



Meeting Minutes
Coordinating Team Meeting – Nov. 13, 2018, 2:00 p.m.
Boise WaterShed
11818 W. Joplin Rd., Boise, ID 83714

2:00 Welcome, Agenda Review, Introductions, approve minutes from last meeting

- Tamsen motioned for the minutes to be approved as written. Mike seconded. All in favor.

2:10 Guest Speaker – Kerri Pattee-Krosch, City of Boise Administrative Assistant

- The Boise WaterShed provides watershed education to the entire Treasure Valley
- The indoor and outdoor exhibits were established through a private-public partnership with the Boise Watershed Exhibits, Inc. (an Idaho nonprofit) and the City of Boise
- Phase I of the indoor education center was opened in 2008 and the Phase II outdoor exhibits opened in 2016. BREN participated in the grand opening.
- Since the outdoor exhibits opened, visitation to the Boise WaterShed has grown exponentially
- The Boise WaterShed provides educational programs from Pre-K to College level
- Their programs continue to evolve and grow and they have recently added adult programs, such as their **EARTWORKS** program that combines science and art and their Watershed Exploration Series.
- The adult programs are available for a nominal fee, while their school programs are offered for free.
- Boise WaterShed would be interested to hear what topics/classes BREN would like to see. This could be a partnering opportunity.

2:20 CT Officer Election – Chair, Vice Chair and Secretary

- Mike Homza has offered to serve as Chair
- Jessie has offered to serve as Vice Chair
- Charissa has offered to serve as Secretary
- Erv motioned to approve the new CT officers. Lisa seconded. All approved.

2:30 Review/renew contracts with Liz Paul and Tamsen Binggeli

- The Team reviewed and discussed the extension of Liz's current contract for \$1,000 per month, and reviewed and discussed a \$500 per month increase to Liz's contract to cover the education and outreach tasks outlined in the Idaho Fish and Wildlife Foundation (IFWF) Grant for the Cottonwood Creek Project
- After the draft budget is set for 2019, the Team would like to revisit Liz's contract at the January meeting to potentially increase her base pay.
- Mike Homza motioned to approve extension of Liz's current contract of \$1,000 per month, with the understanding that it will be revisited in January for a potential increase, and to approve the addition of \$500 to her contract for the IFWF Cottonwood Creek education and Outreach work. Phil seconded. All approved.
- Tamsen's BOR Cottonwood Creek contract for grant administration – tabled for next meeting

2:45 Meeting Schedule Survey

- Liz passed around a survey to establish the meeting dates/times for 2019. She will email it out to CT members that were unable to make the meeting.

3:00 2018 Work Plan Evaluation – successes, challenges, including Boogie evaluation

BREN River Boogie

- Phil presented Kati Carberry with a BREN Volunteer award and gift card for her extraordinary work on the 2018 BREN River Boogie!
- All agreed it was a fabulous community event and it raised over \$2,000
- The Boogie Team is on board for another race in 2019
- The Boogie Team did an amazing job – it is important that next year a CT member commit to attending the Boogie Team meetings to bridge that gap between the two groups.
- Some fine tuning will strengthen the partnership between the Boogie Team and BREN.
- We would like to make BREN more prominent at the event – so that the volunteers, racers, and attendees know who BREN is, what the event is raising funds for and why it is important. We want to increase our membership base and share information about the Boise River and BREN. It's also important to coordinate the business sponsorships with the BREN fundraising committee.
- While the announcer and race timing cost an additional fee, both were worth the money and added credibility to the event
- The Boogie Team may rethink how it spends some of its advertising dollars in 2019
- For next year's Boogie there is an opportunity for everyone to help – either by attending meetings, carrying out pre-Boogie tasks (Kati will develop a sign-up sheet for CT members), and volunteering on the day of the event.

- Someone from the CT will commit at the January meeting and be our liaison and attend Boogie meetings for 2019

2018 Work Plan Review – successes and challenges

Goal #1 Foster the Organizational Health of BREN

- Many of the administrative and operational tasks, such as the election, website, financial reports, meetings, and committee work is pretty dialed in and meeting goals
- Leadership items, such as leadership training and mentoring, encouraging and offering leadership opportunities, and creating a succession plan internally and externally (bringing BREN members into the CT) has fallen through the cracks. Our meetings seem too short to get to many of these items. Perhaps a BREN half day retreat?

Goal #2 Connect with new stakeholders and engage existing members to strengthen BREN

- The Outreach Committee and Coordinator provided numerous programs throughout the year – from brown bags, field trips, float trips, presentations, display and promotional materials
- We also attended stakeholder events and performed presentations, including IEF
- We continue to fall behind on goals to provide outreach/listening sessions to new stakeholder groups and to invite General BREN Members to be involved in committee work. While all good ideas, perhaps we do not have the capacity to conduct this level of outreach.
- We've asked to present to the Treasure Valley Partnership on several occasions. Obtaining a Mayor sponsor may be the key. This could be a goal for 2019.
- We can't take on too much and don't want to ask our volunteers to do too much.

Goal #3 Implement the Boise River Enhancement Plan

- BREN is involved in the Hyatt Hidden Lakes Enhancement Project, Cottonwood Creek Daylighting Project, and upcoming Middleton River Park.
- We've provided scientific and technical expertise to the City of Middleton and Suez property along the Boise River.
- We often rely on the same experts for help – perhaps a list of self-selected “on-call” experts could increase our capacity in this area.
- We've rallied volunteers to do river clean-ups and support enhancement work.
- Two projects are a result of grant awards, while the others arose organically.
- We provided some knowledge transfer of completed projects through the Riverside Hotel tour, Eckert Bridge field trip, and via presentations.
- We did not develop a process to evaluate projects based on the Plan's recommendations. Whether there is a need for this evaluation process is up for debate, as the plan does prioritize enhancement options.

Overall

- The 2018 Work Plan was developed with the knowledge that it was ambitious – we're surprised we accomplished as much as we had
- Maybe this next year not bite off as much and focus our efforts on things that give us the most return for our investment
- List out everything we have done - what should be continued/improved and what, if anything, can be scaled back. Then look at larger things we would like to do.
- Heidi will create a Google Form survey for the CT to fill out to assess the 2018 tasks: keep as-is, expand or stop. Due the Wednesday before Thanksgiving.

3:40 Form short-term subcommittee to create 2019 Work Plan and Budget

- This short-term committee will tackle both the Work Plan and Budget for 2019.
- A draft work plan will be developed first, then a draft budget based on that work plan, and then a final draft work plan based on any budget changes.
- Short Term Work Plan/Budget Committee – Tamsen (co-Chair), Greg (potential co-Chair) Mike, Jessie, Jessica, Liz, and Lisa.
- The draft Work Plan and Budget will be presented and adopted at the January meeting.

3:50 Form long-term subcommittees for Outreach, Fundraising, and Administration

- **Executive Committee** – Mike (Chair), Jessie, Charissa, and Tamsen
- **Fundraising Committee** – Tamsen, Jessica, and Jessie; check with Greg and Maria
- **Admin Committee** – Adam, Charissa, and Jessie
- **Outreach Committee** – Charissa, Kati, Lisa (Chair), Mike, Phil, Heidi, Erin
- Ery to check with Mike about which subcommittee to serve on.

4:00 Update from the Board, Finance Report, Coordinator/project updates

Board

- The Board approved the CT Resolution in October.
- Tamsen passed around the BREN Conflict of Interest Policy. Everyone needs to review it and sign it by the January meeting. Scanned copies can be added directly to the Team Drive.
- Current balance = \$19,661.90, which includes the \$10k grant from IFWF that is earmarked for the Cottonwood Creek work.
- Remaining expenses for the year are estimated around \$3,750, which includes the addendum to Liz's contract.
- We met all of our fundraising goals for individual and business sponsors in 2018.
- The Fundraising Team contacted Founding Friends to ask for a year-end gift and we have a few more business sponsors we are working to secure.

Coordinator

- The Hyatt Project is almost done as far as the grant timeframe.
- Over 130 people attended the community planting days this fall – its looking good out there!
- Our final blog on Hyatt is forthcoming
- Liz contacted Martha Brabec, with the City of Boise, about holding another public meeting to invite all the people back that attended the original meeting and have been involved since the project was initiated to hear a wrap-up about the project. Also, to get people excited and engaged to do stewardship activities through the City of Boise (February)
- Mike and Liz had a productive tour of Cottonwood Creek with the BOR and TU
- There are several grants we are looking into:
 - Doug Bates, who owns a ranch out in Parma and was on our EIF panel, has a family foundation. Liz passed around the current grant to the Bates Foundation for feedback.
 - Five Star Urban Waters grant is due in January – this is another opportunity for BREN to find partners and projects. Maybe another brownbag?
 - BOR – there is another grant cycle that we are eligible for. This grant will provide funds for the development and design of enhancement projects.
- Eagle Trails Plan out for comment
- Phil is the Liaison Boise Chamber of Commerce

4:15 Annual Meeting and Membership Appreciation Party

- **November 28, 2018 from 5:30pm-7:30pm**, Annual Meeting and Member Appreciation Party at the Sapphire Room, Riverside Hotel, 2900 W Chinden Blvd., 83714
- It's going to be a great party – there will be food, a band, river trivia, and variety of volunteer opportunities
- Set-up is from 4:00-5:30pm; the event is from 5:30 to 7:30pm; at 8:00pm the band stops, and we must be out by 8:30pm.
- Lisa will follow up with folks individually over the next week for volunteer needs for the event.