will be signed within one business week. A subgroup of the LT had met with Jeff last week to discuss CWA's willingness and ability to function as the fiscal agent for the Monitoring Council and to work out the details of the MOU.
3. Jacob B. of CWN presented an option that the Monitoring Council could quickly and easily implement to become a 501(3)c non-profit. The Council could basically assume the non-profit status being given up by CWN. Two perspectives were presented by the LT members. The non-profit status would be a positive step because it would provide a stability which would help to remove reluctance

by some entities to contribute money because there is an uncertainty if the Monitoring Council will be around for years to come. It would also simplify the grant proposal process. The other perspective was that the Monitoring Council does not currently have enough active volunteers to structure itself appropriately to be a non-profit nor is there anyone stepping up willing to carry this effort through. The cost of being a non-profit was discussed and it was determined that the cost for being a non-profit was essentially the same as contracting with a fiscal agent. The vote by the LT to become a non-profit was 1 yes and 6 no. The overriding sentiment of the LT members is that it would be beneficial to become a 501(3)c but at this time the Monitoring Council isn't ready for this step and that maybe in a few years if the LT can successfully implement the Sustainability Plan and increase active membership, that we should make the effort to become a non-profit.

4. The discussion moved to replacement of Sarah Sauter who will be leaving as the DSN Coordinator November 1st. An employee of CWA, Greg Zimmerman, has been indentified as a possible candidate for this position and has the technical skills to assume that role. The other skills that will be needed for the new Coordinator was discussed as the role will change somewhat with the transition to the new grant and another phase of the project and implementation of the mentoring services that are planned. The LT decided to advertise the Coordinator position but interview Greg in the interim to determine if other interviews will be needed. A Hiring Committee of Alice Wood, Dan Beley, Sarah Sauter, and Jim Dorsch, was selected to work on this task. It is the plan to hire the new Coordinator through CWN in October 2008 but cannot be implemented until the current grant is closed out as the new Coordinator will be paid using the new grant and sponsor cash match contributions made in the next grant cycle.
5. The current grant/CWN close out budget summary was presented by Jacob B. The bottom line is that with Gold Systems hosting paid through September and Sarah S. salary paid through September the Monitoring Council will need to raise approximately \$32,000 to function through the end of this fiscal year, June 2009. Jacob recommended that we try to plan to raise the required funds to have a three month surplus in June of 2009. This will require approximately \$61,000. There is approximately \$3,200 of sponsor contribution funds remaining that will be transferred to CWA or paid to Gold Systems for data hosting.
6. The website currently hosted by CWN will need to be moved. The domain can be moved at our desire for a small \$50 fee. It may be moved to the CWA server. The website fee is paid through December and the cost is less than \$100/yr. Sarah S. will put together a list of the technical changes she recommends for the new website then Alice will evaluate Integral's ability to perform that work as in-kind service. If there is anyone who is willing and able to assist with this task please contact Sarah Sauter at 303 408-1312. The volunteer(s) need to be familiar with the .net web format. The new coordinator will be responsible for uploading information to the website as part of routine business.

The next meeting will be either September 22 or 23, 2008 at a time and site to be determined. A separate meeting notice and agenda will be sent out prior to the meeting.