

**Gallatin River Task Force Board of Directors Meeting  
December 13<sup>th</sup>, 3 pm  
Big Sky Water and Sewer District  
MINUTES**

1. **Call to Order:** Ron Bowlin called the meeting to order at 3:05 pm. Board members Rich Chandler, Rick Donaldson, Ron Edwards, and Nancy Sheil were also in attendance. Mike Richter attend by phone. Task Force staff in attendance included Kristin Gardner, Stephanie Lynn, and Andrea Saari.
2. **Approval of Minutes:** Rich C. made a motion to approve the minutes from November 9<sup>th</sup>, 2016 and Ron E. seconded. Motion carried unanimously.
3. **Financial Report:** Nancy made a motion to approve the financial report and Rich C. seconded. Motion carried unanimously. Rick will assist Kristin to input the 2016-2017 budget into Quickbooks and to review and update budget line items. Ron E. suggested a remote login access to share the Quickbooks file with Knaub and company. Kristin will investigate a few of the remote access options.
4. **Fundraising Report (Andrea)**
  - i. Membership report:
    - a. Business membership updates: Andrea will work with Rich Addicks on social media kit. Andrea and Ron will meet to discuss business plaque. Rich suggested contacting Rich Baumann (Big Sky Metal Art).
    - b. Gift memberships: No gift memberships have been received. Andrea will send an end of the year appeal via email.
    - c. Major Donor Thank You: Ron Bowlin will thank major donors (Arneson's, Margaret and Chuck Buker, Steve and Carolyn Jones).
  - ii. Fly Fishing Festival Updates:
    - a. Sponsorship packet: Kristin, Stephanie, and Andrea have drafted new sponsorship levels and benefits that will be presented at the next fly fishing festival committee meeting. Kristin asked that Andrea run these by Pat, Dave, and/or Andrew.
    - b. Next meeting: Friday, December 16<sup>th</sup> 5 pm
  - iii. Endowment: Ron E made a motion to spend money necessary to start an endowment with the Montana Community Foundation and Rich C. seconded. Motion carried unanimously.
  - iv. Gallatin River Forever Campaign: Kristin reviewed the updated proposal from Bannack. Additional changes to be made include changing weekly to monthly (#5). Ron Bowlin would like Bannack to be business members. With the changes to # 5 and a business membership, Ron E. made a motion and Rich C. seconded to hire Bannack for campaign planning and implementation. Motion carried unanimously.

**5. New Business**

## 6. Old Business

- a. Restoration Project Updates (Kristin)
  - i. Moose Creek: Kristin met with representatives from RESPEC and the Forest Service last week. Project activities cannot be completed March – July 1 due to grizzly bear management. RESPEC is working on slight modifications to the design and will revise bid package to send out to potential bidders by the end of January. Ron asked if we were required to perform a public procurement process since the project is on Forest Service Land. Kristin didn't think so but will ask Mindy Cummings and Wendi.
  - ii. West Fork: Kristin received the invoice for Phase 1 of the West Fork restoration project from RE Miller that reflected a reduced cost since sites 2 and 4 were abandoned. Rich asked about which entity bears the responsibility of success of the vegetation. Kristin will investigate and get back to the board on this.
- b. Employee Documents (Kristin): Kristin reviewed the revisions made by Kari Gras to the employee handbook. The board suggested a few additional changes. Kristin will make these suggested changes and email for a board vote by the end of the year.
- c. Education & Communications Program Updates (Stephanie):
  - i. Print Newsletter: Stephanie printed newsletter and needs volunteers to stuff and address envelopes.
  - ii. 2017 Realtor CE: Gallatin Association of Realtors will host CE course in Bozeman.
  - iii. Water Quality Monitoring
    - a. Annual Water Quality Report: Stephanie will send out draft graphs of water quality data for board input.
    - b. January Water Quality Monitoring Event: Stephanie solicited input from the board/staff about a date for the January Water Quality Monitoring Event.
    - c. Fine Sediment Monitoring SOPs: tabled for January board meeting

## 7. Upcoming Events

- a. January 12<sup>th</sup>, 1-4 pm: Big Sky Sustainable Water Solutions Stakeholder Meeting at the Big Sky Water and Sewer District Conference room. Discussion will focus on defining desired outcomes for water resources.
- b. Next board meeting date: January 10<sup>th</sup>, 2017.

8. **Open Discussion:** Andrea pointed out that the square surrounding the donate button is missing from the home page. Steph will investigate.

9. **Adjournment:** The meeting adjourned at 5:30 pm.