



#

**Coordinating Team Meeting – May 11, 2017, 2:00 p.m.
Barber Park Administrative Office**

2:00 Welcome, Agenda Review, and Introductions

- Attendees:
 - CT Members: Tamsen Binggeli, Erin Brooks, Kati Carberry, Tom Chelstrom, Megan Dixon, Christy Meyer, Liz Paul
 - Public: John Cassinelli, IDFG; Mike McConnell, Backcountry Hunters & Anglers/Idaho Habitat Works LLC; Erv Ballou, FCD 10; Kathy Peter, BREN Outreach Committee; Scott Koberg, Ada County Parks; Madonna Lengerich; and Alan Crockett

Approve minutes from last meeting

- Quorum present, minutes approved

2:10 BREN Finance Update

- All dates 7/18/2013 to 5/10/2017, net revenue \$4,467.07

2:20 Guest speaker, Erv Ballou from Flood Control District 10

2:50 Fundraising Committee Update

2017 Sponsorship Campaign

- **Action Item: Let Tamsen know if you've made contact with past or proposed sponsors so we can coordinate and follow-up as needed.** List of past and possible sponsors circulated. Note that it may take several contacts through different media before there is a commitment.

Pending Grants

- NFWF Five Star and Urban Waters – Hyatt Wetlands Enhancement Project Grant application. Partners: City of Boise. Grant announced in July. Project is for invasive species removal. Note that there are limits on what volunteers can do safely, e.g. herbicide application and use of chain saws.
- BOR Phase II Grant – Cottonwood Creek Daylighting Project. Partners: City of Boise and Trout Unlimited. Grant announced in June.

- Idaho Fish and Wildlife Foundation – Indian Creek Enhancement Project. Partner: City of Caldwell. Grant announced by the end of August. New potential partners: Local USFWS may do a field survey. Perhaps IDF&G could do a fish survey? Potential funding from NRCS for naturalizing an irrigation system? Overall project needs public input on how this property could be used.

3:10 BREN Incorporation (see handout at the end of the notes)

- There are several reasons for BREN to incorporate with the State as a non-profit, including the Reclamation requirement for grant recipients. It is worthwhile to clearly state in the incorporation application the purpose of the organization and the process if it dissolves so that it will meet the requirements of the IRS for a 501(c)3 designation in case BREN chooses to apply to the IRS in the future. BREN's organizing documents must clearly state this purpose and process.
- **Action: Chel, Liz, and Tamsen will draft language for the purpose, directors, and dissolution process for the CT to review.**

3:40 Anchor Statement/Elevator Pitch Group Exercise (see handout at the end of the notes)

- An Elevator Pitch ideally describes the problem, describes what we do, gives a unique example or selling point, and ask an engaging question. The group broke up into small groups and practiced. **Action: practice! CT will practice at every meeting.**
 1. Intro: The Boise River Enhancement Network (BREN) is a group of people that care about the Boise River. We educate people about the river and work with stakeholders to develop enhancement projects.
 2. USP (Unique Selling Point): We're the only group that provides these services throughout the watershed.
 3. Tailor with one example of something you like about BREN
 4. Close with a question for the listener.

4:00 Action Plan and Work Tasks

Outreach

- We have more than 200 Facebook likes. **Action: Everyone share FB postings.**
- Tamsen has uploaded to the BREN website more than 100 published documents pertaining to the Boise River. This has been a goal from the beginning for BREN! **Action: send additional documents or links to Tamsen for adding to BREN repository.**
- Events:
 - June 7, Chel and Gary Grimm on the Boise River Trail at Meridian Library
 - June 29 on Harmful Algal Blooms
 - August 3 Cindy Busche on WaterShed Watch at Washington Group Plaza

- **Action: Upcoming Blogs: Erin on Willows, Alan on Russian Olives, Chel on floating above Diversion Dam.**

Bash

- The Bash committee decided on a name "BREN River Boogie" for the paddle and race at Esther Simplot Park. Payette Brewery donating beer. IRS is providing safety boaters for pond and will rent SUPs.
- The event is set for Sunday, September 17th
- **Action: everyone approach groups to form teams and sponsors.**

Possible guest speakers to our CT Meetings

- Dave Kordiyak, Wetlands Group, on mitigation projects
- Tatton L Suter, USACE, on permitting in floodways
- Martha Brabeck on noxious weeds

Enhancement Priorities Workshop

- Maybe this year we should do an "After the flood?" workshop discussing opportunities and priorities that result from the flood.

4:20 Meeting Time/Day Discussion

- **Action: CT to suggest days and times for future meetings.**

4:30 Member and Public Comment Time

- Motion to buy new display board passed by consensus.
- Scott Koberg described potential wetland development on the Ada County Parks property as flood protection. Looking for funding.

BREN: Steps to incorporating as a non-profit corporation and qualifying as a 501(c)3 charity
"A charity that has clearly articulated purposes that describe its mission, a knowledgeable and committed governing body and management team, and sound management practices is more likely to operate effectively and consistent with tax law requirements."

Step 1: Amend Organizing Documents (Governance, By-laws, Charter, etc.) to clearly state your 501(c)3-eligible purpose, officers, and where assets will be distributed when the organization dissolves.

The purpose of the organization (included in the incorporation and the 501 (c)3 application must clearly fall under the exempt purposes set forth in section 501(c)(3) The only ones that are relevant to BREN are charitable, educational, and scientific.

An organization's assets must be permanently dedicated to an exempt purpose. This means that if an organization dissolves, its assets must be distributed for an exempt purpose described in section 501(c)(3), or to the federal government or to a state or local government for a public purpose. This is required for the State incorporation.

There must be officers. There are many examples available online, including some from the IRS.

Step 2: Obtain an EIN (Employer Identification Number).

This is used to track the organization and is a requirement for banking, even if BREN doesn't employ anyone. You apply online and it is free. You need an address and the principal officer applying must provide a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) in order to use the online application. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

• **Step 3: Incorporate in Idaho as a Domestic non-profit corporation and register alternative names with the Idaho Secretary of State.**

Articles of Incorporation (no-profit) cost is **\$30 (if typed)**. Online forms at:
https://www.sos.idaho.gov/corp/corp_form.html .

Most of the information in the form comes verbatim from the Organizing document. File Certificates of Assumed Business Name" for "Boise River Enhancement Network" and BREN as alternative names to "Boise River Enhancement Network, Inc.". **Cost is \$25 each.**

Step 4: Assemble Financial information required for application form.

New organizations must give financial statements for the current year and proposed budgets for the next two years, including a detailed breakdown of revenue and expenses

Step 5: Identify the 501 (c)3 application for which BREN qualifies. The applicable question that need answering:

"Do you project that your annual gross receipts will exceed \$50,000 in any of the next 3 years?"

Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses. You should consider this year and the next two years."

If the answer is "no", then BREN may file **Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code** Fee for Application for recognition of exemption under § 501(c)(3) submitted on Form 1023-EZ: \$275

• **Step 6: Complete the application Form 1023 or 1023-EZ.**

Most of the information comes from the organizing document and descriptions of the specific activities that will achieve that purpose. Consider a "who, what, when, where, why and how" approach. Explain past, present, and planned activities.

Step 7: Ask for Non-Profit Center to review

Step 8: File

BREN ELEVATOR PITCH

Original

The Boise River is an incredible resource but it needs stewardship. Because there are multiple demands on the river and dozens of stakeholders, coordination is needed to ensure the health of the river.

So, the Boise River Enhancement Network (BREN) coordinates with stakeholders to develop enhancement projects and to provide vital education programs and scientific expertise. BREN is the only group that provides these services to stakeholders from the entire watershed. Our goal is a resilient river for all to enjoy and be proud of. What's your biggest concern with the Boise River?

Conversational Template

Intro The Boise River Enhancement Network (BREN) is a group of people that care about the Boise River. We educate people about the river and work with stakeholders to develop enhancement projects.

USP (Unique Selling Point) We're the only group that provides these services throughout watershed.

Tailor One thing that I like about BREN is:

- We provide field/float trips/brown-bags to teach people about the river
- We provide vital coordination and planning services so that our partners can implement projects
- We developed a community-supported Enhancement Plan that we use to prioritize projects
- We're represented by diverse membership
- Our membership includes various scientific experts that we can draw upon
- We host volunteer opportunities to enhance the river
- We build public support for the Boise River through outreach and education

OR For example:

- BREN helped the Riverside Hotel promote and connect with partners to install permeable pavers and enhance the riparian area along their property.
- BREN advised on the first instream habitat project in decades within the mainstem Boise River near Eckert Bridge

Close What's your biggest concern with the Boise River?
What is your favorite activity to do along the river?
Would you like to sign up to receive the latest news on the Boise River?
How can BREN help your organization?