

MGWA MINUTES

Minnesota Ground Water Association
Board Meeting Minutes
Regular monthly meeting

Meeting Date: Tuesday, October 15, 2019

Attendance:

Kate Pound, President; Julia Steenberg, President-Elect; Vanessa Baratta, Treasurer; Andrew Retzler, Secretary; Sean Hunt, Management; Jeanette Leete, Management; Jane de Lambert, Social Coordinator & Newsletter; Ole Olmanson, MGWA Editor.

Agenda:

- Approved.

Past Minutes:

- Approved.

Reports:

Treasurer:

- Baratta shared the Treasury Report with the Board – total income is \$66,707.04, net income is \$19,527.62, and total assets is \$89,746.33 for the period of January 1, 2019 to October 15, 2019.

Newsletter:

- Newsletter Team is still working to finalize the new format. They will stick with quarterly-based publishing at the beginning and see how things progress. Andrew Streitz would like to notify the membership of the new format at the Fall Conference. Pound already has time set aside for the Newsletter Team. de Lambert volunteered to lead the presentation.
- de Lambert reminded the Board that Ruth MacDonald will be stepping down from the Newsletter Team at the end of the year and they are looking for a replacement. de Lambert can also announce this open position during the Newsletter Team timeslot at the Fall Conference.

Management (WRI):

- Hunt sent out the Fall Conference announcement to membership, made some small web page updates, and met with Pound to discuss web presence and security.
- Leete has been organizing the MGWA financial info to prepare for the upcoming tax season.

MGWA Foundation:

- Pound obtained scholarship information from the St. Cloud Financial Office that she will relay to the MGWAF Board.

Social Coordinator:

- de Lambert reported that the September social hour at Salut went well and generally had good attendance.
- The next social hour will likely be scheduled for January. de Lambert is open to suggestions on the venue.
- Pound will remind membership about the quarterly social hours at the Fall Conference.

White Paper Committee:

- No updates. The Board is awaiting submission of the scoping document for the Groundwater Protection Act White Paper for review.

Education Committee:

- Steenberg reported that the Field Trip Subcommittee plans to meet with the Education Committee at their November meeting.

Other Business:

Fall Conference:

- Pound handed out the updated speaker schedule and is awaiting confirmation from one last speaker. Afterwards, she will relay the talk titles to Hunt.
- The Board discussed past conference mentoring and plan to take a similar approach as taken at the 2019 Spring Conference. Steenberg and Considine will manage the conference mentoring.
- Pound reported that the MGWA Outstanding Service Award details are all set.

MGWA MINUTES

Web Presence and Security:

- The Board discussed the current web presence, how the accounts are set up and managed, and security concerns and issues with Hunt and Olmanson. Olmanson summarized the process of upgrading the web page to the current WordPress format and that he installed a security plug-in that he monitors regularly. Olmanson and Hunt are confident that financial information shared through the web page is secure, as these data are stored in a secure manner on servers through our IPOWVER host.
- The Board also expressed concern over the web page not being listed as “secure” until the checkout process for online ordering. Olmanson stated that this issue could be solved by purchasing a SSL certificate to secure the entire site. Considine motioned to secure the entire site through purchase of a SSL certificate; Retzler seconded; motion passed.
- The Board and Management Team thanked Olmanson for his continued role with the web page and feel he should be compensated for any continued work at this stage. Considine motioned that the Management Team hire Olmanson at a rate of \$50/hr as an independent contractor for continued help managing the web page; Steenberg seconded; motion passed.
- Steenberg shared a draft security statement for our web page with those in attendance. The Management Team will review this statement further and pass any comments along.
- The Board and Management Team discussed our current set up of surveys, use of Google Drive, and data backups. Hunt will start backing up the Google Drive data on a monthly basis. Olmanson said the web page data gets backed up already.

Meeting Adjourned: 1:03 PM.

Action Items:

- de Lambert will announce the new Newsletter format and the open position to replace Ruth MacDonald to membership at the Fall Conference.
- Pound will relay scholarship information from the St. Cloud Financial Office to the MGWAF Board.
- Pound will remind membership about the quarterly social hours at the Fall Conference.
- Pound will relay Fall Conference talk titles to Hunt upon finalizing.
- Steenberg and Considine will manage the conference mentoring.
- Considine motioned to secure the entire site through purchase of a SSL certificate; Retzler seconded; motion passed. Hunt and/or Olmanson will set up SSL certificate for our main WordPress site.
- Considine motioned that the Management Team hire Olmanson at a rate of \$50/hr as an independent contractor for continued help managing the web page; Steenberg seconded; motion passed.
- Management Team will review Steenberg’s draft security statement and pass along any comments.
- Hunt will start backing up our Google Drive data on a monthly basis.

Next Meeting:

Tuesday, November 19, 2019, 11:30am-1:00pm at Fresh Grounds Café, 1362 West 7th Street, St. Paul, MN