

TPE January Board Meeting
Tue, Jan 22, 2019 7:00 PM - 9:00 PM CST
Minutes

1. Call to Order/Roll Call

Attendees: Scott Fulton, Alice Mirk, Rich Henderson, Evanne Hunt, Jim Rogala, David Hamel, Deanna Pomije, Gary Eldred, Stephen Winter.

Staff: Chris Kirkpatrick, Joe Rising

Guests: Winnie Bade

Excused: Jerry Newman, Jim Rachuy

2. Adopt Meeting Agenda

3. Approve Consent Agenda – ACTION

Accept minutes of Board & committee meetings

There was a motion by Alice Mirk approve the consent agenda and accept the minutes of the Board and committee meetings. The motion passed.

4. Treasurer's Report – Alice Mirk

Statement of financial activity through December 31, 2018 – ACTION

Alice Mirk gave a report. Overall income was down from last year. Chapters have had an increase. We were similar to last year in equity and liability. Individual contributions were up, 106 %. We hit bottom a couple times with Chapter Support cash in cash out. Contributions were down 5% compared to last year. Chris Kirkpatrick said membership was up over last year and came in over budget. Annual giving was what we were budgeting for. We are at a deficit in the Compass Club as several members did not give and that was a \$15,000 deficit. We had a lot of donations go towards chapter projects. We are due about \$5000 in fees for managing endowment funds based on fourth quarter performance. Chapters and special projects did well. The new tax law may have had something to do with giving. Giving may have gone to special projects and other things. We have a large increase in individual services. NIPE fees for service did well with contracts to do restoration work. Each page was reviewed and discussed. Questions were asked and answered.

There was a motion by Evanne Hunt to **accept** the Treasurers Report. Rich Henderson seconded it. The motion passed.

5. President's Report – Scott Fulton

Chapter visits

Scott Fulton gave an update on the Chapter visits. The NIPE meeting went well and the chapter is interested in improving services from Chapter Support. We either need to tackle a reallocation of the income or will have to cut staff. This is a complex situation. Chapter leadership need to weigh in on this after they are familiar with the goals. We have four solid years of data. We run a deficit every year and have decreased the Chapter support budget and those reserve has been used up. The overall amount of money raise by the organization has gone up substantially.

The Voss easement, how will we move on from here? There are some issues. This is in flux. This involves an issue involving how to manage property in perpetuity. This raises a lot of issues for the chapter and organization. This is a topic for land management and protection. This will come up again. We want to think about this for all our properties. How to make an agreement for management in perpetuity when the land owners place the endowment outside our organization. Scott will write this up and get it to the board and committees. We need to consider some policy issues on this. This is interesting. As we mature and run into capacity issues we want to think about this more strategically. How do we ensure management in perpetuity? It is a challenge for the chapter who stewards the property.

6. Executive Director Report – Chris Kirkpatrick – ACTION

Chris Kirkpatrick had contact with the USDA. TPE and TPE PE Trust are again combined in their system. We reported something was wrong with the two organizations and income caps, it may be corrected and move forwards.

☑ Staff Work Plans

We have work plans for this year. They have been prioritized. The data base update is a high priority and over land protection at this time. We will keep things moving forward. 2018 Fundraising is still in final analysis, the major donor list will be reviewed and there will be a plan for this year. With the Communication Coordinator's plan, we are looking at keeping administration and support streamlined so he can have more interaction with Chapters on field trips, enews, and liaison contacts. Our 2019 Strategic Communication and Fundraising Plan will go to the Fundraising Committee.

☑ Year-end Fundraising

We had 140 donation in the last two months of the year. Many of these had personal notes on their letters. We now hope you will contact and thank these people. This will help grow our relationships and help get their input.

COMMITTEE REPORTS

7. Finance Committee

☑ Review of 2019 Chapter Support Budget – DISCUSSION

Alice Mirk gave opening comments. This is a bare bones budget. This does not allow Chapter Support to do any extra support of the chapters. We need to correct this, we are so large, and we are cruising on empty. The power point slide of *Worrying Trends* was reviewed and discussed. We know what Chapters need and what the staff needs to be of more help. We will need to add staff. We can't afford to do what we are doing now. There has been a lot of pressure to keep chapter support at the bare bones. Every year there is a deficit of @ \$15,000. Money is coming in but not going to Chapter Support. We are about \$13 or 14,000 less than last year. We either bite the bullet and equitably reallocate the income we are getting to fund Chapter Support or we have to cut the Chapter Support budget. This is not responsible. We can eliminate some staff time and that is about it. This will be program related staff. We need to maintain our financial managed staff. So we may need to cut land management, communications, etc. We have plenty of money but have funneled it to the chapters. We need to talk about this and make a decision. We want to work collectively. We will have to have a moratorium on land acquisition. We need to get this word out. How much does Chapter support need? To do what we are doing now, we need

\$20,000 to maintain what we are doing. We need about \$20,000 for an office assistant. We want to add about \$50,000 to the chapter support budget, to have little reserve funding too. Chapter Support is managing expenses very well. Doing this allows the chapters to do what they want to do. We need to let chapters know what they are getting back and the promotion Chapter Support gives to the organization. We want to give some immediate benefits of better support to the Chapters. We can make things happen by changing the database and by getting some additional support. How to reallocate this among the chapters is the question, this is the message to the chapters. Scott asked the Board members to discuss this with their chapters so we can make a decision on this hopefully by the March meeting. How will we determine what the chapter percentage will be? This will be implemented by next year's budget. What is the right share and how to pay it going forward?

OLD BUSINESS

NEW BUSINESS

OTHER BUSINESS

8. 2019 Summer Picnic Chapter Host & 2020 Conference Host – DISCUSSION

Chris Kirkpatrick gave an update. The Prairie Bluff Chapter may step up to host the 2020 Conference and may cohost with the Southwest Chapter. Jack Kussmaul said they are interested in this. This has been done in Platteville a couple times. Chapter Support can help. For the summer picnic, the next chapters up are NIPE, SW, and then PSC. This year's picnic on July 21st needs a host. This basically involves a field trip, a venue, a board meeting and picnic. Gary Eldred will get some feedback from the SW Chapter.

Rich Henderson moved to adjourn the meeting. The motion carried and the board meeting adjourned at 8:24 p.m.

Respectfully submitted,

Joe Rising
Communications Coordinator

2019 Board Meetings:

March 3rd at the Menomonie Food Coop. 9-noon.

TPE March 3,
2019 Board Meeting
9:00 AM - 12:00 PM CST
Menomonie, WI 54751

Minutes

1. Call to Order/Roll Call

Attendees: Scott Fulton, Jerry Newman, Jim Rogala, Rich Henderson, Evanne Hunt, Deanna Pomije, Gary Eldred, Stephen Winter, Mark Leach

Staff: Chris Kirkpatrick, Joe Rising

Guests: Ron Endres, Jerry Pedretti, Jan Ketelle, Willis Brown

Excused: Alice Mirk, David Hamel, Jim Rachuy

2. Adopt Meeting Agenda

Ron Endres asked to speak regarding his neckless booth. It is an educational and outreach mission to art shows and he hope there will be some support from the local chapters. He will in return give proceeds to those chapters. If the chapter has an upcoming show to recommend that is great; a size of 3-5000 people is optimal. He has a good story to go with it, about prairies and TPE. Prairie Days, is an idea. Chris and Joe will facilitate communication between Ron and the Chapters.

3. Approve Consent Agenda – ACTION

Accept minutes of Board & committee meetings

There was a motion by Stephen Winter to approve the consent agenda and accept the minutes of the Board and committee meetings. Rich Henderson seconded it. The motion passed.

4. Treasurer's Report

Statement of financial activity through January 31, 2018 – ACTION

Chris Kirkpatrick gave the report, it was a brief period of time. There is nothing extensive happening as yet this year. The budgets for chapter support and the chapters were referenced. The restricted income was noted. There are four open land protection projects.

There was a motion by Mark Leach to accept the Treasurers Report. Jim Rogala seconded it. The motion passed.

2019 Investment withdraws – ACTION

Chris Kirkpatrick noted the investment withdrawal process and how this is planned for one time a year. This includes the internship endowment, the other endowments and the investments and is according to policy. Chris will work through the TPE side and the TPE Trustees will move forward on that end.

There was a detailed discussion regarding the internship endowment and how to allocate where it is needed. There is criteria being drafted. Cooperative internships are possible that move around and help at different sites. There are other funding sources as well.

There was a motion by Rich Henderson to approve the 2019 Investment Withdrawals. Jerry Newman seconded it. The motion passed.

5. President's Report – Scott Fulton

Chapter visit summary

All the chapters were visited or contacted through conferencing. Scott and Chris presented. They were very productive meetings. The conversation evolved over the course of the visits. One goal was more education regarding our income allocation process and also strategic planning was considered. There were concerns and appreciation of what the staff does and how important that is for what the chapters do. Chapters do not want to cut services. Chapters want more services. Chapters are in support of this in general. Staff were interviewed to determine how to do more and carry out their work further. There was good resonance and we are growing and things are changing. We have many thoughtful, creative and dedicated members. Jerry and Joe would be good additions to this chapter visit strategy.

6. Executive Director Report – Chris Kirkpatrick

Chris K. gave his report. He spoke to the active projects. There is one owner in ill health who is interested in moving forwards. We are restricting land protection at this time until we clear up the database issues. Chris has identified several survey issues regarding TPE properties that need to be corrected. There are legal defense issues and place holder claims have been noted. We need valid legal descriptions and corners in the field.

We are still in the process of figuring our USDA income that was overpaid. The number is going up and down. We expect to have something decided by the May meeting. Going forward there will be a reduction in USDA income. We can live with that. We will come up with a plan for moving forwards. There are funds available to cover the payback. The properties will be transferred from the Trust back to TPE.

The COE Committee has lost the Chair. We want to reactive this committee. We need a Chair and members to participate. Jim Rogala volunteered to be the interim Chair. The goal is for the committee to support TPE COE goals and Joe Rising's communications, education, communications, and outreach activities promoting TPE.

Strategic Outreach & Fundraising Plan

The present Strategic Outreach & Fundraising Plan is included in the materials. We will look at this again when we have the new platform database.

Membership database – ACTION

Chris spoke about the background and process of finding a new platform, NationBuilder is the recommended database. They are set up for outreach and many tools that TPE wants for membership, communication and outreach. We want Chapters to be able to communicate with their members more readily. Evanne Hunt has offered to help set this up and work with chapters to get them familiar with the new system. Financially, we will be saving a thousand dollars a year. We will get way more services for the money. We want to keep moving forwards with this transition. This will take many months to accomplish. We want chapters to be able to access the information that they need. We have a recommendation to go with NationBuilder, we will be over budget this year due to the transition of about \$1500.

We want to send out the draft Board Minutes by email as soon as possible after the Board meeting for review and comments. What are our documentation requirements under accreditation, especially regarding land protection? We can have a policy regarding how to refer to land protection projects and sensitive details. We will discuss this topic further. This can be taken up with land protection committee and Evanne Hunt will send Joe some suggestions.

There was a motion by Evanne Hunt to proceed with the NationBuilder platform and database. Rich Henderson seconded it. The motion passed.

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

OTHER BUSINESS

7. 2019 Summer Picnic Chapter Host & 2020 Conference Host – ACTION

The Southwest Chapter will host the Summer Picnic on the third Sunday in July, (21st).

The Southwest Chapter and Prairie Bluff Chapter will co- Host the 2020 Conference, possibly at the University in Platteville, WI.

DISCUSSION ON INCOME ALLOCATION

Scott Fulton spoke to an analysis and proposal regarding the ideas he and Chris have shared with the Chapters. This need has been coming for a number of years. We can see this clearly in the prior year numbers. We need to have an operating reserve. We have over \$200,000 that has gone to the chapters for their projects and plans. We want to balance this situation. The number one goal is to have as much money going to the mission as possible. Half of our TPE money is spent on land management through the chapters. The number two goal is to pay for the services staff at Chapter Support provides to the Chapters, for instance, to assist with land protection. Number three is to make the new allocation process simple and easy to understand. We want to rebuild an operating reserve of about three months' worth of operating funds, about \$60-\$75,000. We can pull from reserves or the income stream. We want to run some models and make it fair across all chapters. How will we treat in-kind donations, grants without overhead, seed sales, predator sales, labor, chapter overhead, and will this be net or profit? The more chapters raise the more

chapters get. We don't want chapters to compete against each other, or against chapter support. There is a political piece of this. We want the right solution. We need good reports to understand this and manage the organization. We want this to be easy to understand and succinct. These considerations will more to a committee. We have a clear idea of who will be on this committee; Alice, Scott, Winnie, a large chapter like NIPE, a small chapter like GPC, Chris, Jerry Newman, Jerry P, and others of interest.

Proposed Board resolution:

“a small team designated by the Board to work with the Executive Director, bookkeeper and consulting accountant to develop a detailed proposal for a revised TPE income allocation method that will accomplish the following: A) Fully fund the Chapter Support expenses each year starting in 2019, B) Build an appropriate Chapter Support operating reserve over the next 3 - 5 years, and C) Distribute the remaining income to Chapter accounts in an equitable manner. The team will also develop a revised chart of accounts and financial reporting system for the Board and Chapters designed for proper accounting, efficient and timely bookkeeping, and improved utility and clarity for the leadership of the organization. The detailed proposal will be developed and reviewed by the Board Finance Committee and Chapter leadership in time for approval at the July 2019 Board meeting. Sufficient funds will be added to the 2019 Chapter Support budget to cover the staff and consulting costs for this project.” This process will be reviewed on an annual basis by the finance committee.”

There was a motion by Jerry Newman to accept this resolution as written. Evanne Hunt seconded it. The motion passed.

Rich Henderson moved to adjourn the meeting. Gary Eldred seconded it. The motion carried and the board meeting adjourned at 12:07 p.m.

Respectfully submitted,

Joe Rising
Communications Coordinator

TPE May Board Meeting
Tue, May 21, 2019 7:00 PM - 9:00 PM CDT

Minutes

1. Call to Order/Roll Call

Attendees: Scott Fulton, Jerry Newman, Jim Rogala, Rich Henderson, Evanne Hunt, Deanna Pomije, Stephen Winter, Alice Mirk, David Hamel.

Staff: Chris Kirkpatrick, Joe Rising

Excused: Jim Rachuy, Gary Eldred, Mark Leach

2. Adopt Meeting Agenda

There was a motion by Evanne Hunt to adopt the agenda. Jerry Newman seconded it. The motion passed.

3. Approve Consent Agenda – ACTION

- Accept minutes of Board & committee meetings

There was a motion by Evanne Hunt to adopt the Consent Agenda and accept the minutes of the Board and committee meetings. Steve Winter seconded it. The motion passed.

4. Treasurer's Report – Alice Mirk

- Statement of financial activity through April 30, 2019 – ACTION

Chris Kirkpatrick reported regarding the Statement of Financial Activity. We are low on cash in Chapter Support as two major donors have not renewed and that is about \$10,000. We have also started up the new database and that was all paid in advance. The renewals are coming in. They went out in April and will be coming in through May. Expenses are on track. Chapter's income is up 35%, an increase over last year. No changes to the restricted assets. Questions were asked and answered.

There was a motion by Rich Henderson to **accept** the Treasurers Report. Evanne Hunt seconded it. The motion passed.

5. President's Report – Scott Fulton

- Income allocation model – UPDATE

Scott Fulton is working on this model. He has talked with the TPE Bookkeeper to build the model based on our finances. The key variable is the overhead rate that will apply to the specified income. There is an ad hock committee that will be meeting to negotiate the final proposal. Their next meeting is June 7. This may change our reporting system, and when we will do this is up for discussion. Winnie has looked it over, it is moving along. The July Board meeting will cover the basics. The next step is for the chapter leadership to review it and then it can be revised. Questions were asked and answered.

6. Executive Director Report – Chris Kirkpatrick

Chris Kirkpatrick reported regarding the USDA overage. It is a work in progress. They need the final word from the DC office. The 2018 figures seem correct. The date for the annual conference is still in the works. It may be February 29th. We are in the process of seeking grant money for pollinator conservation plans and this will cover the salaries of two full time staff. This is a large grant and will be for the next three consecutive years. We have a couple legal defense issues with easements, with an error in legal descriptions and two encroachment issues.

Membership database – UPDATE

The database migration progress is underway. We are using the database and working through the kinks. We will go live in June or July. One goal is to provide access to all the chapters for their needs; chapter lists, contact updates, webpages and calendar options. We will have enhanced capabilities and it will all be synced together. This should save much duplication. Jim Rogala said the tools are easy to use and there will be more flexibility. There are mapping tools to help create lists for geographical areas. Thank you for all who have been involved with this project on behalf of the Board.

COMMITTEE REPORTS

7. Finance Committee

2018 Audit & IRS Form 990 – ACTION

Chris Kirkpatrick reported that the Finance Committee has gone through this. There have been adjusted journal entries, mostly related to conservation easements. Books needed to be updated and changed to match. The income to the Trust is in the Audit as it is a consolidated audit. The 990 needs the Board members updated. The document has been reviewed. It will be finalized this week. The trust will meet next Friday and will go over it then. Chris recommended that each board member be sent a final version and then final approval can be by email. We have state filings to be done by the end of June. Our thanks to Winnie and all who do such great work on this.

8. Land Protection Committee

We have four projects in the works. The Land Protection committee recommended all these projects.

Initial Approval of MacDonald Conservation Easement– ACTION

Due to the donors age this needs to move forward. This easement needs a management endowment and the family understands that and is willing to furnish this. Restoration seed had been furnished from the York State Management area. This is a 125 acre easement. The barn is included in the easement but there will be two minimal protection zones/building sites will be reserved for single family development.

There was a motion by Rich Henderson for Initial Approval of MacDonald Conservation Easement. Evanne Hunt seconded it. The motion passed.

- ☐ Accept the transfer of Prairie Enthusiasts Trust properties – ACTION

This project arose through the last meeting with the trust. This will save funds.

There was a motion by Alice Mirk to transfer of Prairie Enthusiasts Trust properties back to TPE. Rich Henderson seconded it. The motion passed.

- ☐ Final approval of Wilken addition to Parrish Savanna – ACTION

This is a small edition funded from the DNR and Dane County Stewardship fund. The closing date is scheduled. The owners and the site community are in agreement with posting more signs.

There was a motion by Rich Henderson for final approval of Wilken addition to Parrish Savanna. Alice Mirk seconded it. The motion passed.

- ☐ Final approval of Foslin addition to Avon Ridge – ACTION

Prairie Bluff has been raising money for this. The DNR is looking at approving the new appraised values. The survey is for an acre less than anticipated. This will close in early July. We have the money. The DNR has committed to the grant. This needs to close by July 15 or the paper deal is off. The DNR wants to close on this by the end of June.

There was a motion by Jerry Newman for Final approval of Foslin addition to Avon Ridge. Jim Rogala seconded it. The motion passed.

OLD BUSINESS

The summer picnic will be in Gays Mills on July 21.

NEW BUSINESS

OTHER BUSINESS

Evanne Hunt moved to adjourn the meeting. Alice Mirk seconded it. The motion carried and the board meeting adjourned at 8:12 p.m.

Respectfully submitted,

Joe Rising
Communications Coordinator

TPE July Board Meeting
Sunday, July 21, 2019 10:00 AM – 12:00 PM CDT
Lion's Park Pavilion
West Orin St.
Gays Mills, WI 54631

Minutes

1. Call to Order/Roll Call

The meeting was called to order at 11:25 pm with Scott Fulton, Rich Henderson, Evanne Hunt, Deanna Pomije, Jerry Newman, Jim Rogala, Gary Eldred and Chris Kirkpatrick present. Absent were David Hamel, Alice Mirk, Jim Rachuy, Mark Leach and Stephen Winter. This established a quorum of 7-5 Board members present.

2. Adopt Meeting Agenda

3. Approve Consent Agenda – ACTION

- Accept minutes of Board & committee meetings

Deanna Pomije noted that she was not in attendance at the May Board meeting, and the meeting minutes need to be revised to state this correctly.

Jim Rogala moved and Rich Henderson seconded to approve of the consent agenda with the amended May Board minutes. The motion carried.

4. Treasurer's Report – Alice Mirk

- Statement of financial activity through June 30, 2019 – ACTION

Chris Kirkpatrick gave a very brief overview that chapter support is currently -\$20,000 and will in all likelihood continue to be at a negative cash balance until the year end appeal. If we were not in the process of getting ready to switch our financial model, we would need to be cutting expenses which is not what chapters or the Board want to do. Rich Henderson asked for clarification regarding why we need to show our endowments reports as principle as permanently restricted and interest earnings a temporarily restricted.

Evanne Hunt moved to accept the treasurer's report, and Jerry Newman seconded the motion. The motion carried.

5. President's Report – Scott Fulton

- Financial Model Status – UPDATE

Prior to the meeting, there was informal discussion with the Board members present to go over the current status of the financial model. Scott Fulton and Chris Kirkpatrick met with the Northwest Illinois Chapter on Monday July 15th, and their discussion was reported to the Finance Committee that met on Tuesday July 16th. Based upon the discussion with NIPE, there seems to be very close agreement to a final version of the financial model. It has been agreed that the Ad-Hoc Committee that has met to discuss the model will meet in August to review a final version of the financial model, and come up with a recommended process for us to implement the new model through our 2020

budgeting process. We will also need to come up with a stop-gap measure to cover any chapter support deficit through the end of 2019 in the old financial model.

6. Executive Director Report – Chris Kirkpatrick

- Membership database – UPDATE

Chris Kirkpatrick gave an update that a demonstration was held on Friday July 19th for a small group of chapter leadership. There will be a more in depth training the last week of July, which will go into further details of using the membership database, website updates, and sending eNews. We will need to give people initial access to view membership information without being able to change or modify things to get familiar with the system. Anyone who will have higher level access, we still need to develop our process for training and supporting the higher level access.

COMMITTEE REPORTS

7. Finance Committee

- USDA payback & income allocation – UPDATE

Chris Kirkpatrick reported that we have paid back the amounts due to USDA as of Friday July 19th. The Finance Committee discussed having a special meeting in August with all of the affected chapters to decide how we will proceed with accounting for the payback and allocating the income that we now will receive.

8. Land Protection Committee

- Final approval of Cutrano addition to Muralt Bluff – ACTION

The Prairie Bluff Chapter is trying to acquire the small piece of property for better legal access to both Muralt Bluff and Iltis Savanna, as well as purchasing a space to build a maintenance shed in the future.

Rich Henderson moved and Gary Eldred seconded to approve the purchase of the Cutrano addition to Muralt Bluff. The motion carried.

OLD BUSINESS

Evanne Hunt informed the board that she had recommended Harvey Halvorsen as a new members of the Land Protection Committee. Evanne had emailed Mark Martin the committee chair and as not received a response. Rich Henderson and Chris Kirkpatrick will follow up with Mark Martian and Harvey Halvorsen about his interest in serving on the Land Protection Committee.

NEW BUSINESS

The Empire-Sauk Chapter submitted revisions to their chapter charter making the past-chair a member of the chapter executive officer for a term of two years. They asked for the Board of Directors to approve of their chapter charter revisions.

Gary Eldred recommended approval of the chapter charter revisions, and Rich Henderson seconded the motion. The motion carried.

OTHER BUSINESS

Deanna Pomije asked if there was any update on the legal defense issues that were still noted in the Executive Director's work plan update. Chris Kirkpatrick acknowledged that there are still several legal defense issues that are outstanding that need to be addressed, and he is trying to get to them as he is able to do so. If anyone knows of any member with para-legal or real estate experience who could volunteer to assist with these items, to please contact Chris Kirkpatrick.

Jim Rogala moved and Jerry Newman seconded to adjourn the Board meeting. The motion carried and the meeting adjourned at 11:50 pm

Minutes submitted by Chris Kirkpatrick

TPE September Board Meeting
Saturday, September 21, 2019 12:00 PM – 4:00 PM CDT
The Prairie Enthusiasts Office
110 S. Main St.
Viroqua, WI 54665
Minutes

1. Call to Order/Roll Call

The meeting was called to order at 12:28 pm with Scott Fulton, Rich Henderson, Evanne Hunt, Deanna Pomije, Jerry Newman, Stephen Winter and Gary Eldred. Jim Rogala joined by phone.

Staff: Chris Kirkpatrick, Jerry Petretti and Joe Rising

Guests: Richey Rachuy and Don Nelson

Absent: David Hamel, Alice Mirk, and Mark Leach

2. Adopt Meeting Agenda

3. Approve Consent Agenda – ACTION

- Accept minutes of Board & committee meetings

Gary Eldred moved and Rich Henderson seconded to approve of the consent agenda. The motion carried.

4. Treasurer's Report

- Statement of financial activity through August 31, 2019 – ACTION

Chris Kirkpatrick reported regarding the statement of finance activity. It has been reviewed by the finance committee. Chapter Support is up, Membership and Donations are up 25%. Compass Club is down. There is now more variability as to when people give, some will only give every other year. Expenses are on track. Chapter donations are up \$10,000 over last year. Land Management donations are up over last year. The USDA income is coming in. There are less expenses on land management, the reason is grant related. We have closed on one land protection project. There is a land contract project that will close early in 2020. The Curtano addition to Muralt is closing soon.

Jim Rachuy moved to accept the treasurer's report and statement of financial activity through August 31, 2019. Rich Henderson seconded the motion. The motion carried.

5. President's Report – Scott Fulton

Scott Fulton has been working on the NFWF Monarch Butterfly & Pollinator Conservation Fund grant and the financial distribution policy. He also wanted to report that he has decided to retire from his present employment at the end of the year and will be more available to TPE after that.

- Trustee for Prairie Enthusiasts Trust Nomination – ACTION

The proposed Trust nominee is Fred Rikker. Rich Henderson has known him a long time and will help him get to know the organization. Thanks to Nick Faessler, who is stepping away from the Trust for all his years on the Trust, as Board Treasurer, Board member and all his amazing service to the organization.

Evanne Hunt moved to approve the Fred Rikker nomination for Prairie Enthusiasts Trust. Stephen Winter seconded the motion. The motion carried.

6. Executive Director Report – Chris Kirkpatrick

Membership database – UPDATE

Chris Kirkpatrick reported and gave updates regarding the new membership database. Thanks to Evanne Hunt for helping us get things configured and for her outreach assistance. Database access and training has been given to all the chapters. The eNews broadcaster is being used by chapters who have an interest. It works well. The initial trainings are underway and next trainings will be follow-up and additional people who want access. Chapters are able to update their webpages and look up membership. The land protection projects are getting closed out and there are only three projects remaining. We have a few small legal defense issues to resolve which are only placeholder claims.

COMMITTEE REPORTS

7. Finance Committee

USDA payback & income allocation – ACTION

Chris Kirkpatrick gave a brief summary of the USDA payback & income allocation model. An ad hoc committee met regarding the USDA and CRP income. That committee recommended an approach to the Finance Committee and to the Board. Chris read the worded recommendation to the Board. This is how we will handle it this year. Rich Henderson will bring this up with the E-S chapter and they may hire an attorney to review the rules and send a letter to the USDA. The goal will to lease the land and get the payments. Some of the people will donate the money back. The land should stay in CRP or will cost us more. The rules are challenging. The special Committee stated the solution to the problem was basically first come first serve. So when the contract is renewed it will maintain its order. We want to note the three approaches considered by the committee and go along with what is written here. There would be no payments to some chapters according to this method. Other conservation organizations may have an answer to this.

Jim Rachuy moved and Jim Newman seconded the approval of the USDA payback & income allocation as written. The motion carried.

8. Land Protection Committee

Final approval of Horseshoe Mound easement – ACTION

Chris Kirkpatrick spoke to this project and the goal for TPE to accept the transfer of the 28 acre easement. The proposal is that we accept a new easement across the whole project.

Jim Rachuy moved and Stephen Winter seconded the final approve of the Horseshoe Mound easement. The motion carried.

OLD BUSINESS

9. Financial Distribution Model – ACTION

Scott Fulton reviewed a series of PowerPoint slides explaining the Financial Distribution Model. There were a few changes to the proposed policy and a mutually agreeable compromise was made. We will need to communicate this to the donors and members, we will want to communicate these objectives; 1. Raise money and spend as much as possible on our mission. 2. To fully fund Chapters and Chapter Support. 3. We want to be transparent and noncompetitive. We want this to be clear to our donors. 4. Cash reserves are in

the hands of the chapters now. All income will be attributed to chapters. Memberships and donations will go to the chapter of the donor. General members or those without chapters will be attributed to Chapter Support. Any remaining financial needs will be covered by overhead fees. This will be reviewed every year.

Evanne Hunt moved and Gary Eldred seconded to accept and implement the Financial Distribution Model with noted changes. The PBC abstained, NIPE voted No. The motion carried.

NEW BUSINESS

10. NFWF Monarch Butterfly & Pollinator Conservation Fund – UPDATE

Scott Fulton spoke to this proposal. This is a great partnership with four other conservation organizations. This involves important strategic questions. The focus here is on outreach and technical assistance to private land owners to support pollinator habitat. This will include assessments, management plans, suitable grants, and another outreach position of about ½ time. This is for three years. This federal funding is coming to political districts so notice has been given to the federal representatives. We will know in November. We will want high quality science and ongoing supportive land owners. This will help us build capacity. This is at the heart of the strategic planning questions. This will help bring members in. The Executive Committee will look at this and recommend options to the Board.

OTHER BUSINESS

The next Board meetings will be on November 20th and December 18th at 7:00 p.m.

Evanne Hunt moved and Jerry Rachuy seconded to adjourn the Board meeting. The motion carried and the meeting adjourned at 3:55 pm

Respectfully submitted,
Joe Rising
Communications Coordinator

TPE Board Meeting
November 20, 2019

Minutes

1. Call to Order/Roll Call

The meeting was called to order at 7:04 pm with Scott Fulton, Jim Rogala, David Hamel, Alice Mirk, Evanne Hunt, Deanna Pomije, Jerry Newman, and Stephen Winter.

Staff: Chris Kirkpatrick and Joe Rising

Guests:

Absent: Gary Eldred, Mark Leach, Rich Henderson

2. Adopt Meeting Agenda.

3. Approve Consent Agenda – ACTION

- Accept minutes of Board & committee meetings

Evanne Hunt moved and Jerry Newman seconded the adoption of the Consent Agenda. The motion carried.

4. Treasurer's Report – Alice Mirk

- Statement of financial activity through October 31, 2019 – ACTION

Alice Mirk reported on the Statement of Financial Activity. We are up in contributions. Chapter Support budget performance is really good. There are no surprises. We saved in some areas. Chapter budget performance has seen steady gains. We expect to raise \$50,000 yet this year. The sale of goods is down, the Parsnip Predator sales are on hold. Chapter income has gained steadily. Total expenses are at 73%, which is about right.

Stephen Winter moved to accept the treasurer's report and statement of financial activity through October 31, 2019. Jim Rogala seconded the motion. The motion carried.

5. President's Report – Scott Fulton

Scott Fulton reported regarding the new allocation policy. It is in the Prairie Promoter. This will take a while to get the understanding through to the organization members. Scott is happy to explain this to anyone. We are at the Chapter visit time of year. Scott intends to do this by March 1, 2020. There will be a large fundraising effort for the HANLEY Trust. This is a big project and will take a few years to go through. Questions and comments were taken.

6. Executive Director Report – Chris Kirkpatrick

- Annual appeal – UPDATE

Chris Kirkpatrick reported regarding ongoing projects. A philanthropic fund has come up promoting land management. There may be funding for pilot projects. Scott and Chris attended.

They will keep the Board apprised. The discussion let into a 20 year time frame. How can we scale the management activity we are doing now to double the acres and ten times the management activities? The appeal is underway, the letters are out, please personalize them and follow up with the donors. The NFWF grant can help leverage the donor contacts. Thank you for your work on this. This will help with our new financial model.

Membership database – UPDATE

Chris Kirkpatrick spoke to introducing NationBuilder to chapter leadership, helping them to look up members and their giving history. Evanne Hunt has done a lot to move the database transition forward, thank you! Instructions and processes have been put together and shared. Chris reminded everyone regarding land protection projects. There are three projects open. One project came off the legal defense list. We have had a successful property monitoring season. A dozen recruits have joined the monitoring team. These are well underway and are proceeding according to the standards and practices.

COMMITTEE REPORTS

7. Finance Committee

Revised Accountant's Manual – ACTION

These revisions help implement the new financial allocation policy.

Jim Rogala moved to approval the Revised Accountant's Manual. This was seconded by Evanne Hunt. The motion passed.

Revised Treasurer's Handbook – ACTION

There was a question regarding grants over \$100,000, they need board approval and will be put on the Board Agenda. All grant applications need to be run past the Executive Director. We want to help Chapter treasurers with this as necessary. There is a goal for Chapters to send a thank you to all donors. What is the procedure for giving Chapter notice? We may need to revisit this. Jerry and Winnie did a great job capturing the new policy in the language of a handbook, thank you.

Alice Mirk moved to approve the Chapter Treasurers Handbook. This was seconded by Evanne Hunt. The motion passed.

8. Land Protection Committee

Initial approval of Rattlesnake Ridge addition – ACTION

Sue Steinman and Bill Weege want to donate the Rattlesnake Ridge addition by the end of the year. This is a very dry, high quality, oak barrens. The sellers want to reserve hunting rights for 7 years. It is a good project. It adds to our complex and is a good buffer.

Evanne Hunt moved, and Jerry Newman seconded, the initial approve of the Rattlesnake Ridge addition. The motion carried.

OLD BUSINESS

NEW BUSINESS

9. Establish 2020 TPE Board meeting dates – ACTION

The proposed dates were noted in the Board materials. We are looking for a host for the annual picnic next summer. If your Chapter is due, we are looking for a volunteer.

Evanne Hunt moved to accept the meetings dates. Jim Rogala seconded the motion. The motion

10. 2020 Chapter Support Staffing Options – DISCUSSION

We have received notice that we are approved for the National Fish and Wildlife Foundation (NFWF) grant. We will have staffing addition and changes. Scott wrote up the summary in his Executive Committee notes. The goal is to hire more professional support staff and leadership. The next part of the summary was the staff impact of the NFWF grant with two new staff positions. They include a land owner support services position, and an initial contact person. We will commit to this over the next three years. The next step is a fiscal review process.

TPE can do a better job of fund raising, we do pretty well but not so much with corporate funding and private foundations. The Nature Conservancy does a good job at this large scale fundraising. We need more focus on this level. We also have a challenge with cultivating leadership. We need to cultivate, train, and support the board, committees and chapters. We have three large needs; income, leadership, and more active members. We are short on capacity regarding these. This is what we should be thinking about with our budgeting process and a five year strategic plan. Jim Rachuy noted that the future of conservation is in *fee for service*.

The Executive Committee wants to hire a part time administrative support person, to increase the Bookkeepers time by at least 5 hours a week, and to hire staff to meet the NFWF grant. We want Chapter Support to be able to provide more services to chapters. The impact is about a \$20,000-\$30,000 increase, without the NFWF funds. We want to aim for this. All the chapters have financial reserves. There is a risk. We want more upper level growth. These action items will come into the next meeting when we vote on the budget.

OTHER BUSINESS

The next Board meetings will be on December 18th at 7:00 p.m.

Evanne Hunt moved and Jerry Rachuy seconded to adjourn the Board meeting. The motion carried and the meeting adjourned to Executive Session at 8:47 pm.

Respectfully submitted,
Joe Rising
Communications Coordinator

TPE December Board Meeting
Wed, Dec 18, 2019 7:00 PM - 9:00 PM (CST)
Minutes

1. Call to Order/Roll Call

The meeting was called to order at 7:04 pm with Scott Fulton, Jim Rogala, Rich Henderson, Evanne Hunt, Deanna Pomije, Jerry Newman, and Jim Rachuy.

Staff: Chris Kirkpatrick and Joe Rising

Guests:

Absent: Gary Eldred, Mark Leach, David Hamel, Alice Mirk, and Stephen Winter

2. Adopt Meeting Agenda

Evanne Hunt asked for time to discuss new business. She is looking for \$500 from the internship endowment.

3. Approve Consent Agenda – ACTION

- Accept minutes of Board & committee meetings

Evanne Hunt moved to accept the Consent Agenda and Rich Henderson seconded it. The motion carried.

4. Treasurer's Report – Alice Mirk

- Statement of financial activity through November 30, 2019 – ACTION

Chris Kirkpatrick gave the treasurers report going over the November financial activity. This has been reviewed by the finance committee. Chapter Support is still in a deficit. There is a net \$75,000 available for operations. Overall contributions are ahead of last year. Unrestricted cash is less but still significant. We have cash on hand for 9 month of operation as an organization. Chapter Support is down year to date but up in memberships and unrestricted donations. Board giving and Compass Club is down year to date. Expenses are right on. Chapters are 5% over last year. Unrestricted donations are outperforming what we have seen in the past. They are increasing. There is a decrease in land management spending but that fluctuates with grants. Questions were asked and answered.

Rich Henderson moved to accept the treasurer's report and statement of financial activity through November 30, 2019. Evanne Hunt seconded the motion. The motion carried.

5. President's Report – Scott Fulton

Scott announced that he will be sending out an email in the next couple of weeks regarding chapter visits next January and February if possible. Scott and Gary Eldred will go together when it can be arraigned. They want to talk to members and donors about the details of the new financial policy.

6. Executive Director Report – Chris Kirkpatrick

Chris Kirkpatrick highlighted a few things and talked about the Annual Appeal. Evanne, Jerry and Chris are working on the database and making sure it is up-to-date and will improve reporting. An expiration date will be added to the reports. We closed out a couple legal defense issues. Land protection will slow down early next year. Our property monitoring reports are getting done. Chris sent out the list of major donors who have given through last week. These lists are people who have given and we want people to thank them and to encourage others to give yet this year.

- Annual appeal – UPDATE

COMMITTEE REPORTS

7. Finance Committee

- Provisional 2020 budget approval – ACTION

We are looking at approving the provisional 2020 budget. Chris Kirkpatrick walked us through this. We are considering the variable rate for giving categories. Yearend giving may change the percentages. The key thing is the addition of a ½ time office administrator and increasing Jerry's hours is about a \$30,000 increase. This budget does not include NFWF grant, so we will be rebudgeting early next year. We will know the figures and NFWF numbers by the January Board meeting. These may lower the rate to about 70% if the yearend donations are good. The percentage is flexible. The Board and Finance Committee want to move forward and make the staff changes. We need to add this capacity and want the Chapters to support this. Chris will start looking for someone. This will be a big game changer for us! Deanna Pomije asked about the budget increase and Jerry's hours going from 15 to 20 hours a week. Are the Chapters informed of this and if they want to revisit their budgets? This was attempted but the time was limited. The Board representatives will represent the Chapters.

Evanne Hunt moved to approve the 2020 budget as shown. This was seconded by Rich Henderson. Deanna Pomije was opposed. The motion passed.

8. Land Protection Committee

- Final approval of Rattlesnake Ridge addition – ACTION

Chris Kirkpatrick has been working closely with the owners, the closing is on Friday. There are known rattlesnake hibernacula a mile to the west of this site. This is in a complex of contiguous forest and so there are rattlesnakes there. This is a historical name.

Evanne Hunt moved and Rich Henderson seconded the final approval of the Rattlesnake Ridge Addition. The motion carried.

OLD BUSINESS

NEW BUSINESS

Evanne Hunt asked about the internship endowment. She would like to pay an intern something for their help. She would like to get \$500 from the fund. Jim Rogala and Rich Henderson are working on the criteria. They will follow-up and get back to her. The key factor is supervision and oversight.

OTHER BUSINESS

We need a summer picnic host. Rich asked about the past hosts. Chris will send this out.

Rich Henderson moved and Jerry Newman seconded that the meeting be adjourned. The motion carried.

The meeting adjourned at 7:49 p.m.

Respectfully submitted,
Joe Rising
Communications Coordinator

2020 Board Meetings

Wednesday, January 22 via web conferencing
Sunday, March 1 at the University of Wisconsin Platteville, 9:00 am
Wednesday, May 20 via web conferencing
Sunday, July 19 at summer picnic, chapter host to be determined
Saturday, September 19 at TPE's office in Viroqua, 12:00 pm
Wednesday, November 18 via web conferencing
Wednesday, December 16 via web conferencing
Wednesday, January 22 via web conferencing
Sunday, March 1 at the University of Wisconsin Platteville, 9:00 am
Wednesday, May 20 via web conferencing
Sunday, July 19 at summer picnic, chapter host to be determined
Saturday, September 19 at TPE's office in Viroqua, 12:00 pm
Wednesday, November 18 via web conferencing
Wednesday, December 16 via web conferencing