

## **TPE January Board Meeting**

Wed, Jan 18, 2017

7:00 PM - 9:00 PM CST

### **Minutes**

#### 1. Call to Order/Roll Call

Scott Fulton, Jack Kussmaul, Caroljean Coventree, Nick Faessler, Alice Mirk, Deanna Pomije, David Hamel, Evanne Hunt

Excused: Alice Mirk, George Howe, and Jim Rachuy.

Staff: Chris Kirkpatrick, Joe Rising

#### 2. Adopt Meeting Agenda

Rich Henderson asked about the reallocation for the Trust. The Finance Committee has not yet reviewed them as yet. This is required for the trust investment reallocations. Winnie Bade will take care of this yet this months. We may as well do the other allocations to keep it consistent. Chris took this under advisement

#### 3. Approve Consent Agenda – ACTION

The Minutes from the Communication, Outreach and Education Committee did not get in the Board packet.

**There was a motion by Jack Kussmaul to approve the Consent Agenda, Rich Henderson seconded it. The motion passed.**

#### 4. Treasurer's Report – ACTION

Statement of Financial Activity through December 31, 2016

Chris K. reported about the financial activity through December 31, 2016. All chapters ended up with more cash for operations than a year ago. There was an adjustment for depreciation of old equipment. The operations fund of about \$27,000 is available and can be used if necessary. This is an endowment type fund but is at the board discretion and is related to the auditor and accountant's manual. Rich Henderson wants to be sure this fund is treated like an endowment. This is more of a restricted fund. Chris said the endowment must be restricted at the time of the gift. Rich disagrees and he and Chris will look into this. This will be on the agenda for a future meeting to clear up these terms in light of the accountant's manual. Chris went over the figures and percentages for the 2016 income which was what we were aiming for in the budget, though expenses went over and several were not anticipated; unemployment taxes, conference cost and printing.

**There was a motion by Nick Faessler to accept Statement of Financial Activity through December 31, 2016, Rich Henderson seconded the acceptance. The motion passed.**

#### 5. President's Report – Scott Fulton

2017 Board Commitments

Scott Fulton will be calling the Board to discuss board giving, the budget is aiming for \$20,000 but what really matters is 100% pledges. Scott will also discuss Board participation in committees for the coming year, and talk about the central chapter relation to the chapter and issues that should be thought about. This is part of the chapter visit process. Scott will email and

then follow-up with a call. Scott also reported on the Treasurer orientation meeting with Alice Mirk, going through the financials and accounting practices. Scott learned a lot about the process, we have made a lot of progress with financial management. Scott said we want a dashboard approach for doing financial reporting to the Board. Winnie Bade will send suggestion on this. This may take an ad hoc committee. Linda asked about special requests to staff or others, how do we stay within budget on them? We need to stay cognizant of our limited staff and watch for extra expenses.

## 6. Executive Director Report

### 2016 Year End Membership Report

Chris Kirkpatrick gave a 2016 Year End Membership Report. We have had personnel reviews of staff and are working on our annual staff annual plans. These are dictated by the financial plan and communication plan. We had 1500 household members. Individuals are higher. Some are lapsed so the renewal rate is at 68%. Lapsed members are coming back at a rate of about 12%. We will suspend 220 lapsed people unless we hear from them. Contributors are at 135, Contacts at 350. Any financial transactions becomes a Complimentary membership. We are seeing a growing trend. Suspended members lay dormant in our system and if they come back we reactivate them but we do not include them with active members. Evanne asked if all conference attendees are given a membership. Yes, but many will not renew as they did not join intentionally. We will never get a 100% renewal rate. The data base is getting cleaned up and this is a good trend.

### □ 2016 Major Donor Year End Report

Chris reported on this group of high givers and the cultivation process involved. Chris wants all board members to thank the major donors in their chapter. This personal contact is very important and is our routine practice. Chris will follow up with each board member. He wants to know what these people really care about; birds, children, land management etc. for our cultivation process.

## COMMITTEE REPORTS

### 7. Finance Committee

#### • Schulke Allocation Request – ACTION

Scott Fulton reported on the request of the E-S Chapter Schulke Allocation Request. This is \$5000 and there was a request to reallocate these funds to help build the legal defense fund. Hauser Road needs to be paid down from the \$50,000 total. The Chapter wants to apply these funds to the Hauser Road loan.

**There was a motion to implement the Schulke Allocation Request to put the money toward the Hauser Road loan satisfaction by Linda Lynch. Nick Faessler seconded it. The motion passed.**

#### 2016 Year End & 2017 Budget Review – ACTION

Scott Fulton reported that TPE has a policy to review the preliminary results from the previous year and then to recommend any adjustments to the budget. We are on an upward trend and are close to our budget. Expenses need to be controlled. The budget is tight and there are not a lot of discretionary cuts available. We have had an expansion of the Compass Club but 4 prior

members did not give again. The expenses and income are under control. Accreditation is a key thing for this year. This year there is a much more realistic budget.

There was a motion by Jack Kussmaul to approve the 2017 Budget, Caroljean Coventree seconded it. The motion passed.

#### 8. Fundraising Committee

##### 2017 Fundraising-Development Plan – ACTION

Jack Kussmaul reported that the Fundraising Committee has approved a Development Plan for 2017. The main idea is to stay in contact with our donors. He has made many calls and is always very happy with the results and exchange. We aim to have 5 major donor events this year. We want to include the Legacy Circle folks in these events. We want to recognize people and cultivate donors. We are also seeing financial results with our communications plan and the annual appeal exceeded the 2016 budget.

There was a motion to approve the 2017 Fundraising Plan by Nick Faessler, Jim Rogala seconded it. The motion passed.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **OTHER BUSINESS**

None

#### **Adjournment**

There was a motion to adjourn by Evanne Hunt. It was seconded by Deanne Pomije. The meeting adjourned at 8:28.p.m.

Minutes submitted by

Joe Rising

Communications Coordinator

2017 Board Meetings:

Sunday March 5th 9:00 am at Eagle Ridge Resort, Galena IL

Wednesday May 17th 7:00 pm via GoToMeeting

Sunday July 16th 10:00 am host chapter Coulee Region

Saturday September 16th 1:00 pm at TPE office in Viroqua, WI

Wednesday November 15th 7:00 pm via GoToMeeting

Wednesday December 20th 7:00 pm via GoToMeeting

TPE Board Meeting

Sunday March 5, 2017

444 Eagle Ridge Drive, Galena, IL 61036 9:00 am – 12:00 pm

1. Call to Order/Roll Call

Scott Fulton, Jack Kussmaul, Caroljean Coventree, Jim Rogala, Alice Mirk, Rich Henderson, Jerry Newman, Deanna Pomije, David Hamel, Evanne Hunt, Linda Lynch, Gary Eldred.

Excused: George Howe and Jim Rachuy.

Guests; Mary Pergander, Jan Ketelle, Paul Fuchs, Martha Fish, Walter Mirk. Rachel Potter, Barb Siekowski, Nick Faessler, Laura Dufford.

Staff: Chris Kirkpatrick, Joe Rising, Jerry Pedretti,

2. Adopt Meeting Agenda

There was a motion by Jack Kussmaul and a second from Evanne Hunt to thank Nick Faessler for many years of outstanding service to the organization. The motion passed.

3. Approve Consent Agenda, Accept Minutes of Board & Committee meetings

There was a motion by Evanne Hunt to adopt the Consent Agenda, Jim Rogala seconded it. The motion passed.

4. Treasurer's Report – Alice Mirk – ACTION

• Statement of Financial Activity through January 31, 2017

Chris Kirkpatrick reported on the Finance Committee and their orientation with Alice Mirk and the financial staff. Chris highlighted the TPE dashboard development. Alice said this will give use more clarity, a good summary, and will be useful to an organization this size. The finance committee looks at the full report monthly. Jim asked about going back to see what things were like in past years. This is possible as it comes out of quick books. It will be adjustable as we see our real needs and they will change over time. The COE Committee will be using this for their work as well. This will be quarterly to start with.

There was a motion by Jack K to accept Statement of Financial Activity through December 31, 2016, Rich Henderson seconded it. The motion passed.

• Recommended Proposal to switch TPE Investments from State Bank of Cross Plains to TIAA-CREFF – ACTION

Scott Fulton summarized this recommendation from Jon Trevor. The Trust will also make a vote on this. Caroljean asked about the subcategories and costs. The fees are comparable. This was reviewed in the Finance Committee.

There was a motion to approve this transfer of the endowment funds to TIAA-CREFF by Evanne Hunt. It was seconded by Gary Eldred. Great thanks to Jon Trevor for his years of service to TPE investments. The motion passed.

5. President's Report – Scott Fulton • 2017 Board Commitments Update • Vice-President – ACTION

Scott reported about his calls to the board regarding a pledge and their annual committee interests. Much of this did not occur as Scott has focused his time on the report that has been sent out on the Chapter visits. Scott will email and call regarding this in the next couple months. He likes talking to the board. Scott proposed electing Caroljean to V.P. of TPE. This can lead to the presidency. We are entitled to many VPs. We want a full slate of officers. The executive committee needs to process many items before coming to the board. Caroljean is a great candidate. Caroljean is willing and the executive committee supports this. This is good succession planning. This is needed if there is an emergency and per bylaws.

**There was a motion by Alice Mirk to accept Caroljean Coventree as Vice President. Rich Henderson seconded the motion. The motion passed.**

6. Executive Director Report – Chris Kirkpatrick • 2017 Staff Work Plans – INFORMATION • Potential Grant Proposals – UPDATE COMMITTEE REPORTS

Finance Committee • Investment earnings recommendation – ACTION

Chris Kirkpatrick spoke to the endowments, chapter budgets using the earnings. Rich asked about the Double Oak Savanna and two Mounds View accounts. Chris said this is with the Thomson's and other restricted donations. This is tracked for accounting purposes. This could be one account.

**There was a motion by Jack Kussmaul to use the earnings allocations by these chapters. Rich Henderson seconded it. The motion passed.**

Chris spoke to the work plans of staff. These were based on strong work from last year. There is a % in there as per last year. Chris then gave an update on two grant opportunities that align with our mission and work plans. Chris is networking to put this proposal together. Chris has partners in mind, like Trout Unlimited. This is a region where the monarchs are migrating. We will stick to the geographic area of our chapters. Rich said the WI DNR has a coordinating group to tap into the resources on monarchs. We need to coordinate with these entities. There is strong alignment here. Gary asked about partnering with other organizations in the Midwest on a bigger scale. That is a good thought and Chris will give this consideration. We will proceed with this. We will consider academic partners. There is a lot of potential synergy here. They like partners across our communities, agricultural, birds, and endangered resources. We have match with our stewardship programs, Gary asked about the monarch and our message about the value of what we are doing, people now get the monarch thing and we have been doing this for 30 years already. We want to be recognized for pollinators as well, as we are doing this. Monarchs are a Charismatic insect fauna!

8. Land Protection Committee

- Recommended final approval of Ruhland addition to Rattlesnake Ridge – ACTION  
Chris K. presented on these projects. He is working with the family and money may be available for management funds.

There was a motion by Jim Rogala for final approval of the addition to Rattlesnake Ridge. Gary Eldred seconded it. The motion passed.

- Recommended initial approval of the Hanley addition to Mounds View Grassland – ACTION

Chris spoke about how we have been working on this property for 20 years. We are looking at several options and working with the family. The Rusty Patch bumble bee is on this site and is federally listed. This is up to 300 acres. This fits our mission and we are the appropriate organization.

There was a motion by Jack Kussmaul for initial approval of the Hanley addition to Mounds View Grassland along with an application for the Knowles-Nelson funding. Alice Mirk seconded it. The motion passed.

#### 9. Communications, Outreach, & Education Committee

- Committee Charter – ACTION

Caroljean Coventree spoke to the Charter. There is not a work plan yet. We want to support both the Chapters and Central. We have to get across our accomplishments more, to emphasize our achievements. Gary said this ties in with the monarchs and pollinators and we have been doing this for years. We can add specific responsibilities and conservation need, as the term for this. Scott said this is a living document and it will be updated. We want a chapter liaison from each of the chapters to work with Joe Rising, Communication Coordinator on eNews and Facebook to publish the accomplishments.

There was a motion by Alice Mirk to accept the charter with the additions. Evanne Hunt seconded it. The motion passed.

- 2017 Strategic Outreach & Fundraising Plan – ACTION

Chris discussed the systematic approach to the strategic plan and the calendaring out of this rhythm and the plan behind it. We have an updated version for this year. This came to the committee and they understand it and were supportive of it. This is driving Joe and Chris's work plan. Caroljean added that this is a good plan and is a fundraising plan. The fundraising plan is integrated into this plan and they are linked. Jack added that this is working well. Outreach and communications adds to cultivation and makes for stronger supporters.

There was a motion by Alice Mirk to accept the Strategic Outreach and Fundraising plan as written and subject to change through the year. Jim Rogala seconded it. The motion passed.

#### OLD BUSINESS NEW BUSINESS

#### 10. Preliminary Report to the Organization on Chapter Outreach Visits –

#### DISCUSSION

Scott introduced this work and report about visiting the chapters and their goals. This grew out of the work of the Ad Hoc Committee from several years ago. TPE is like an ecosystem, complex and complicated, like a prairie community working with a harmony of parts. Chapters wonder

why Central does what it does and why to pay for it. We want a road map to achieve Chapter interests; burns, safety, crews, training, videos, resources. Rich will bring this up through the Land Management Committee. There is interest in more leadership, training, and networking, the Board Development Committee will take this up. We have strong Land Owner Enthusiasts, an ad hoc committee will look at this. There may be a Land Protection Committee component too. Finance for sites is an interest and explaining the financial flow is important, how do we divide things up and have trust within this? There was a lot of energy in each topic. We need to focus this enthusiasm and carry it on for efficiency. Detailed notes were taken and Scott will carry this work forward.

## OTHER BUSINESS

### **Adjournment**

There was a motion to adjourn by consensus at 12:25.p.m.

Minutes submitted by  
Joe Rising  
Communications Coordinator

### 2017 Board Meetings:

Wednesday May 17th 7:00 pm via GoToMeeting  
Sunday July 16th 10:00 am host chapter Coulee Region  
Saturday September 16th 1:00 pm at TPE office in Viroqua, WI  
Wednesday November 15th 7:00 pm via GoToMeeting  
Wednesday December 20th 7:00 pm via GoToMeeting

The Prairie Enthusiasts  
May 17, 2017  
Board Meeting Minutes

1. Call to Order/Roll Call

Scott Fulton, Caroljean Coventree, Rich Henderson, Deanna Pomije, David Hamel, Evanne Hunt, Linda Lynch, Jim Rachuy.

Excused: George Howe, Jim Rachuy, Jim Rogala, Jack Kussmaul, Alice Mirk, Gary Eldred, Jerry Newman,

Guests, None.

Staff: Chris Kirkpatrick, Joe Rising

2. Adopt Meeting Agenda

3. Approve Consent Agenda – ACTION

Accept Minutes of Board & Committee meetings

There was a motion by Evanne Hunt to approve the Consent Agenda, Rich Henderson seconded it. The motion passed.

4. Treasurer's Report – Alice Mirk – ACTION

Statement of Financial Activity through April 30, 2017

Chris Kirkpatrick reported on Central cash flow, the annual renewal program is underway. The cash on hand is accurate. The Hauser Road effort is ramping up. We are ahead of average for individual contributions. A couple major donors have responded on their own and given early gifts. Central cash reserves are on a downward trend and we are aware of this. The conference will come out ahead. There was a closing on Rattlesnake Ridge and this was added into permanent assets. There is one other open land protection project.

There was a motion by Rich Henderson to accept the Treasurers Report through April 30, 2017, David Hamel seconded it. The motion passed.

5. President's Report – Scott Fulton

2017 Board Commitments – UPDATE

Board strategic planning retreat – UPDATE

Scott has had conversations with some Board members regarding their contribution commitments. He will be talking to the rest of the Board shortly. We are working through the results of the March Board meeting in committees. Subjects including landowner services, Organizational Leadership, Staff, and Financial Sustainability. The Executive Committee has talk over each of these. They are moving forward and being clarified and discussed relative to our mission and practical applications. We need better training for new Board members. We want to have a leadership retreat when practical. This follows our Strategic Plan.

6. Executive Director Report – Chris Kirkpatrick

Potential Grant Proposals – UPDATE



## Accreditation – UPDATE

The Monarch Butterfly grant did not come through. There is another grant moving forwards with the Bluebird Foundation. Accreditation is moving forward. We are getting organized and ready to submit the pre-application and application.

## COMMITTEE REPORTS

### 7. Finance Committee

Scott Futon spoke to the updated Investment policy according to Jon Travers recommendation and moving the funds to TIA Craft. Questions were taken. The Accountants Manual was referenced. We want this to be short and sweet and rely on the manual for the detail on this. This is directing and updating our investment policy.

**There was a motion by Jim Rachuy to approve the Investment policy and move the funds to ITC Craft. Deanna Pomije seconded it. The motion passed.**

### Approval of 2016 Audit – ACTION

Scott Fulton reported on our accounting practices and how they are constantly being improved and we are actually quite good at this. Scott signed these documents and thanked Linda Lynch for her detailed review. Winnie, Carrie and Chris had a meeting to discuss the final clarifications. All the numbers tied out. This is a good example of how the central organization serves all the chapters.

**There was a motion by Evanne Hunt to approve the 2016 Audit, Jim Rachuy seconded it. The motion passed.**

### Approval of 2016 IRS Form 990's – ACTION

**There was a motion by Evanne Hunt for approval of this IRS Form 990, Deanne Pomije seconded it. The motion passed.**

### 8. Fundraising Committee

2017 cultivation and appreciation event plans.

Chris Kirkpatrick spoke to the committees work, implementing the plan for the year, identifying the major donors and the appreciation and recognition type events. Most are underway. Chris sent out an update to all the potential donors. We want to contact all these people, talk about what the organization is doing, and thank them for their support.

## OLD BUSINESS

## NEW BUSINESS

### 9. TPE Trust recommended Trust Agreement Amendment – ACTION

Chris gave background on the trust's change of ownership, we needed to work with Rich Henderson and want the Executive Director to have signing ability. There was one semantical

correction, this endowment is not all the assets of the organizations. We want to include the ED as a director with signing authority as a trustee. We need to manage these trust assets like we do with TPE's. Nick Faessler and Richard Oberle are also Trustees.

There was a motion by Evanne Hunt to accept the Trust Agreement Amendment, Caroljean Coventree seconded it. The motion passed.

#### OTHER BUSINESS

##### Adjournment

There was a motion to adjourn by Jim Rachuy, David Hamel seconded it. The motion passed.

The meeting adjourned at 8:20

Minutes submitted by

Joe Rising

Communications Coordinator

##### 2017 Board Meetings:

Sunday July 16th 10:00 am host chapter Coulee Region

Saturday September 16th 1:00 pm at TPE office in Viroqua, WI

Wednesday November 15th 7:00 pm via GoToMeeting

Wednesday December 20th 7:00 pm via GoToMeeting

The Prairie Enthusiasts  
July 16, 2017 Board Meeting  
Ft McCoy WI, 54656

Gunshots and Munitions rumbling, target practice, across the prairie!  
10 a.m. – 12:00 p.m.

1. Call to Order/Roll Call

Scott Fulton, Caroljean Coventree, Alice Mirk, Jim Rogala, Jack Kussmaul, Rich Henderson, Deanna Pomije, Jerry Newman, Evanne Hunt, Linda Lynch, Gary Eldred.

Excused: George Howe, David Hamel, Jim Rachuy

Guests: Walter Mirk

Staff: Chris Kirkpatrick, Joe Rising

2. Adopt Meeting Agenda

3. Approve Consent Agenda – ACTION

Accept Minutes of Board & Committee meetings

There was a motion by Jack Kussmaul to approve the Consent Agenda, Caroljean Coventree seconded it. The motion passed.

4. Treasurer's Report – Alice Mirk – ACTION

Statement of Financial Activity through June 30, 2017

Alice Mirk gave a report regarding the financial activity, cash on hand, at a central point for the year. Chapter Assets, Hauser Road Prairie will be paid off through many donations and Empire- Sauk Chapter reserves. Any additional donations will reimburse the chapter funds that will be used. We are down to the last \$15,000. The report graphs were reviewed and discussed. Memberships are in the negative, renewals need to go out to replenish this. The total general liability insurance costs went down. Board Giving is at \$6,500 this year so far. There are about \$30,000 in reserves available, which is a low figure.

There was a motion by Jack Kussmaul to move approval the Treasurers Report through June 30, 2017, Evanne Hunt seconded it. The motion passed.

2017 Budget Review

5. President's Report – Scott Fulton

Gathering Waters & LTA resolutions – ACTION

Chris Kirkpatrick introduced the statement and board resolution to attest to an intent for TPE to follow the Land Trust Alliance standards. The LTA has helped us structure our policies and procedures, these have been revised and we are asking the board to adopt the revised intent of the updated standard. This is an accreditation item. The TPE trust has also adopted this.

There was a motion by Alice Mirk to adopt this resolution as written. Caroljean Coventree seconded it. The motion passed.

6. Executive Director Report – Chris Kirkpatrick  
Accreditation – UPDATE  
RCPP Grant Update – ACTION

Chris Kirkpatrick gave an update. The pre-application has been submitted. The full proposal is due in September. We are following the schedule and active in preparation. We need to be ready for an audit of several of our properties. The grant project for the RCPP is moving along. This is a large grant and we will be contributing match in seeds and labor. We will get staff to implement it in the Driftless, along with some producer costs. This is covering all the Driftless area. The deadline is prior to the next board meeting. This has a potential to elevate us with residual benefits to member sites, sites we manage and our sites as well. This is an opportunity for the chapters to get cost share with landowners. This is a grant to do the routine work we already are doing. We may hear something by the end of the year but it will not start for a full year.

There was a motion by Alice Mirk to apply for this RCPP Grant as it is laid out in the letter to the USDA. Jim Rogala seconded it. The motion passed.

COMMITTEE REPORTS

7. Fundraising Committee

☑ 2017 cultivation and appreciation event plans – UPDATE

Jack Kussmaul reported on the major donor events, five are scheduled and 2 completed. The donors will be contacted and encouraged to come out. This will be fun and supportive of the sites and organization.

8. Communications Outreach & Education – ACTION

Recommendation for a cloud based server for TPE

Caroljean Coventree reported on the COE committee to acquire a cloud based server for TPE, there can be multiple users, a great volume of material in the vault, access can be limited. The cost is @ \$100 a month, this will get us started. Photos can be tagged in many ways. We have a donation from Scott Fulton for the first year. We are looking for a sponsor who can pay for and name the archive site. Maybe a ten year donation. There will be a demo next week. Josh Mayer has volunteered to help set up and manage it.

There was a motion by Evanne Hunt to approve using, for the first year, Tandem Vault, a cloud based server for TPE. Rich Henderson seconded it. The motion passed.

OLD BUSINESS

9. ATC Transmission Line – UPDATE

Chris Kirkpatrick reported on the project and we want our lands considered. The draft EIS will come out this fall. We are relying on the Driftless Land Conservancy for advocacy but looking at how it will affect our properties.

NEW BUSINESS

#### 10. TPE Trust recommended Trust Agreement Amendment – ACTION

Chris Kirkpatrick said the TPE Trust trustees met and this is related to accreditation. These amendments basically say that the trust is following TPE policy. This is for our accreditation process.

There was a motion by Evanne Hunt to approve the attached Amendment. Alice Mirk seconded it. The motion passed.

#### OTHER BUSINESS

#### 11. Adjourn to discuss LEAP grant project – DISCUSSION

We are following state of the art fundraising methods but Central reserves are staying flat. Chapters have a large and growing amount of cash. Overall the chapters have large holdings with \$370,000 across the organization. The programs are carried out at the chapter level, this is unusual for environmental organizations. The purpose of our central office is to service the chapters and provide chapter support. Data was reviewed with a handout of the Snapshot and Trends of TPE's Finances. Board Representatives' needs to promote central at chapter meetings. Alice would like routine chapter membership reports every other monthly so they know who their members are. We can write stories about what Central is doing for the Prairie Promotor.

#### 2017 Board Meetings:

Saturday September 16th 1:00 pm at TPE office in Viroqua, WI

Wednesday November 15th 7:00 pm via GoToMeeting

Wednesday December 20th 7:00 pm via GoToMeeting

TPE September 16, 2017 Board Meeting  
The Prairie Enthusiasts Office  
110 S. Main St.  
Viroqua, WI 54665  
1:00-1:30 pm

1. Call to Order/Roll Call

Gary Eldred, Scott Fulton, Caroljean Coventree, Alice Mirk, Jim Rogala, Jack Kussmaul, Deanna Pomije, Jerry Newman, Evanne Hunt, Linda Lynch, George Howe, David Hamel Excused, Rich Henderson, Jim Rachuy

Guests: David Allen

Staff: Chris Kirkpatrick, Joe Rising

2. Adopt Meeting Agenda

3. Approve Consent Agenda – ACTION

**There was a motion by Alice Mirk to approve the Consent Agenda. Jim Rogala seconded it. The motion passed.**

4. Treasurer's Report – Alice Mirk – ACTION

Statement of Financial Activity through August 31, 2017

Chris Kirkpatrick gave a report with highlights. We are in better shape with \$17,500 more than in July. Reimbursements are coming in from accounts receivable. The highest income year to date is recorded here. Renewals and Compass Club incomes were noted. The Central budget report shows we are ahead of where we were last year at this time. This is a good sign. Hopefully we will be ahead of budget for the rest of the year. Everything looks as expected.

**There was a motion by Jack Kussmaul to accept the Treasurers Report through August 31, 2017, Gary Eldred seconded it. The motion passed.**

5. President's Report – Scott Fulton

Scott Fulton reported that since July he has been working on the Strategic Plan Discussion. He and Alice met with staff and created a report that is attached. David Allen will facilitate the following discussion in order to create questions to bring out to the chapters to gauge their interest and support.

6. Executive Director Report – Chris Kirkpatrick

Chris Kirkpatrick reported on the projects that have been selected by the Land Trust Alliance for review. There is a final push now to print the documents. It will be mailed early next week with the entire final application due by September 21st. Staff have been finalizing the statements, attachments, and project documentation needed to complete the application. The one item still

needed to be approved by the Board is this resolution to apply for accreditation. This was provided with the background materials. Scott Fulton said in short this document says we agree to be ethical. Alice said that the preparation for accreditation has helped us move forward in order to grow as an organization. Caroljean said that this helps us compete in the land trust arena for grants.

There was a motion by Caroljean Coventree to adopt the proposed Board Resolution. It was seconded by Alice Mirk. The motion passed. Linda Lynch was opposed.

COMMITTEE REPORTS  
OLD BUSINESS

NEW BUSINESS

OTHER BUSINESS

7. Adjourn to Strategic Plan Discussion – Facilitated by David Allen

Alice Mirk moved to adjourn and David Hamel seconded it. The motion carried and the meeting ended at 1:20 p.m.

Respectfully submitted,

Joe Rising  
Communications Coordinator

2017 Board Meetings:

The next meetings are scheduled for Wednesday, November 15th, 7:00 pm. and Wednesday December 20th 7:00 pm via GoToMeeting.

TPE November Board Meeting

Wed, Nov 15, 2017 7:00 PM - 9:00 PM CST

Minutes

1. Call to Order/Roll Call

Scott Fulton, Caroljean Coventree, Alice Mirk, Jim Rogala, Deanna Pomije, Jerry Newman, Evanne Hunt, Linda Lynch, David Hamel, Rich Henderson, Jim Rachuy.

Excused: Jack Kussmaul, George Howe

Staff: Chris Kirkpatrick, Joe Rising

2. Adopt Meeting Agenda

3. Approve Consent Agenda – ACTION

Accept Minutes of Board & Committee meetings

There was a motion by Jim Rachuy to approve the Consent Agenda. Jim Rogala seconded it. The motion passed.

4. Treasurer's Report – Alice Mirk – ACTION

Statement of Financial Activity through October 31, 2017

Chris Kirkpatrick presented that Central cash is low as usual this time of year. We expect the appeal to be coming in over the next 6 weeks. We are waiting on DNR reimbursements. The balance sheet is showing good news with trends doing well and a good sign of growth. Central's cash was negative but that is where we are at in the annual cycle. We are within budget. Board Giving is down. We will end the year in a positive cash flow. The Annual Appeal letters are ready and going out this week. The Finance Committee looked at this Report, it is pretty straight forward, it shows that we are implementing our mission.

There was a motion by David Hamel to **accept** the Treasurers Report through October 31, 2017, Jim Rachuy seconded it. The motion passed.

5. President's Report – Scott Fulton

Chapter Visits – UPDATE

Scott Fulton reported on the Chapter visits so far. There is helpful feedback coming in. The major focus is the Staff Responsibilities Report and comments. Most Chapters are pleased with their services and sharing helpful critiques and comments. He is aiming to get through the Chapter visits before the conference.

6. Executive Director Report – Chris Kirkpatrick

LTA Rally Summary – INFO



Chris Kirkpatrick gave a few highlights from Rally in his written report. Accreditation is underway and the application has been accepted. There were many successful donor events. He is actively working on the next land protection project. The Knowles-Nelson Stewardship Program of the Wisconsin DNR is only authorized for one more grant cycle. We want to encourage that to be refunded as it is a useful program for our land protection goals. We have additional tools to refine our strategies. Deanne Pomije reminded the Board that it is an opportune time to do work in MN and the Legacy Funds are available for conservation and easements. The MN. Prairie Plan is finalized but is focused more to the West and North area of MN.

## COMMITTEE REPORTS

### 7. Land Protection Committee

#### Initial Approval of Foslin Addition to Avon Ridge – ACTION

Chris Kirkpatrick gave an overview to this addition to Avon Ridge. It is a 7 acre remnant of high quality and is the biggest piece in the cluster of parcels around Avon. The pictures show how it is a nice project.

**There was a motion for initial approval of the Foslin Addition to Avon Ridge by Jerry Newman, and to apply for stewardship funding. It was seconded by Rich Henderson. The motion passed.**

#### Promoting conservation land for sale – DISCUSSION

Do we want to promote conservation land for sale? Chris gave a report. We have members who have remnants that they want to be promoted through TPE. These would be remnants, possibly conserved with easements and then promoted in our communication streams. Chapters can consider if they will want to buy it. There can be a policy on this. It should be tied to our mission in some way, there may be a project selection criteria. TPE membership can be required.

**Evanne Hunt made a motion that we facilitate advertising these properties for sale, and we ask the Land Protection Committee to write a policy promoting conservation land for sale. David Hamel Seconded it. The motion passed.**

The Alexander and the Swenson properties have been recommended for approval and we will know by the end of the month if they are approved. There was more money than applicants this time around in the Knowles-Nelson Stewardship Program.

### 8. Fundraising Committee

#### Yearend appeal process & strategy – UPDATE

Chris Kirkpatrick reported that the board has received their appeal letters. Please put a note on them and thank the donors, let them know what the chapter is up to and to support the annual appeal. We will promote this through the end of the year. Send out the letters, and call the members to thank them for their support. A conversation on whatever the chapter is doing or a personal connection of any sort is good to discuss. David Hamel asked if member giving history is available, that went out Monday. Thank you for helping with this. Chris said we intent to have

the Annual Appeal letter professionally proofread next year. This year it was reviewed by the Fundraising Committee.

OLD BUSINESS

NEW BUSINESS

.OTHER BUSINESS

#### 9. Schedule 2018 Board meetings

The Board looked over the proposed meeting dates for the next year.

The proposed dates are:

Tuesday, January 16th 7:00 pm via GoToMeeting  
Sunday, February 25th 9:00 am at UW-L, La Crosse WI  
Tuesday, May 15th 7:00 pm via GoToMeeting  
Sunday, July 15th at picnic (time and location TBD)  
Saturday, September 15th at TPE office in Viroqua, WI (time TBD)  
Tuesday, November 13th 7:00 pm via GoToMeeting  
Tuesday, December 11th 7:00 pm via GoToMeeting

We will send out an email with the final dates. It will be on the website too.

The Board looked at the 2018 summer picnic and 2019 winter conference chapter hosts. The St. Croix Valley Chapter will talk about the 2019 conference and they want to partner with the Wild Ones. The Chippewa Savannas Chapter will also look at this.

The MN Driftless Chapter will be suggested as the 2018 Summer Picnic host. The Board is excited to see MN Driftless Chapter prairies.

**Evanne Hunt moved to adjourn the meeting and Jim Rogala seconded it. The motion carried and the meeting ended at 8:20 p.m.**

Respectfully submitted,

Joe Rising  
Communications Coordinator

2017 Board Meetings:  
Wednesday December 20th 7:00 pm via GoToMeeting

## TPE December Board Meeting

Wed, Dec 20, 2017

7:00 PM - 9:00 PM CST

### 1. Call to Order/Roll Call

Scott Fulton, Caroljean Coventree Jim Rogala, Deanna Pomije, Jerry Newman, Evanne Hunt, David Hamel, Rich Henderson, Jim Rachuy.

Excused: George Howe, Jack Kussmaul, Alice Mirk, Linda Lynch, Gary Eldred.

Staff: Chris Kirkpatrick, Joe Rising

### 2. Adopt Meeting Agenda

There was a motion by Evanne Hunt to approve the Agenda. David Hamel seconded it. The motion passed.

### 3. Approve Consent Agenda – ACTION

- Accept Minutes of Board & Committee meetings

Rich Henderson asked about the recent Finance Committee Minutes, item 5, in the last sentence, the number should be not 5% but 0.5% of endowment funds. This needs to be corrected.

There was a motion by Rich Henderson to approve the consent agenda with that correction. Jim Rogala seconded it. The motion passed.

### 4. Treasurer's Report – Alice Mirk – ACTION

- Statement of Financial Activity through November 30, 2017

Chris Kirkpatrick gave a report on the Statement of Financial Activity, central's reserves are ok, we get a bounce at years end. All acquisition grants are in and there are no accounts receivable. Individual contributions are up and we are further ahead year to date, we are ahead in membership, and with the annual appeal. Compass Club is over, \$6,000 ahead of last year-to-date. Expense are tracking good, mostly in-line with budget. We are at 20,000 less in expenses than last year, this shows we are running smooth and tight. We are spending more on our mission, in land management costs, there were more expenses with Chapters out working on the land. Only one acquisition this year, so the total is down a bit. We have two projects for early next year.

There was a motion by Evanne Hunt to **accept** the Treasurers Report through November 30, 2017, Jim Rogala seconded it. The motion passed.

### 5. President's Report – Scott Fulton

- Chapter Visits – UPDATE

Scott Fulton reported that he and Chris have visited 4 chapters. Chapter visits are a pleasure to do and he is looking forward to the rest of them. Good feedback is coming in. There was an idea to pool chapter reserve funds for land acquisition and then collectively manage and invest them as

acquisitions, as this is important to the whole organization. There could be fundraising done for this fund. So the question is, how would we contribute to this as a process? Chris and Scott did Chris's annual review. They agreed that all chapters want to replace the present Timberlake membership database. This is mentioned in the Staff Responsibilities Report. We want to understand what the next system will require. There is a need for Chapter leadership to access the data about their own members. We want to know what other goals chapters are interested in and how we can best support them with a new product.

#### 6. Executive Director Report – Chris Kirkpatrick

##### Yearend appeal process & strategy – UPDATE

Chris Kirkpatrick reported on the database needs and chapter requests. We may also want to review our general membership process, as this will give light on knowing what we need in a new system. Chris is hoping all donors have had personal contact and know there is still time to make a gift, Chris sent a list today of 64 donations from the list of 250 potential and major donors. Please reach out and thank these persons who have given. We will be promoting the year end appeal over the next two weekends by eNews and Facebook. We have \$61,000 in donations to the Compass Club year to date. We can expect about \$30,000 more. So we are at about \$90,000 and budget was \$70,000. So we are growing. Chris projected that we will have a break even budget. Board giving is down and major donors up. Evanne asked if anyone not on the list has contributed at a major donor level, she wants to thank them too. We don't do this on a weekly or monthly basis, this is done annually. We want this to be done as this is important.

### COMMITTEE REPORTS

#### 7. Finance Committee

##### 2018 Budget – ACTION

Chris Kirkpatrick reported on the proposed budget. The Central Budget is projected to be in line with what we are seeing this year. This year we are implementing the Accountants Manual and the administrative percentage. Easement monitoring money will be tracked with Chris's hours and money will come out of that fund to cover his time. It will be much cheaper to run the conference this year. We have to plan to come up with \$12,000 for the legal defense fund. We will talk about how to address this. Expenses will be about the same, Staffing expenses will be about the same. The Finance Committee recommended this budget to the board.

**There was a motion by Evanne Hunt to accept the 2018 Budget, Rich Henderson seconded it. The motion passed.**

Scott said Chris and the staff deserve a hand as the budget process is getting better and better over the years.

##### Chapter Cash Reserves – UPDATE

Scott Fulton reported that due to changes in our banking, the total deposits were going to exceed the FDIC limit. These cash reserves of about \$3-400,000 could be invested with a return on

investment. A portion of this can be put into our investment policy portfolio. This will be investigated. For now, we will move the excess limit money into the Summit Credit Union account. The investment question will be researched, for instance how will we allocate income or losses.

There was a motion to approve moving a portion of Chapter Cash Reserves to Summit bank by Jerry Newman. It was seconded by Rich Henderson. The motion passed.

## **OLD BUSINESS**

## **NEW BUSINESS**

The USDA grant did not come through. Trout Unlimited did receive about \$9 million.

## **OTHER BUSINESS**

### 8. 2018 summer picnic & 2019 winter conference future chapter hosts – UPDATE

Chris gave a report, the MN Driftless Chapter is interested in having the picnic. Evanne Hunt talked to the SCV Chapter about the Conference and there was interest in doing it. Caroljean will talk it over on January 6<sup>th</sup> with CSC. It's a good idea for a couple chapters to work together on this, pooling resources and volunteers.

### Adjournment

Rich Henderson moved to adjourn the meeting and Caroljean Coventree seconded it. The motion carried and the meeting ended at 8:12 p.m.

Respectfully submitted,

Joe Rising  
Communications Coordinator

### 2018 Board Meetings:

Tuesday, January 16th 7:00 pm via GoToMeeting, Sunday, February 25th 9:00 am at UW-L, La Crosse WI, Tuesday, May 15th 7:00 pm via GoToMeeting, Sunday, July 15th at picnic (time and location TBD), Saturday, September 15th at TPE office in Viroqua, WI (time TBD), Tuesday, November 13th 7:00 pm via GoToMeeting, Tuesday, December 11th 7:00 pm via GoToMeeting.