

**OPEN SPACE ALLIANCE**  
**Board Meeting Minutes**  
**March 19, 2015**

Meeting convened at 5:00pm

Members Present: Steve Glass, Jill Greene, Monica Yapple, Jodie Hedderig. A quorum of voting members was present.

Members Absent: Jack Clifford, Clay Campbell, Ellen Burgess

Guests: Kristy Anderson, Richard Shakley, Kathy Butler, David Sanchez, Lauri Gonzalez, Sallie McCarthy, Bill Pentler

Approval of Agenda: Jill made motion to approve, Monica seconded. Unanimous Ayes in favor.

Approval of Minutes: Jill said Clay's name had been omitted from Feb. 19<sup>th</sup> minutes. Jill made motion to approve, Monica seconded. Unanimous Ayes in favor.

**Governance**

Monica stated that the Western Assurance Liability policy had been renewed; this covers property, gift shop etc. There was a minimal increase (aprx. \$21.00). Monica also informed the Board that she had completed the policy renewal questionnaire. The Board suggested no changes to her questionnaire answers.

Establish committees was postponed till next agenda.

Bylaws revision: Steve suggested that the bylaw (section 3.8) on prohibition on email voting be removed, to allow for rapid Board actions when necessary. Steve noted that his research revealed no prohibition against electronic voting in state statutes covering nonprofit corporations, and extensive legal rulings that emails are considered legal documents. Sallie noted her opinion that full Board discussion should be a part of every vote, and Richard indicated that email allows for such discussion. Jill made motion to approve, Monica seconded. Unanimous Ayes in favor.

**Recruitment and retention**

Monica earlier shared with the Board some upcoming training opportunities with the Center for Non-Profit Excellence. Center for Non-Profit Excellence their trainings are free and designated to strengthen the capabilities of nonprofits.

The UNM intern job description was sent out previously by Steve to all board members and since there was no feedback, Steve said he would be in touch with Ellen Grigsby. Some additions to job description were: intern should be self-motivated, persistent and have basic social media skills.

## **Finance**

Motion made by Jill on affirmation of 02/24/15 eVote to pay liability insurance premium and seconded by Monica. Unanimous Ayes in favor.

Board Designated Funds were discussed and Jodi's recommendations for funds reallocation were reviewed. Monica made a motion to accept changes and Jill seconded. Unanimous Ayes in favor.

Proposal to reimburse Monica for hiring of bookkeeper to help her with additional OSA tracking etc. Monica is on overload and has hired a bookkeeping assistant who will work about 14 hrs a month at \$15 per hour (plus payroll taxes) in support of OSA financial matters. Steve suggested that the Board consider reimbursing Monica for bookkeeper expenses, up to \$250.00 a month. Jill made a motion to approve this reimbursement and Monica seconded. Unanimous Ayes in favor.

Finance Committee, which right now consists of Steve and Monica, met prior to the Board meeting, and recommended acceptance of the February 2015 Financial Report. Jill made a motion to accept finance report and Monica seconded, unanimous ayes in favor. Steve also mentioned that some Board members will be issued a debit card and the bank account signatories will be updated. CD's are due to be renewed in May and June, Monica will get this information to Steve before next meeting.

### Grant reports/opportunities:

EPA Environmental grant was recapped by Jodie, Steve previously signed a letter of support, which indicated that OSA will provide support in collaboration with OSD.

**NEEF** capacity building grant application is due by April 30<sup>th</sup>, Steve and Kathy Butler are working on this grant; Joannie Griffin is helping them, grant \$5,000 has been allocated for consultant and Ms. Griffin will probably use all of this to help the Board improve capacity for soliciting corporate donations. One of the stated objectives is that we need to build membership.

**REI** grant; OSA has been invited to apply for \$10,000 approximately. OSD would like to use this grant is to upgrade parking structures at Boca Negra and to improve access to Open Spaces and Elena Gallegos. Bill Pentler stated that Kent Swanson and Jim Sattler will provide language for the grant application, and Steve offered to help complete the online application form.

Wild & Scenic Film Festival, offered us \$750.00 to host an event targeted at

membership recruitment for the sponsoring entity, but we have too much on our plate to participate.

### **Gift Shop**

Kristy said that Feb. sales were \$1,448 for month; gross sales to date for year \$4,671. Book signing in April; has a new volunteer, merchandise is selling well.

Gift Shop Agreement modifications, postponed till April, Steve requested that suggested modifications be provided to him before Board before April meeting.

OSA/Tree NM, Steve and Jodie will meet with David Mora to discuss the current pending wood products agreement and the proposed memorial benches agreement; which will have a separate agreement addressing how payments will be made.

Steve stated that Kristy should have a written employment agreement for her job as Gift Shop Manager, and recommended that one be developed and postdated to first day of employment. Steve asked Kristy to prepare a list of duties that she performs, and Sallie noted that the Gift Shop Manager job description might be a good starting point.

**OSD requests for reimbursement;** David Sanchez thanked Monica for fast work on equipment for archery range and requested an additional \$2,418.00 for targets. His container research brought him to Matt who said he will buy the container for David, cost \$3,200.00. Jill made a motion to approve David's request for funds and Monica seconded. Unanimous Ayes in favor.

Fundraising and Outreach, postponed.

### **Education & Outreach**

UCTMB - Committee is working with Sue Jordan at The Printed Image who is developing a guide book.

Jodi and Kathy Butler will work to develop a bird-related art show, perhaps partner with NM Plein Air. Money needs to be spent by September but show can be later.

The next objective is to reach out to Chamber of Commerce to advertise the UCTMB activities.

Geocache education event which Steve is calling Geocaching 101 will be held July 26th at Elena Gallego from 9-12 as part of the OSD Summer Series; Bill will go early and get area reserved. Steve will coordinate presenters for the event.

Tabling reports - The Herb Fest is May 9<sup>th</sup>; at the Rio Grande Nature Center. Steve will put out "Help Wanted" to Board members. Bill offered to co-host the OSA display with his OSD table, already scheduled for the event.

**Membership** Deferred

Steve will get out a letter asking for suggestions for a newsletter quarterly for membership.

**Other Business**

Bill has a tentative schedule of summer series which he passed around and he has almost completed. Kathy suggested that the schedule be sent to OSA members in PDF format via the Google list serve, and Jodi offered to assist Bill with converting the file to PDF format.

Meeting adjourned at 7:05 pm.