

MGWA MINUTES

Minnesota Ground Water Association
Board Meeting Minutes
Regular monthly meeting

Meeting Date: Tuesday, December 17, 2019

Attendance:

Kate Pound, President; Julia Steenberg, President-Elect; Vanessa Baratta, Treasurer; Andrew Retzler, Secretary; Jeanette Leete, Management; Andrew Streitz, Newsletter.

Agenda:

- Approved with addition of Management Team Contract and Board Bootcamp.

Past Minutes:

- Approved.

Transition Plans:

- Pound has emails currently stored on the President's address that she would like access to in the future. The Board would like Hunt to set up MGWA email addresses for every officer position. Pound can forward these emails along to the newly created Past-President address to continue her correspondence.

2020 Conferences:

- Steenberg provided a brief update on her current working plans for the 2020 Spring and Fall Conference. Pound may have a contact for an out-of-state speaker regarding an urban groundwater problem and will relay this info to Steenberg.

Reports:

Treasurer:

- Baratta shared the Treasury Report with the Board – total income is \$107,069.29, net income is \$27,455.10, and total assets is \$111,567.01 for the period of January 1, 2019 to December 17, 2019. Baratta noted that the income for the conferences this year appeared to be up from previous years; however, MGWA has not yet transferred any funds over to MGWAF. The Board discussed profit details and the growth of money through MGWAF.

Newsletter:

- Streitz discussed the new Newsletter format and will send the Board a copy of an example Newsletter email notification with a link to the Newsletter website. Streitz would like the Board to review these examples and send comments prior to releasing it to membership. Streitz discussed Newsletter email notification logistics and that the Newsletter Team has decided to send out no more than 8 push emails to membership in a calendar year. The Newsletter Team would still like to have a President's Letter posted quarterly. Hunt plans to add the MGWA and MGWAF minutes to a separate page on the website for continued access.
- Streitz mentioned that Anneka Munsell will continue to assist with the new Newsletter format for only 6 months. After that time, the Newsletter Team anticipates that the editors can take on much of the work needed. The Newsletter Team will update the Board in the future if they feel professional help is required to continue with the new format.
- The Board discussed advertisements in the new Newsletter format. Leete said that Jim Aitken has officially resigned as Ad Manager. Leete mentioned the Board could further investigate ways in which other organizations get support through sponsors.

Management (WRI):

- Leete provided updates on behalf of Hunt. Hunt sent out the officers ballot to membership. Currently 154 responses. Both Leete and Hunt have been processing membership renewals daily. Hunt has the post-conference website for the 2019 Fall Conference ready to go, but needs to know which speakers have granted permission for us to post their slides and audio. Pound will email Hunt regarding this. Hunt has also been working to update the membership email list to prevent bounced emails. Hunt has sent out the scholarship information to a list of academic emails and sent out an email regarding the MN EQB survey to membership.
- Prior to the Board Meeting, Leete was asked by the Board to provide a copy of the current Management Team contract to update any outdated information and to help with revising the Operations Manual. Leete brought in a paper copy to share and described the history of how the current contract took its form. The current contract is split into two to include a compensation schedule that no longer requires a yearly review and approval from the Board. In the past, it was the Secretary's job to provide all new Board members with a

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copy of the contract. The Board would like Leete to include a digital copy on Google Drive for later review and further discussion.

MGWA Foundation:

- Considine provided an update on the last MGWAF meeting earlier this month. A Wells Fargo advisor attended the meeting and provided updates on their investment account.
- Stephanie Souter will be stepping down as current MGWAF Secretary, and Jarrod Cicha has been nominated to join the MGWAF Board as the new Secretary. Considine also has nominated herself for the MGWAF Board. Baratta moved to approve Jarrod Cicha and Ellen Considine as members of the Minnesota Ground Water Association Foundation Board; Steenberg seconded; motion passed.
- Considine said that the MGWAF Board plans to vote on new officers at their next meeting.

Social Coordinator:

- No updates.

White Paper Committee:

- No updates. Pound will send a reminder email to David Crisman regarding the new White Paper scoping document.

Education Committee:

- No updates. Considine plans to attend their January meeting. The Board briefly discussed changing the Edu. Comm. liaison to the Board, as Pound has been unable to attend meetings with their current schedule.

Other Business:

Board Bootcamp:

- The Board discussed logistics and interest in the Board Bootcamp. Considine has sent out a Doodle poll to MGWA and MGWAF Board members to assess availability for attending the bootcamp in January or February. The option that costs \$1,000 allows for a bootcamp session on our schedule and it is supposed to be tailored to the needs of the specific Board(s). Baratta has volunteered to take over planning the logistics for the Board Bootcamp. Baratta will check with the organization as to what they might require from us to custom-tailor the session. Considine will still take responsibility of the Doodle poll logistics. Baratta moved to approved the purchase of a Board Bootcamp session; Steenberg seconded; motion passed.

Website Security:

- No updates. Work is ongoing.

NC-GSA:

- Pound sent an email asking whether or not MGWA is an affiliated society. Leete said that MGWA has been an affiliated society in the past, and should still be. Leete checked their website and noted that we are still listed as one. Pound will have Hunt send out an email to membership regarding the reduced registration costs for current MGWA members.
- Pound said that one MGWA sponsored session has been set up.
- Pound also plans to have an MGWA exhibitor booth, priced at \$250. Exhibitors also get 1 free full registration and 1 free exhibits registration. Baratta moved to approve the purchase of the MGWA Exhibitor booth at the 2020 North Central Geological Society of America meeting for \$250; Steenberg seconded; motion passed. Pound would like Leete to purchase a new banner for use at the booth, as well as MGWA badges and cards. Pound may know of someone who could help design the booth banner and will investigate this further. Pound will also check with a few AGU contacts to see what company they go through for purchasing booth banners.
- Pound would like to get a proposal together to MGWAF regarding the G/W models for use at the booth. Pound will continue to look into this.

Operations Manual:

- The Board had an editing session last night and will need to meet again for further work. The Board decided to wait until after the Board Bootcamp session to meet for another editing session.
- The Board informed Streitzi that the Newsletter Team should eventually draft their own form of an Operations Manual that will be separate from the MGWA Operations Manual.

Meeting Adjourned: 1:05 PM.

Action Items:

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- Pound will email Hunt regarding the creation of MGWA email addresses for each Board officer, as well as the transition of accounts to new officers.
- Pound will relay info to Steenberg regarding a potential out-of-state speaker on an urban groundwater problem.
- Streitz will share an example Newsletter email notification and the new Newsletter website with the Board for review.
- Hunt will start adding the Board meeting minutes to a separate page on the website.
- Pound will email Hunt regarding which speakers have granted permission for the posting of their 2019 Fall Conference talks on our website.
- Leete will provide a digital copy of the Management Team contract on Google Drive and alert Board members of its presence after doing so.
- Pound will send an email reminder to David Crisman regarding the new White Paper scoping document.
- Baratta will contact the Board Bootcamp organization to ask what they might require from us for a custom-tailored bootcamp session.
- Considine will continue managing the Board Bootcamp Doodle poll and relay results to the Board.
- Pound will have Hunt send an email out to membership regarding reduced registration costs at the NC-GSA meeting for current MGWA members.
- Pound will touch base with her possible design contact for a new MGWA banner, as well as reach out to AGU contacts regarding the company they used for booth banners. Pound will also remind the Management Team to order MGWA badges and cards for the meeting.
- Pound will put together a proposal to MGWAF regarding the G/W models for use at NC-GSA.
- The Board will set the date for their next Operations Manual editing session after the Board Bootcamp.

Next Meeting:

Tuesday, January 21, 2020, 11:30am-1:00pm at Fresh Grounds Café, 1362 West 7th Street, St. Paul, MN