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## BOARD MEETING MINUTES

The regular meeting was called to order at 7:04 p.m. on Thursday, February 15th, 2024.

**DIRECTORS PRESENT DIRECTORS ABSENT**

Shannon Brines Matt Nolan

Hannah Weber

Maegen Gabriel

Tom Shanahan

### **OTHERS PRESENT**

Deborah Shad, Finance Administrator (virtual)

Megan DeLeeuw, Executive Director

Jill Dohner, MiFarmLink Specialist & Interim Executive Director

**COMMITTEE REPORTS**

Weber discussed the miscellaneous income from profit and loss, property approximately $66,000.

#### MEETING MINUTES

Motion by Shanahan to approve December meeting minutes, seconded by Weber. Motion carried.

#### FINANCIAL REPORTS

|  |  |
| --- | --- |
| Total Assets | 729,582.31 |
| Total Liabilities & Equity | 729,582.31 |
| Total Monthly Income | 132,963.14 |
| Total Monthly Expense | 112,572.26 |
| Total Other Income | 74,777.42 |
| Total Monthly Net Income | 73,174.52 |
| Total Income booked through Jan 31, 2024 | 21,650.03 |
| Total Expense booked through Jan 31, 2024 | 112,572.26 |
| Total Other Income through Jan 31, 2024 | 1,259.15 |
| Total Other Expense through Jan 31, 2024 | 2,087.84 |
| Net Income through Jan 31, 2024 | 73,174.52 |

**APPROVAL OF BILLS**

Motion by Weber to approve payment of provided Pos. Gabriel seconded. Motion carried.

**FARMLAND AGREEMENTS & CONSERVATION PLANS**

None.

#### STAFF & PARTNER REPORTS

WCCD Executive Director, Megan DeLeeuw

WCCD Resource Coordinator, Doug Reith

WCCD Community Forester, Summer Roberts

WCCD MAEAP Technician, Nick Machinski

WCCD Outreach Coordinator, Dru Mark-Wilson

WCCD Conservation Technician, Paul Buzzard

WCCD Conservation Technician, Matt DeJonge

WCCD Outreach Coordinator, Bridget Mitchell

WCCD MCSFP Specialist, Megan Phillips Goldenberg

WCCD MiFarmLink Specialist, Jill Dohner

**OLD BUSINESS**

FY24 Budget Amendment #2, motion to approve by Weber, seconded by Gabriel. Motion carried.

4 yays, no nays.

**NEW BUSINESS**

Co-Interim Executive Director

Interim Executive Director plan, motion to approve by Gabriel, seconded by Weber. Motion carried.

Staff Report:

* Shorten board reports to Supervisor only: Board report sent to Supervisor still but not for board meeting.
* Focus on: Accomplishments-program developments and summarize.
* See Megan DeLeeuw report-deliverables for reference.
* Summary of programming- deeper dives by each program
* More programming less details.
  + Department summary.
  + Status of program.
  + Paragraph per project.
  + Defenders of time.
  + Remind of project grant goals and how they are getting there.
* Jill Dohner to relay this to supervisors prior to the next board meeting.

Discussion of the Outreach Coordinator position:

* Pass along to Doug and Summer. Pay $18,000 for an employee. Projected income of $8,500.
* Brought up by Gabriel: Stewardship Network
  + Help facilitate the Native conferences.
  + John Frenzel, potential coordinate for Native Plant Expo

Show organization chart in binder for board members in upcoming board meeting.

MSU-E drop-in space is available for extra office space for WCCD staff.

Robert’s Rules- anonymous ballot

New Executive Director position:

* Larger discussion on ED hiring process.
  + Skill set, vision, motivation, who to hire? Internal vs external
  + 2nd or 3rd interview: Final round.
  + Present a 5 min presentation of the vision for WCCD.
* Board meeting- Closed session.
  + If applicant can ask for it.
* Preliminary job posting
* Goals for meeting
* Values meeting
* Timeline of target hiring process.
  + Make a draft.
* Interview questions:
  + How do you hear about us?
  + Why are you interested in the Executive Director position?
    - Post on Great Lakes Information Network.
* Weber, Gabriel, and Shanahan are interested in conducting 2nd and 3rd interviews.
* Presentations at 3rd meeting for Final 2 or 3 in closed meeting
  + April 18 or May 16.

Special Board Meeting: February 29th, 7:00pm.

#### NEXT MEETING:

#### Special Board Meeting: Thursday, February 29th.

Monthly Board Meeting: Thursday, March 21st.

#### 

**OATH OF OFFICE**

**ADJUOURNMENT**: 9:01pm

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: \_