

Gallatin River Task Force Board of Directors Meeting
Tuesday, October 11th, 3 pm
Big Sky Water and Sewer District
MINUTES

- 1. Call to Order:** San Goveia called the meeting to order at 3:09 PM. Board members present included: Mike Ritcher, Rich Chandler, San Goveia, Rick Donaldson, and Ron Edwards. Absent were directors Nancy Sheil, Ron Bowlin, and Rich Addicks, Staff members present included: Kristin Gardner, Stephanie Lynn, Andrea Saari, and Emily Casey.
- 2. Approval of Minutes:** Rich C. both moved to approve and seconded the minutes from the September board meeting.
- 3. Financial Report:** Kristin explained the negative amounts on some federal and restricted grants were due to reimbursements not yet received. Board members discussed some changes they would like to see in how the financial report is presented, including: profile/loss year to year comparisons, separating salaries, wages, and payroll taxes into their own categories, adding a grant tracking table, and a project management table with expenses and spent to date information on a quarterly basis. After October, Kristin would like to meet with Rick D to go over specifics on what the board wants to see in each financial report. Kristin envisions that by the next two months we will have a more streamlined financial reporting process as we continue to work more with the accountant. San recommended reevaluating the use of an accountant after 6 months. Rick D. moved to approve the September financial report; Ron E. seconded the motion.
- 4. Fundraising Report (Andrea)**
 - i. Fly Fishing Festival:
 - a. 2016 proceeds: ~\$20,000. Kristin wants to do further analysis to determine expenses of each aspect of festival planning and comparing them to past year(s).
 - b. 2017 planning timeline: The first meeting to start planning and setting the date for next year's FFF will be Wednesday 5:00 P.M. at the Riverhouse.
 - c. Marketing assistance? Revisit quotes from Outlaw about hiring them for next year's FFF and determine next steps.
 - d. Event specialist in Bozeman: Andrea has had only early conversations with the specialist but her gala experience might bring something extra to the table for our 2017 HOG banquet.
 - e. New committee members: Need new members that can commit to one planning meeting each month, will start outreach/recruitment during Providence film.
 - ii. Endowment/Planned Giving/Stock Options: Andrea has a meeting set up October 25 with Montana Community Foundation (MTCF provides legal assistance with programs like this) in Bozeman to discuss endowment programs. Example program that Andrea mentioned is the Henry Ford Foundation's planned giving program. Initial idea is to start with Mike Piper's \$1000 donation but will have

- more information after meeting. Ron Edwards and Rick Donaldson expressed interest in attending meeting with Andrea.
- iii. Gift Acceptance Policy: More information to come after October 25 meeting.
 - iv. Membership report: 8 members need renewal, new Salmonfly membership: Mike Piper.
 - a. Business membership updates: Andrea and Rich Addicks are working to develop stickers/decals for businesses. Andrea called for each board member to reach out to 1 business to make an in-person membership appeal.
 - b. Gift membership timeline: Andrea plans to launch the gift membership drive November 1- December 9. Andrea also suggests we pick a strategic business location for the Christmas Stroll and Grizzly outfitters was suggested as a possible choice.

5. New Business

- a. Annual Reports: Board and staff suggested some ideas to revamp our annual and water quality reports including: adding a watershed map to the annual report, restructuring donor list, before and after photos of restoration project work, general water data (including a hydrograph in annual report), and researching new styles and ideas.

6. Old Business

- a. Restoration Project Updates (Kristin)
 - i. Moose Creek: Kristin is meeting with potential bidder, William Civil Construction next Monday. Their initial estimate is higher than expected but San and Rich C noted having good experiences working with them in the past.
 - ii. West Fork: A MCC crew of 5 is planned to work next week harvesting willows to be used in stream stabilization and re-vegetation projects along the golf course, but wetland project work may be halted until spring. Task Force has hired contractor Artie Miller but contract still needs to be drafted, Ron E suggested to keep liquidated damages provisions out of the contract.
- b. Employee Documents (Kristin): Staff is working on job descriptions, San and Rich C volunteered to help editing drafts. Rick D suggested including information about using personal vehicles for work-related travel and accompanying insurance, and Ron E commented about adding per diem for all day travel. Board members would like to see a draft by the next board meeting.
- c. Education & Communications Program Updates (Stephanie):
 - i. Volunteer Handbook: Steph is using information from MNA Volunteer Management workshop, CFC, and board volunteer survey for guidance on developing volunteer handbook.

- ii. Facebook: 1K followers contest: Will market contest when we are closer to the goal, winner will receive Mayfly membership.
- iii. Community Fall Festival: Booth to promote Big Sky Water Conservation Program and water conservation games for kids will be run by Steph and Emily this Sunday.
- d. Drought/Water Conservation Planning Update (Emily):
 - i. Water Conservation Conference: WaterSmart Innovations Conference was very informative and gave Emily some ideas about where to take the Big Sky Water Conservation Program next in terms of marketing and promoting the rebate programs.

7. Upcoming Events

- a. October 11th, 6 pm: Big Sky Community Building Forum at the Warren Miller Performing Arts Center.
- b. October 15th, 4:30 PM & 7:00 PM: Providence Film at Lone Peak Cinema
- c. October 16th, 11:30 am: Community Fall Festival at the Big Sky Community Park
- d. October 18th, 3 pm: Board campaign discussion. Location TBD
- e. October 20th/21st: Stream restoration Workshop at Big Sky Chapel
- f. October 24th – 26th: Montana Watershed Coordination Council Watershed Symposium in Billings
- g. October 25th, 10 am: Meeting at Coldsmoke Coffee in Bozeman with Montana Community Foundation about endowment.
- h. November 3rd, 1-4 pm: Big Sky Sustainable Water Solutions Forum stakeholder meeting at the Big Sky Water and Sewer District conference room. Topic: wastewater treatment and disposal.
- i. December 6th, 4:30 - 6 pm: Public Town Hall meeting for Big Sky Sustainable Water Solutions Forum location to be determined
- j. Next board meeting date: Wednesday October 9, 3:00 PM at the Big Sky Water and Sewer District.

8. Open Discussion:

- 9. Adjournment:** San called the meeting to an end at 4:39 PM.