

# MGWA MINUTES

Minnesota Ground Water Association  
Board Meeting Minutes  
Regular monthly meeting

## Meeting Date: Tuesday, September 24, 2019

### Attendance:

Kate Pound, President; Julia Steenberg, President-Elect; Vanessa Baratta, Treasurer; Andrew Retzler, Secretary; Andrew Streitz, Newsletter; David Crisman, White Paper Committee.

### Agenda:

- Approved with revisions; Clean Water Council and 2020 Secretary nomination added.

### Past Minutes:

- Approved with revisions; revised date for September meeting.

### Reports:

#### Treasurer:

- Baratta shared the Treasury Report with the Board – total income is \$66,707.04, net income is \$19,547.62, and total assets is \$91,690.33 for the period of January 1, 2019 to September 24, 2019.
- Baratta briefly discussed comparisons between the current running balance and the 2018 balance.

#### Newsletter:

- Newsletter Team plans to rollout new format in December issue.
- Ruth MacDonald is retiring from the Newsletter Team. Streitz and the Board discussed how this might affect future editorial duties, as Ruth played a major role, and what steps should be taken. Retzler suggested itemizing responsibilities and providing a general estimate of time spent on such duties for the December Newsletter prior to deciding how to move forward. Streitz can provide an update to the Board on this after the December release.
- Pound will allot about 10 minutes of Fall Conference presentation time for the Newsletter Team.

#### Management (WRI):

- Management Team not present. No updates.

#### MGWA Foundation:

- Considine attended the MGWAF meeting last week.
- Souter is retiring from the Board and MGWAF are looking for a new Secretary. Retzler may know of an interested candidate and will pass along the news.
- The MGWAF Presidency is up for reevaluation in 2020 following completion of another two-year term. The Board would like to encourage a steady rotation of officer leadership.
- MGWAF has built up a significant endowment (~\$300K) and feel it is necessary to draft a spending plan.
- MGWA currently covers MGWAF's investment fee (~\$2K-3K) so that MGWAF may put a greater amount of income towards their non-profit duties. The Board agrees that this is not financially transparent and does not seem necessary. Retzler suggested transferring ~\$2K-3K extra in MGWA income annually to help cover the investment fee. The Board intends to discuss this further with the Management Team in October.
- The topic of increasing the scholarship amounts was discussed at the MGWAF meeting. There are still lingering questions about how this might affect the financial aid package of individual students. Pound will email the Financial Aid Office at St. Cloud regarding these questions and the difference between the term "scholarship" and "award".
- The Board discussed and clarified the role of MGWAF officers, which is not only to disburse and invest funds, but to bring in money and help spur membership and promote outreach.
- The Board would like MGWAF to complete an Operations Manual in the near future. Considine will relay this request to the MGWAF Board.

#### Social Coordinator:

- de Lambert not present. No updates.

#### White Paper Committee:

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- Crisman briefly discussed the early workings of the next White Paper topic regarding the Groundwater Protection Act of 1989. Crisman will serve as the White Paper Committee (WPC) liaison and Gretchen Sabel will be the White Paper Workgroup leader. The Board will review the scoping document at the first meeting after it is received from Crisman.
- Pound will allot time for a member of the WPC to provide an update on WPC progress.

## Education Committee:

- Pound did not attend past meeting.
- Steenberg stated that the Workshop and Field Trip Subcommittee is reaching a point to meet with the Education Committee to discuss ideas.

## Other Business:

### Operations Manual:

- Considine has spent considerable time developing and organizing the operations manual for the MGWA Board. This serves as a guiding document for our responsibilities, policy statements, calendar for scheduling activities, along with a host of other guidelines. The Board has reviewed the document and will schedule a separate time to do a “live review” and discussion. Considine will send out a Doodle poll to arrange a date and time.
- Several contacts and documents are referred to in the manual, the Board is working to gather these. One item is the Management Team contract. Considine will get a copy and forward to Pound. Retzler suggested adding a yearly review of the contract in the Operations Manual and Steenberg suggested adding a copy of the contract as an appendix. Considine will follow up on this.

### Fall Conference:

- Pound shared with the Board the current list of speakers and schedule. Pound will put together a draft mailer with the current information and send to Hunt.

### 2020 Secretary Nomination

- Retzler nominated Michael Ginsbach (MPCA) for the Secretary position starting in 2020. Retzler will notify the Management Team and relay bio information requirements from the Newsletter Team.

### Clean Water Council:

- A position to serve on the Clean Water Council has opened up. Pound discussed opening with Education Committee and believes the current list of nominees to the Clean Water Council serves the interests of MGWA.

### Web Page Security:

- The Board has a list of concerns regarding web page security, email spam and possibly Fall Conference online registration. The Board will discuss online existence and security at our next meeting with management team.
- Pound shared with the Board a web page online ordering security notice used on the NGWA web page. The Board agrees a similar notice should be displayed on the MGWA web page. Steenberg will draft a notice and send to Hunt.

### North-Central GSA:

- Pound is working to get an affiliated membership set up for the meeting.
- Pound will need to further discuss meeting details with Hunt and Leete and what booth items, banners, and displays are currently available for use.

## Meeting Adjourned: 1:04 PM.

### Action Items:

- Streitz will provide an update to the Board regarding the responsibilities and estimated time taken for Newsletter editorial duties after the December release.
- Pound will allot about 10 minutes of Fall Conference presentation time for the Newsletter Team.
- Considine will get a copy of the Management Team contract, forward it to Pound, and attach to the Operations Manual as an appendix. Considine will add a suggestion for a yearly review of this contract in the Operations Manual.

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- Retzler will forward news along to a possible interested candidate regarding the open MGWAF Secretary position.
- The Board will further discuss the current practice of MGWA covering MGWAF investment fees with the Management Team in October.
- Pound will email the Financial Aid Office at St. Cloud regarding how scholarships affect overall financial aid packages and the difference between the term “scholarship” and “award”.
- Considine will notify the MGWAF Board that the MGWA Board would like them to draft an Operations Manual.
- Pound will allot time for a member of the WPC to provide an update on WPC progress.
- Considine will send out a Doodle poll to arrange a date and time for a group “live review” of the Operations Manual.
- Pound will put together a draft mailer with the current Fall Conference information and send to Hunt.
- Retzler will notify the Management Team regarding his nomination of Michael Ginsbach (MPCA) for 2020 Secretary and relay bio information requirements from the Newsletter Team.
- Pound will send a list of concerns regarding web page security and Fall Conference online registration to Hunt.
- Steenberg will draft a web page online ordering security notice for the MGWA web page and send to Hunt.
- Pound will continue work to get an affiliated membership set up for the meeting and discuss details further with Management Team regarding booth items, banners, displays, etc.

### **Next Meeting:**

Tuesday, October 15, 2019, 11:30am-1:00pm at Fresh Grounds Café, 1362 West 7<sup>th</sup> Street, St. Paul, MN