

**MINUTES**

**I. CALL TO ORDER – AUSTIN LINSLEY, PRESIDENT**

The meeting was called to order at 6:30 p.m. by video conference.

Attendance: Austin Linsley, John Hunneman, Sue Devlahovich, Jim Hallett, Jared Hartman, Ginny Kishbauch, Mike Podegracz, Linda Dozier, Sharon Tate, Michael Emerson, Shirley Broz, Tony Ault, Velma Hamilton, Mary Nickerson, Executive Director Ginger Greaves.

**II. BOARD REFLECTIONS**

Austin Linsley offered up his personal motto to guide our work: Live Your Values. Austin also used the moment to recognize Jared Hartman for contributing to moving storage.

**III. APPROVAL OF THE AGENDA**

A draft agenda was made available for review prior to the meeting; *Motion to approve Agenda: Jared Hartman; Tony Ault 2<sup>nd</sup>. Motion carried.*

**IV. APPROVAL OF MINUTES**

Minutes for the January 27, 2024 meeting were made available for review prior to the meeting. *Motion to approve Minutes: Linda Dozier; Sharon Tate 2<sup>nd</sup>. Motion carried.*

**V. FINANCE REPORTS – SHIRLEY BROZ, CFO**

This financial review is for the year to date as of January 2024.

**SRPF**  
**Statement Review**

	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Revenue	318,551.	429,300.	(110,479.)
Expense	292,564.	307,395.	14,831.
Net Income/(Loss)	25,587.	121,905.	(95,918.)

**REVENUE:** For the month of January, the Revenue was \$12.0K primarily from Unsolicited \$5.2K and Membership \$7.0K. This was less than the \$34.0K budgeted by \$23K. The budget had \$15K in Corporate Grants not received and \$10.K for a planned concert.

For the year to date (seven months), the Revenue was \$318.6K versus the budget of \$429.3K – behind some \$110.7K. Grants (without the \$66K COVID payroll tax return) are behind by \$70K. Family Wildlife Day was less than budget by \$7.3K and Cooking Class by \$5.6K since it did not occur yet. Membership is behind budget by \$5K. We planned a small concert to aid the TOH (This Old House) effort with revenue of \$10K. That did not happen. Events revenue was \$105.0K less than the budget. These negative variances were partially offset by \$7.2K better Unsolicited and TOH by \$4.0K. The reported revenue includes NON-OPERATING revenue of \$18.5K from interest and investments from the Ellis Fund.

**EXPENSE:** For the month of January, the Expenses were \$20.5K versus the budget of \$24.3K or \$3.7K positive. Budgeted by unspent \$5.6K was for Habitat (Climate Change). This was offset by the Workman’s Comp Insurance of \$1.9K not budgeted for this period. Most other expenses were close to the budget for the month.

For the year to date, the Expenses were \$292.6K versus the budget of \$307.4K – better by \$14.8K. Professional fees for artists were above the budget by \$10K and reflect more than budgeted revenue also. Program related expenses were greater by \$4.8K mostly from the timing of Small Grants of \$6.1K. Fund Raising expenses were less than the budget by \$32.9K which helps the overall variance.

**FUND BALANCE INCREASE/ (DECREASE):**

The change in Fund Balance (Net bottom line) for January ended with a loss of (\$8.5K) versus the budget of \$9.7K, an \$18K swing. Year to date revenue is a positive bottom line of \$26.0K but includes NON-OPERATING Ellis Fund revenue of \$32K. The budget for the seven-month period ending 01/31/2024 was positive \$122K so we are behind the budget by \$96.

**Board Action:**

This summary report was made available before the meeting, together with the following attachments, all as of January 2024: a current balance sheet, a January 2024 profit and loss statement, a year to date profit and loss statement, a July 2023-January 2024 budget vs actual statement, and a current liquid funds available statement. Shirley Broz’ closing comment: We have a healthy balance sheet but we are behind in revenue.

*Motion to accept Treasurer Report: Mike Podegracz, Tony Ault 2d. Motion carried.*

**VI. EXECUTIVE DIRECTOR'S REPORT – GINGER GREAVES**

**A. Foundation House Update**

- Remodel / infrastructure is complete.
- Water leak repaired by RivCoParks.
- All furniture, equipment and supplies have been moved in
- Staff have moved in.
- Wi-Fi up and working.
- Rodent control/servicing completed.
- Outside painting/ step repair to be completed by RivCoParks

## **B. Follow Items – January 27, 2024, Board Engagement**

- There was a unanimous agreement by the members of the board in attendance at the January Board Engagement meeting that we should seek continued funding of the existing education programs/resources. Those programs are:
  - ✓ Third Grade Program = \$45K/year
  - ✓ High School Climate / Phenology Studies - \$25K per year
  - ✓ Elementary and Middle School Trout in the Classroom = \$3K per year
  - ✓ High School Watershed Studies - \$800/year
  - ✓ Family Wildlife Day = \$7K per event
  - ✓ Nature Education Resource Forum = \$3K per year
  - ✓ Junior Rangers Program (New) = \$2K per year
  - ✓ High School Scholarships = \$8K per year
  
- Revenue Discussion
  - ✓ Refine current fundraising events; reduce costs.
  - ✓ Continue to explore online / low-cost fundraising vehicles.
  - ✓ Focus on building and leveraging membership.
    - Conduct Member Survey
    - Analyze results to develop strategies for
      - Membership Drive
      - How to get current members to upgrade
      - How to best communicate with current and new members

## **C. Fundraising**

1. Grant Report – Tracking report submitted. Entertaining a new grant opportunity brought to us by the National Association of Mental Illness (NAMI).
2. EarthShare/Employer Giving – in the process of completing application for the year-end 2024 campaign.
3. Estate Planning / Bequests – Received confirmation of a new bequests in a member's will. Forms have been sent out to those who have indicated TNEF in their estate planning. These individuals are now included in TNEF's "Nature Society."
4. Garden Tour – Date set for May 18. Final budget and design to be reviewed by Fund Development.
5. Concerts/Art – Concert lineup to be finalized by March meeting.

The Board unanimously endorsed continuing all current education programs, cognizant of the expense.

We are preparing a survey of the entire membership. Our steady membership total has been approximately 670 members.

An estate planning page for our website is in progress. This will be the Nature Legacy Society. We have six such donors so far.

We are approved for Earthshare government employer giving campaigns (city, county, state). We are working on getting into corporate giving programs through Earthshare.

The Garden Tour will be May 18, including a separately timed and priced jazz concert.

Our summer series of six concerts will be June 29-August 3.

The Cowboy Jubilee will be September 7.

**VII. ACTION ITEMS - None**

**VII. COMMITTEE REPORTS**

Reports of the Education Committee, the Asset Fund Development Committee, and the Membership Marketing Committee were made available before the meeting and remain available on our website.

**VIII ADJOURN/NEXT MEETING**

The meeting adjourned at 7:45 pm. The next meeting will be March 27, 2024 in person at the Foundation House.

Respectfully Submitted:

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Jim Hallett, Secretary

Date: \_\_\_\_\_