

Gallatin River Task Force Board of Directors Meeting
June 7, 2018, 2 pm
Big Sky Water and Sewer District
MINUTES

1. **Call to Order:** *Board Chair, Rick Donaldson, called the meeting to order at 2:02 PM. Board members present included: Rich Addicks, Rich Chandler, Mike Richter, Mike Jacquard, Rob McRae, Ennion Williams, and Bill Collins via phone. Staff members present included: Kristin Gardner, Andrea Saari, Emily Casey, Stephanie Lynn, and Big Sky Watershed Corps member Jack Murray. Chase Rose of Bannack Group joined via phone.*
2. **Consent Agenda****
 - a. Minutes: March 21st, 2018: *Rick D noted that the minutes were titled “agenda” and recommended they be changed to appropriate title.*
 - b. Fundraising Report: *Andrea reflected on a successful 2018 Give Big campaign where we raised \$12,000 in 24 hours. We won a cash prize during the event for most donors during power hour and our staff and board helped us get more new donors than in past years.*
 - i. Fly Fishing Festival Updates: *Andrea and members of the FFF planning committee have secured \$70,000 in sponsorships so far for the event. They are still working to get another \$15,000 to sponsor the banquet. While this sponsor will not be featured on our poster this year (quick timeline), they will be featured on banners at both the banquet and outdoor fair, as well as next year’s event. Auction items are mostly secured (45 total), posters and other printed promotional materials will be ready next week. Sponsors and attendees who buy a full table will be given a complimentary Friend of the Gallatin membership at the banquet. Andrea and Rick D requested board members to help distribute these and can sign up via spreadsheet that Andrea will be sending out in the next Monday Update.*
 - c. Education & Communications Report
 - i. Volunteer Handbook: *Stephanie has compiled a handbook for onboarding volunteers with the help of staff and other organization examples. **Staff has reviewed the handbook and Steph is requesting that any comments/edits from the board be completed 1 week before our July board meeting, so the board can vote to officially approve the handbook.***
 - ii. Volunteer Kickoff Party: *JeNelle helped inspire this event as a way to expand volunteerism in our community for our organization by inviting past and new volunteers to come and learn about upcoming opportunities to get involved. Join us Thursday June 14th at the Community Park Pavilion for a BBQ from 5:30- 7. Rick D also urged us to use events as a means to make fundraising appeals.*
 - d. Water Conservation Program Coordinator Report *Nothing to report.*

- e. Big Sky Watershed Corps Report
 - i. Farmer's Market Schedule: *Jack will host our annual booth at the Farmer's Market on Wednesday nights this summer. He passed around a sign-up sheet for board members to volunteer a night or two this summer at our booth. Thank you to all board members who have helped us out at the Market in the past.*

JeNelle moved to approve March consent agenda, motion was seconded by Mike J. Motion carried unanimously.

3. Financial Report (Kristin, Rick)

- a. March Financials Approve**: *Rick D reported that a few small adjustments totaling approximately \$1,000 were made to the March financials, including pay roll and promotional materials. **He requested that draft and approved versions be distinguished in document titles for clarity in the future. Rich C moved to approve March financials, Rob seconded the motion. Motion carried unanimously.***
- b. April Financials Review: *The board had no questions regarding April Financials. **Any changes will be sent out prior to our next board meeting for review.** April financials are set to be approved at July board meeting.*

4. New Business

- a. Bylaw Review (Rick, Kristin): ***Kristin called attention to the process of making amendments to our bylaws and suggested the following change: instead of 3 meetings required for approval of amendments (1 to suggest, 1 to discuss, 1 to approve), we revise to vote and approve amendments in 1 meeting. Based upon the current language in our bylaws, any changes we want to make as a result of this discussion cannot be approved until our August board meeting. Kristin presented changes suggested by the staff: change address to new office location, increase \$500 expenditure limit needing for board approval, eliminate need for 2 board members to review PR, and edit bylaws to reflect gender neutral language throughout the document (ex. in place of he, use they). **If board members have additional edits, please send to Kristin. At our July meeting, board members will discuss these changes and vote at the August board meeting.*****
- b. New staff Recruitment: (Positions for Development Director and Water Conservation Program Coordinator)
 - i. Timeline: *Kristin plans to send out a job ad by next week for DD position. This position is expected to be funded through Madison County and Yellowstone Club (\$250,000 over 5 years), we are awaiting confirmation. While Yellowstone Club is able to be more flexible with timelines as a private entity, Madison County asked us to write an MOU with a requirement for an annual review before committing funds for additional years. While Rich A had some reservations about this since it doesn't promise us anything but the year ahead, Chase and Rich C said an annual review should not*

deter us from celebrating the full potential pledge amount since it is an accountability measure to make sure we are hitting the goals we are aiming for with their funds. Rich C added that funds may be reallocated to other projects within the organization (not just development) if we exceed goals or they may choose to withdraw funds. Kristin will provide updates to the YC and MC in May to garner input on funding outlook for the following fiscal year. For WCPC position, Kristin will revise current job description and start recruitment as we get closer to Emily's end date.

- ii. Hiring committee: Executive committee will act as hiring committee to recruit and select candidates for development director. Chase has committed to train our new development director on the Gallatin Forever Campaign.
- c. PBR Volunteers (Kristin): The Task Force will be the nonprofit recipient of the Calcutta on Friday night of PBR weekend, and Outlaw has tasked us with recruiting volunteers as part of the arrangement. Kristin especially wants board and staff participation during the event: bleacher volunteers, ticket gate, and Calcutta tent.
- d. Moose Creek Celebration (Kristin): General timeline is between July 15-August 15. Wendi would like the Forest Service Superintendent to attend this event and will send out more specific dates once her availability is confirmed. Rich A recommended use of drone photos/videos at the party and to take pictures of people using site throughout summer. Andrea has access to Bill Collin's drone, Ron Edwards also has a drone we can use.
- e. Employee Insurance (Rick): After much research, Rick D now feels that a group insurance plan will be the most cost-effective approach for our organization and most beneficial for our staff. Based on years served, the Task Force will pay 0-100% of employee insurance plans. Rick looked into two plans: one with an HSA option and one without. The Task Force will be able to offer both plans to employees and employees can choose which plans best suits their needs. Both plans are through Pacific Source and Gina Gaub would be our agent with the insurance company and will handle all administrative work (signing people up, dealing with claims etc.) and Ennion spoke highly of her services. Rich C acknowledged the huge benefit this option is for employees because it is nontaxable. Spouses are also eligible to be added to plans.. **Executive committee will review Rick D's insurance plan matrix and vote over email so plans can start July 1.**

5. Old Business

- a. Campaign Updates (Chase/Andrea): (Reminder: Chase took May off but will be resuming campaign work for June and July. He will also be training a new development person on campaign projects and prospects). Chase reported that we are on track to publicly announce our campaign during the Fly Fishing Festival as we have \$757K in donor commitments, matching the 60-70% of gifts needed before public launch in common

*campaign practices. **Chase wants to invite a targeted list to the announcement and asks board members to invite 4-6 people to attend.** He advises that the public phase last 12 months and that we should not change or adjust our goal during that time. Rich A brought his concerns about Madison County's 5-year commitment and annual review. Chase and Rich C reassured him that the county has requested this to provide transparency for their county tax payers. Rick D recalled that SIMMS' gift also requires a similar annual review process for renewing gifts. **JeNelle suggested using the banquet as another opportunity to recruit campaign pledges.***

- b. Credit Card Fees (Andrea): At our last board meeting, Andrea was asked to examine credit card fees. She found that our authorize.net account was the most cost effective compared to two other services. This account is \$35/month and integrates with our donor management program, we also are charged less than 3% per credit card.*
- c. Resort Tax Q&A (Kristin): Kristin reviewed her experience at Monday's Resort Tax Q&A. This year, our ask was \$ 599,709. Kristin emphasized to the Resort Tax Board that staff is needed to run projects and programs including implementing the Stewardship Plan. Plan action items make up the majority of our Resort Tax request. This year, there were \$1million more in total requests than available funds. As a result, the board asked each applicant which areas of their budget they felt they could either reduce or eliminate funds. Kristin responded that we would prefer to handle those budget adjustments internally and that they would most likely be across all of our programs. Also, upcoming potential funds from YCCF and MCF may further reduce our ask by as much as \$15K if awarded.*

6. Upcoming Events

- a. June 14th, 5:30 pm to 7:30 pm:** Save the date for our first volunteer kickoff party at the Big Sky Community Park river pavilion. More details coming soon!
- b. June 16th, 11-4 pm:** We will host a booth at the first annual "Protect Paradise BASH and BBQ" at Sweetwater Fly Shop in Livingston.
- c. June 18th at 6:00 pm:** Resort Tax Appropriations at the Warren Miller Performing Arts Center
- d. June 21st in the evening:** We will host a dunk tank for the first summer concert Soulshine Celebration.
- e. June 29th & 30th:** Gallatin River Fly Fishing Festival
- f. July 27th:** PBR Calcutta volunteer opportunity
- g. August 30th:** Save the date - River Cleanup
- h. Set Annual Meeting Date:** Kristin will send out potential dates via email this week.

7. Open Discussion:

- 8. Adjournment:** *Rick C adjourned the June board meeting at 4:14 PM.*

** Agenda Items for Board action