TPE Board of Directors Meeting

July 15, 2007 Annual Meeting of the Membership hosted by Coulee Region Chapter at the Holland Sand Prairie in Holmen, Wisconsin.

ACTION ITEMS IN BLUE

Attendees

Directors: Evanne Hunt, Renae Mitchell, Kathy Henderson, Rich Henderson, Jack Kussmaul, Jim Rogala, Richard Oberle, Victoria Oberle, Gary Eldred, Nick Faessler, Chris Kirkpatrick, Dan Mueller

Visitors: Earl Mihlbauer, Pat Tavor, Laurie Yahr, Carol Benish

The meeting was called to order at 11:11 p.m. on July 15, 2007.

Old Business

1. Approve minutes of the May 9th meeting

#9 Land Stewardship, LIP application funds do pay for Amy Staffen time.

R. Oberle made a motion to approve the minutes with the aforementioned changes. J. Kussmaul seconded the motion. The motion passed.

2. Treasurer's Report

R. Mitchell distributed a statement of activities comparing budget vs. actual expenses.

Discussed transition of bookkeeping responsibilities from K. Henderson to C. Vlisides. Claudia will make deposits for TPE and somebody will need to write checks. Corporate Treasurer will provide oversight and checks and balances to the process. K. Henderson will end her position on the board at the end of 2007.

On the last page of the financial report there is discrepancy. R. Henderson would like to discuss with C. Vlisides after the meeting.

Currently, as shown on Central budget vs. actual, TPE is $15,000 over budget primarily due to the need for more income as budgeted.

R. Henderson moved to approve the treasures report with the stipulation he clarifies the report discrepancies with C. Vlisides later this afternoon.

3. Membership Report

Claudia is assuming responsibility for data input of new memberships and renewals.

More membership renewals went out in the past few weeks.

Structure of the membership report was acceptable to the board if new campaigns and a legend are added.

Chapters will begin paying for their complementary memberships retroactively to Jan. 1, 2007. **Chapter accounts will be charged $10 for each complimentary member from their chapter area.** The Membership coordinator had previously provided a list of complementary membership to each chapter president. The presidents are to decide which complementary membership should continue. **The Treasurer will send a form to the chapters for the complementary memberships, which would be given to Claudia to process.** E. Hunt asked Victoria to document this procedure and send it to all chapters. This should be put in the treasurer's handbook so it is done annually in January.

CSC chapter has been dissolved, the members converted to members-at-large, and the money added to the general fund. E. Hunt will give notice to the 35 members from CSC chapter telling them they are being added to general membership but can also change to SCV if desired.

Currently 982 memberships including 45 new members.

R. Henderson moved to approve membership report. J. Rogala second. Motion passed.

4. President's Report

Evanne has no report

5. Executive Director's Report

Conflict of Interest

R. Mitchell collected signed conflict of interest forms from all attendees. R. Mitchell will follow up with Board members to obtain signatures.

Title Transfers and Easements

TPE to receive Black Earth-Rettenmund prairie title. $4,000 is being donated by TNC for management funds for all three TNC property transfers. When discussing the transfer with TNC, Renae will try to ensure their announcement notifies TNC membership that TPE needs their assistance in time and money to help manage these sites.

We are beginning negotiations for a new conservation easement with Peter Layton on 200 acres near Lake Koshkonong in the Prairie Bluff Chapter area. Financial negotiations are also just starting but he indicated he would be willing to provide a sizable management fund.

Renae has been working on Kelly easement, Black Earth Rettenmund transfer and Spring Green Stewardship Fund purchase projects in the past weeks.

Pledges and Donations

Renae reported that in the last two weeks, she has brought in $22,000 in potential pledges. One $5,000 donation is targeted to pay Amy Staffen to help Renae with some administrative tasks (such as take TPE Board meeting minutes and work on the newsletter), and to conduct education/outreach activities, In addition, two people considering Bur Oak Benefactor levels and others at the Monarch level; these funds would be unrestricted.

Discussion ensued regarding the split of higher category memberships. Currently, 70% goes to central and 30% to chapters, whether or not they help in soliciting the individual. The practice will continue at this time so please help Renae solicit potential members.

25 people have increased their membership level as a result of the Bump Up campaign.

Reports
Annual report is currently available on the website. An email went out in the membership and chapters but Victoria should send another one.

Audit draft is just being finished and will be available very shortly.

Miscellaneous
No-mow signs are sold out. 100 more are ordered.

R. Mitchell would like to develop a letter that our members can drop off at the homes of landowners with prairie restorations encouraging them to join TPE.

R. Mitchell changed P.O. Box from Middleton to Madison this past week. The new Address is P.O. Box 1148, Madison, WI 53701-1148. She and Claudia will be alerting all our legal and financial contacts. It will also be put in the newsletter. Board members and presidents are asked to inform conservation partners you work with.

Volunteer Participation form. Our insurance company asked that each volunteer sign the waiver form for each work party. J. Kussmaul offered to rewrite the form; comments due to him by the end of July 2007. Chapters should then start using the form at work parties.

Prescribed burn insurance first estimate had a $5,000 deductible and cost $5,000 for a $1 million liability coverage. Renae asked them to cut the price in half. This is still being negotiated so figures will be determined then. Action Item. Properties that have endowments will be charged a portion of the cost for insurance liability.

Urgent: We need a new newsletter editor by August 25th when articles are due for fall!

Committee Reports

6. Community Outreach and Education

No committee chair, Board Development committee working on chair.

7. Endowment and Fundraising

This summer Renae would like to try a new membership drive geared towards owners of prairies by writing a letter that our members can take along with a brochure to drop off at landowners homes.

J. Kussmaul pledged $5,000 for the committee to match or to leverage more money.

Each board member is charged with a $500 contribution goal. This can be a direct contribution or by finding donors. E. Hunt donated $1,000 as her board member contribution. R. Oberle donated $500 as his board member contribution.

R. Mitchell needs contacts (names and addresses of people who are interested in conservation but are not members of TPE) for the annual fund. Since more members are being asked to give in bump-ups and other times of the year we don't want to ask them

for Annual Fund donations as well therefore we need names of people who know of us and might be willing to send us an end of year contribution (project partners, landowners, members of other conservation groups etc) but may not want to be members. Names must be submitted by chapters by the end of August to meet our goal of $12,000.

8. Land Protection

Procedure for Approving Management Agreements and Leases, Procedure for Adoption of Management Plan & Conservation Lease and Management Agreement were discussed.

R. Henderson had one small edit that J. Kussmaul will change. Renae asked that each one contain a publish date to ensure everyone is using the latest forms and documents. A discussion about putting forms in a special "chapter leaders" location on the website.

R. Henderson moved to approve all documents. C. Kirkpatrick second. Motion passed.

9. Land Stewardship

Nothing to report

New Business

10. Election of Officers

Finding officer candidates will be the responsibility of the Board Development committee that E. Hunt leads. J. Kussmaul and R. Henderson will work on committee as well. An urgent need is to find a vice president, secretary, and at-large memberships.

11. New Business

E. Hunt donated a digital camera to TPE.

E. Hunt proposed adding the words "Land Trust" to the TPE logo, to clarify what we do as an organization. Discussion about changing the organization's name also occurred. Renae prefers "Upper Midwest Prairie Trust," so that donors and partners will take us more seriously; we can still keep the club-like atmosphere of volunteer events. Additional suggestions can be submitted. Board members are to ponder this change and discuss with their chapter membership.
The board will vote on this change at the next board meeting.

E. Hunt will remind membership that central and chapter meetings are open to membership except for certain times when sensitive issues or land negotiations must be discussed.

12. Next Meeting

The next two board meetings are

- Wednesday September 5, 2007 via Teleconference 7:00 p.m.
- A Board and Chapter Retreat is being planned for September 29th.
- Wednesday November 7, 2007 via teleconference 7:00 p.m.

Adjourn
R. Henderson made a motion to adjourn; J. Kussmaul seconded.
Adjourned 12:33 p.m.

Recorded by Chris Kirkpatrick.