



CONNECTICUT

RESOURCE CONSERVATION & DEVELOPMENT
1066 Saybrook Road
Haddam, Connecticut 06438

Connecticut RC&D Council

Conference Call Meeting

Thursday 8:30 – 9:30AM

CTRC&D Office - Small Conference Room
1066 Saybrook Road, Haddam, CT

Agenda and Accompanying Notes

1. **Call Meeting to Order**
2. **Approval of meeting minutes: September 26, 2017**
3. **Financial Overview**
 - Staff continues to fill out numerous grant applications and has submitted two separate grant applications last week to help fill the financial gap of unrealized grant awards to pay for staff and the programs (*FMPP, lower USDA RBDG would have covered the upcoming 2018-2019 shortfall*)
 - Staff has also worked to identify potential sources of foundation funds or matching gift program. Andrea has applied for Giving Tuesday @ Wholefoods and New Alliance waiting to see if we're accepted. We also now have Silver status at GuideStar (popular website ratings for non-profits). Will have Gold status by the end of the month.
 - Do any Council members know someone at Bank of America, General Electric, Google, Darden Restaurant Group, BP Gas, Boeing, or General Mills for matching gift funds? If so, please coordinate with Andrea.
 - Executive Committee reviewed the current PL/Actual and the Investment Fund Balance – There is a need for the Council to initiate fundraising ASAP and reduce shortfall in budget.
 - Two fundraising events (*Rural Lands Rural Towns Conference – tentatively May 31, 2018 and Tour Des Farms-tentatively Sept 29, 2018*) are planned in addition to GrowOurGiving Fundraising campaign
4. **Non-Profit Fundraising Workshop**

Judy, Rebecca, Will, Amanda, Andrea, & Jeanne attended the all-day governance workshop offered by The Community Foundation of Greater New Haven (*Chuck Loring, MBA,CRFE – Instructor*). Attached for each of you are a few pages of the educational materials. Ahead of our conference call



on Thursday of this week, please take a few moments to read over the following:

- i. Legal Duties of a Nonprofit Board (page 6)
- ii. Basic Responsibilities of Nonprofit Boards (page 7)
- iii. Principles of Governance Key Responsibilities (page 10, 11, 12)
- iv. Template for Boardmember expectation statement (20)

Workshop Takeaways

- Over the next 90 days, the CTRC&D Council will quickly need several perform separate and critical functions: review current structure and policies to address evolution from purely representative council to a statewide governance, representative and a fundraising committee.
 - Inclusion and Transparency – See draft revised CTRC&D Inclusionary Policy
 - **Council Conference Call Exercise 1 – CTRC&D Governance Evaluation**
Please complete the following *Exercise* prior to Thursday's Meeting Call.
 1. Review Basic Responsibilities of Nonprofit Boards (page 7)
 2. Please complete Exercise 1 (on pages 8 & 9) and rank the 10 responsibilities per instructions at the top of the page.
 3. Email your 3 lowest scores (*i.e. the top three items that need the greatest improvement*) to Amanda at ajohnson@ctrkd.org by Wednesday COB ahead of our conference call so we can compile results and have them ready to present to the board on Thursday.
 - **Council Exercise 2 – Individual Articulation** (Judy leads conference call mystery exercise)
 - Next two CTRC&D meetings: Judy and Amanda have developed a list of action items from the workshop which are being prioritized, but three top items for **December's Conference Call Meeting** are:
 - Update Mission Statement so that it is easy to recite to anyone wanting to know what CTRC&D does
 - Review and adopt new Bylaws and Governance Structure to diversify the Council representation and also allow for fundraising by Council members.
 - Adopt the Legal Duties of a CTRC&D Council Member and begin committee appointments for January 2018.
5. **Membership**
 - Appointment of New Members at Large - Existing and New
 - Letters of Appointments – COGs and Conservation Districts
 6. **New Governance Structure – Revised Draft**
 - Discussion of the new governance structure – revisions needed for December Conference Call meeting
 7. **Set date for December Conference Call Meeting**
 8. **Set date for January 11, 2018 – Social and Member Appreciation**
 9. **Adjournment**