



Washtenaw County Conservation District

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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

Shannon Brines
Hannah Weber
Maegen Gabriel
Tom Shanahan

DIRECTORS ABSENT

Matt Nolan

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 January 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.
 - o Department summary.
 - o Status of program.
 - o Paragraph per project.
 - o Defenders of time.
 - o 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
 - o Help facilitate the Native conferences.
 - o 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.
 - o Skill set, vision, motivation, who to hire? Internal vs external
 - o 2nd or 3rd interview: Final round.
 - o Present a 5 min presentation of the vision for WCCD.
- Board meeting- Closed session.
 - o If applicant can ask for it.
- Preliminary job posting
- Goals for meeting
- Values meeting
- Timeline of target hiring process.
 - o Make a draft.
- Interview questions:
 - o How do you hear about us?
 - o 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
 - o 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

ADJOURNMENT: 9:01pm

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: _



