



**Coordinating Team Meeting – November 14<sup>th</sup>, 2017, 2:00 p.m.  
USDA Service Center, Caldwell**

**Present:** Mike Homza (Acting Chair), Whitney Byrd (Acting Secretary), Lisa Harloe, Megan Dixon, Tamsen Binggeli, Greg Kaltenecker, Heidi Ware, Erin Brooks, Kathy Peter, Phil Bandy, Liz Paul (Guest), Mike Dimmick, Jessie Sherburne, Charissa Bujak, and Jessica Harrold

2:00 Welcome, Agenda Review, and Introductions

2:15 Approve minutes from last meeting

- Mike reviewed the minutes from the November meeting. Tamsen motioned to approve, Mike seconded. All approved.

2:20 BREN Structure Review and Conflict of Interest Policy

- The BOR Phase II WaterSmart Grant required BREN to incorporate to receive the funding. Therefore, BREN established a Board of Directors and incorporated on July 14, 2017.
- The BREN Coordinating Team is a “Director’s Committee” as written in the bylaws and established by Board Resolution. The BREN Coordinating Team plays the central role of “running” BREN, including conducting and overseeing the operations of the Corporation including, but not limited to planning, education, contracting of services, financial management, fundraising and communications.
- BREN also applied for 501c3 status, allowing tax deductions for donations among other benefits. It is important not to jeopardize our 501c3 status. Part of this is following a Conflict of Interest Policy. Mike reviewed what is in the Conflict of Interest policy. Each CT member read through and signed it.

2:35 Update from the Board

- BREN has its own bank account and online bookkeeping system now. Tamsen serves as Treasurer for the Board of Directors and provided a Profit and Loss statement. BREN’s balance is \$6,986.69. Financial report approved.
- The BREN Inc. board is interested in entering into a contract with Liz Paul of Community LLC to provide administrative and coordination services to BREN. Liz is not a part of the

Coordinating Team or Board, therefore, the Conflict of Interest process does not apply. Liz Paul left the room as the contract was discussed. Overall the CT agrees with the contract with some changes. Phil moved for Kathy to draft a Time and Materials contract with Liz for the CT and Board to review. The motion was seconded and all approved.

#### 2:45 BREN Events Update

- Hyatt – This project involves two components: enhancing the upland areas and engaging underserved populations. So far we’ve hosted two field trips for New Americans – Liz Paul, Lisa Harloe, Charissa Bujak, Whitney Byrd, and Heidi Ware shared many positive experiences from these two events. We also had two volunteer days. Trash was removed along the edge of the reserve at the first volunteer day and over 150 Russian olives were removed at the second volunteer day with the help of Xylem Group, a local water engineering firm that contacted BREN for volunteer opportunities. Tamsen is the BREN point of contact for the project.
- Cottonwood Creek – We still haven’t received the grant agreement for this project, so there are a lot of questions remaining regarding grant administration and contracting. Kathy heard back from the BOR on Monday – they are reviewing our application and will have questions for us within the next 2 weeks. They will want a conference call around mid-December to discuss the NEPA requirements. The goal is to have the grant awarded in January.
  - Andy Brunelle, Trout Unlimited, has offered to host a field trip to the Cottonwood Creek project site for the BREN CT. It would be around 90 min.  
**Please contact Kathy Peter if interested.**

#### 3:00 BREN CT Officer Election and Committee Assignments

- Tamsen reviewed the officer roles (more details below) and asked for nominations. Final CT officers unanimously approved:
  - Chair - Phil Bandy
  - Vice Chair - Mike Homza
  - Treasurer - Tamsen Binggeli
  - Secretary - Erin Brooks
- The standing committees and short-term 2018 planning committees were discussed (more details below). CT members signed up to serve on the following committees:
  - Outreach – Mike Homza (Lead), Megan Dixon, Lisa Harloe, Erin Brooks, Greg Kaltenecker/Heidi Ware
  - Fundraising – Tamsen (Lead), Mike Dimmick, Charissa Bujak, Jessie Sherburne, Jessica Harrold
  - Administrative – Liz Paul (Lead), Whitney Byrd, Charissa Bujak, Tamsen Binggeli, Jessie Sherburne (tentative)
  - 2018 Planning Committee – Phil (Lead), Kathy Peter, Lisa Harloe, Jessie Sherburne, Greg Kaltenecker, Mike Homza, Liz Paul and Tamsen Binggeli

### 3:20 CT Meeting Schedule and Location Ideas for upcoming Term

- Liz Paul passed around a questionnaire regarding which standing days and times work best for CT members, and alternatively days and times that do not work.
- Based on responses, a doodle poll will be sent out within the next week.

### 3:30 Volunteer Appreciation Party update and recruitment

- Liz reviewed the upcoming Volunteer Appreciation Party (details below)
- Greg, Tamsen, Mike Dimmick, Kathy and Jessica Harrold have volunteered to arrive at 4-4:30pm to help set up and volunteer during the party. Liz will make assignments.
- Lots of folks volunteered to stick around to clean up.

### 3:40 2018 Planning Session

- We have found it is good to start planning for the next year as soon as the new CT is established so that we can finalize our plans at the January meeting.
- The current grant agreements and other standing commitments (i.e. election) will form the baseline of our 2018 Action Plan. The 2018 Planning Committee will incorporate the ideas below into a draft Action Plan and present it to the CT in January.
- Questions presented to get the conversation started: What is your favorite thing BREN did this past year? What should BREN do that we haven't done? Any ideas for presentations and speakers?
- Mike H. – the Boogie was a great event. It was a lot of fun, raised money and was in a great location. The event engaged new people to learn about BREN and the Boise River.
- Mike D. – The Hyatt project is an opportunity for lasting visibility for BREN. Perhaps we can have a sign describing the enhancement work and habitat components of the area.
- Phil – BREN should pursue opportunities down-river. Our focus tends to be Boise-centric.
- Erin – The NRCS has several wetland and riparian enhancement opportunities that BREN could partner on in Caldwell
- Kathy – Doug Higby referenced a project down-river we should look into
- Mike Homza – We could focus on tributaries and water quality downstream that tend to be supported by all stakeholders.
- Phil – The City of Eagle recently annexed Eagle Island State Park. The Park used to have a master plan that involved enhancement along the river. We should check on the status of those plans.
- Greg – BREN should continue to connect organizations together providing that technical assistance role. Such as when BREN set up the meeting between IBO and the Army Corp, which has started the process to enhance their new river-front property. BREN does an excellent job connecting the dots behind the scenes.

- Liz – How about having another river conference (a follow up to the Vision to Reality Workshop)? It could be an update on the river and a chance to get the stakeholders together again.
- Megan – If we had another conference or workshop, using Google maps or Arc map to help people visualize project and enhancement opportunities would be a great way to share information.
- Mike D. – At the Flood Control District, we are still busy working on post-flood items and preparing for 2018 runoff. It would be great if a representative from BREN could attend the Flood Response Team meetings to get a sense of what is happening on the river and learn more about the river as well. This would be a commitment as the group meets several times a week when the season is at its peak.
- Phil – Likewise BREN could work with the Ada/Canyon Hazard Mitigation Committee, potentially working with communities to implement hazard mitigation plans. Engage with FEMA workshops.

#### Upcoming Events

**Volunteer Appreciation Party and Annual Meeting** – The Sapphire Room at the Riverside Hotel, Wednesday November 29<sup>th</sup> from 5:30-7:30 pm. The party will feature live music and refreshments as well as acknowledgement of our generous donors and volunteers of the year.

**Hyatt Hidden Lakes Project Open House** – Boise WaterShed (11818 W Joplin, 83714) on Thursday November 30<sup>th</sup> from 5:30-7:30. Eric Willadsen (LTTV) on the Habitat Enhancement Project; Heidi Ware (IBO/BREN) on the Hillside Birds of Hyatt Reserve and the Plants They Love; Martha Brabec (City of Boise) on the Draft Hyatt Reserve Hillside Habitat Improvement Plan

**Hyatt Hidden Lakes Volunteer Day** – December 2<sup>nd</sup>: 11:00 AM to 1:00 PM - Native vegetation planting; 1:30 PM to 3:00 PM - Sagebrush seed collection and germination trays

#### CT Officers

**Chair** – The Chair ensures meeting dates/times/places are determined and publicized; prepares and publishes meeting agendas; and facilitates meetings. The Chair leads the Team to accomplish its work and is willing to represent BREN.

**Vice Chair** – The Vice-Chair will assist the Chair and act as Chair in the absence of the Chair.

**Secretary** – The Secretary takes notes at Coordinating Team meetings, edits them and sees that they are ready for posting on the BREN website after approval by the Coordinating Team. The Secretary also sends out thank you letters to our donors.

#### CT Subcommittees

**Outreach** – The Outreach committee plans and facilitates brown bag lectures, field trips, float trips, presentations, attendance at Partner events, updating and distributing the BREN display, and will assist the BREN River Boogie Team.

**Fundraising** – The fundraising subcommittee researches grants; identifies projects and partners for grants; plans fundraising events (will assist BREN Boogie Team)

**Administrative** – The Administrative subcommittee is in charge of communication - maintenance and content for website, email, and Facebook

**2018 Planning** – This is a short term subcommittee which will meet for 2 months prior to the Jan 2018 meeting. They will create a draft 2018 work plan looking at current commitments (i.e. Hyatt & Cottonwood Creek) and new ideas (from November meeting). The work plan will be finalized at the January 2018 meeting.