

Madison River Foundation
Minutes for Board of Directors Meeting
January 25, 2018
Wildlife Conservation Society-Conference Room

Board Members in Attendance:

B. Hageman
T. Quirk
T. Bozorth
J. Mathews

Phone:

J. Dawson

Staff:

Lauren Wittorp, Executive Director
Chelsea Pardo, Project and Outreach Coordinator
Tess Dube, AmeriCorps Member

President's Report

- T. Bozorth welcomed everyone to the first board of director's meeting of the 2018. Called meeting to order at 10:15 am.
- *T. Quirk moved to approve December minutes, J. Mathews seconded, unanimously approved. Motion carried.*
- October minutes from the board retreat need to be finalized, with the three items that were voted upon then the minutes can be approved.
- September minutes need to be transcribed from recording to be approved.

Executive Director's Report

1. Tax Review

- All tax documents have been sent to Rudd and Company for annual tax review. Minutes from September and October meeting will be sent once approved.

2. AOP 2018

- Timeline has been slightly modified and quantifiable measurements added to goals.

1. Donor Perfect Database

- DP database will be cleared and accurate information entered for donor profiles.
 - Memberships will have couples separated to be able to have demographics data and accurate membership numbers.
 - Mailings will be simplified and addresses verified.
 - Membership retention campaign will be launched early March.

3. Policies and Procedures

- E.D asked if board wants to be presented with policies and procedures plan and then vote on it.
- By-laws, terms for board members needs to be adopted. J. Dawson stated we need a simpler set of by-laws to follow, more in line with the standard Montana Non-Profit Association set.
- Financial procedures and controls were adopted in 2016.
- Board voiced the need for policies, E.D will draft and present plan for vote.

4. AmeriCorps Member Update

- Focus will be on AIS projects, education boards, fundraising, and memberships. FWP wants to see ideas for AIS then will collaborate. AIS awareness needed moving forward specifically education and signage. DNRC is willing to fund AIS work including boot cleaning stations. Stations will be moved to hotels and businesses this year instead of at the fishing access sites in previous years. Education boards will at four fishing access sites. Advocacy needed for how AIS fees will be used by FWP. Where do SRP funds go? There is need annual accounting presentations on where fees are being used.

5. Riparian Plan Update

- The plan will be complete by end of February. Geum Consulting provided 10 foot map of project potentials. Plan will included three packaged projects for spring/fall 2018. Specific projects can be fundraised for in 2018.

Treasurer's Report

- Profit and loss report for 2017 presented.
- Net income of about \$19,000. Depreciation and adjustments have not been included yet.

Board went into closed session.