



River Raisin
WATERSHED COUNCIL

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River Raisin Watershed Council

Executive Committee Meeting Minutes

May 19, 2020 – 10:30 AM

Zoom Meeting due to stay-at-home order of Covid-19

1. Roll Call

Chairman Calhoun called the meeting to order at 10:32 AM.

Executive Committee Members Present: John Calhoun, Harry Sheehan, Sybil Kolon, KZ Bolton, John Chandler, and Phil Kittredge. (All via Zoom)

Executive Committee Members Absent: David Hoffman.

Others Present: Stephen May – RRWC Executive Director, Katie Goplerud-Smith – RRWC Outreach Coordinator, and Dale Witt – Adrian Twp Representative

2. Approval of May 19, 2020 – Agenda

a. Motion by Bolton, second by Kittredge to approve the May 19, 2020 agenda. **Motion carried by voice vote.**

3. Approval of April 21, 2020 Executive Committee Meeting Minutes

a. Motion by Kolon, second by Bolton to approve the April 21, 2020 meeting minutes. **Motion carried by voice vote.**

4. Treasurer's Report

a. The Treasurer's Report for the period Apr. 1, 2020 – Apr. 30, 2020 was distributed and reviewed by Bolton. Revenue - **\$799.25**- Expenses - **\$19,030.51**– Balance to date: **\$54,214.15**. Motion by Chandler second by Sheehan to accept and file Apr. Treasurer's Report. **Motion carried by voice vote.**

b. 2020 Budget YTD – revenue: \$46,429.66; expenditures: \$23,097.43.

c. Approve Disbursements for Outstanding Bills: New bills reported Apr. 22, 2020 – May 19, 2020: Katie Goplerud-Smith: Mileage Reimbursement RRWC - **\$156.40**; Decker Agency (Dishonesty Bond) - **\$318.00**; First Federal Visa (Online conference & Poster contest prizes) - **\$244.48**; Shea Accounting Audit– **\$1926.00** :**Total of \$2,644.88**. Motion by Kittredge, second by Kolon to authorize payment of these bills. **Motion carried by voice vote.**

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- d. Audit Account by Brent Shea who joined the call briefly – More educational spending in 2019 than 2018. Donor restrictions must be used for a specific use (supporting Discover the Raisin, River Raisin Water Festival, etc.). Motion by Bolton, second by Kittredge to accept audit findings.

Motion carried by voice vote.

5. Public Comments - None

6. Executive Director Updates (See Report – on file)

- a. Report /Membership updates
 - i. Membership – 52 municipalities, 15 individual, 2 corporate memberships
 - ii. Grants – Erb Foundation General Operating grant deposited.
 - iii. Farmer-Led Conservation Group – Jim Hoorman recorded 3 video sessions in lieu of Annual Meeting
 - iv. Zoom Meeting - Attended Watershed Council Director’s meeting (6 other WCs represented) to discuss collaboration/collective grants.
- b. Upcoming Events
 - i. Unknown start date for events due to COVID-19.

7. Outreach Coordinator Updates

- a. Poster Contest – Time was taken to review all 32 submissions. Votes will be sent to Katie and tallied.
- b. Cancellations – When will RRWC create a protocol for events?
 - i. It was suggested we wait to see other similar organization’s actions. We are unable to do any events until at least May 28th due to Stay at Home Order. RRWC will continue to follow state guidelines and recommendations for events.
 - ii. Suggested events that promote social distancing include geocaching and orienteering.
- c. Videos – Travelling to preserves to capture videos to post on YouTube and create educational quizzes for RRWC website based on suggestion from KZ.

8. Partnership Updates

- a. Erb Grant – Farmer-Led Watershed Conservation – Meeting with Erb Foundation’s Melissa on May 21st with leadership group to discuss changes to plans due to COVID-19.

9. Committee Reports

Outreach – None.

Technical – None.

Development – None.

Administrative – None.

Financial – None.

10. Old Business

- a. RRWC 2020 Semi-Annual Spring Meeting – Due to Covid-19 the meeting was previously postponed to June 25, but it was decided to further delay it to July 23rd. Will possibly be at Cabela’s or in a park to abide by social distancing.
- b. Manchester Canoe Race 2020 – Sybil is working on the Manchester Canoe Race and due to COVID-19 circumstances, the Manchester Band Boosters can’t sponsor it. She is looking for a sponsor for the 2020 race, which could happen in June or later. KZ suggested RRWC could be the sponsor. There was support for the idea of doing this through the transition to a new sponsor, since the past sponsor no longer exists. Steve will check if another rider on insurance is necessary.

Motion from Bolton, second by Kittredge to sponsor the 2020 Manchester Canoe Race. **Motion carried by voice vote.**

11. New Business

- a. Staff –May be able to get back in office starting June 1.

12. Public Comments

- a. KZ Bolton: We need a procedure/document for reopening/starting events. It was suggested to use the Huron River Watershed Council's draft as a guide. Perhaps we need a special meeting to discuss further.

13. Next Meeting – June 16, 2020 Zoom meeting; 10:30am.

14. Adjournment

- a. Motion by Sheehan, second by Kolon to adjourn meeting at 11:39 AM. **Motion carried by voice vote.**

Respectfully submitted by Stephen May – Executive Director – June 2, 2020.

Approval of Minutes

Date: _____

Secretary:



Sybil Kolon