**CONNECTICUT RIVER CONSERVANCY**

Board of Trustees Meeting

September 18th, 2020

12:30 pm – 2:30pm

Zoom Video Conference

Room 555.222.1199

**ATTENDEES**

Trustees: Kate Putnam, Bob Sproull, Liz Austin, Damon DePaolo, Neftali Duran, Tim Keeney, Melissa Ocana, Ron Poltak, Amy Tran, Annette Spaulding, Lora Wondolowski, Tom Ciardelli, Alison Brinkmann, Payton Shubrick, John Sinton (honorary).

Absent: David Hewitt, Bob Moore.

Staff: Andy Fisk, Phil Girton, Corey Kurtz, Aliki Fornier, Brett Morrison, Angela Chaffee, Sarah Rippere.

Meeting begun at 12:33am

1. **WELCOME & INTRODUCTIONS**

Bob Sproull, Vice Chair, convened the meeting. Board Chair Melody Foti’s resignation was officially announced. More discussion on this matter will follow during the executive session.

1. **CONSENT CALENDAR**

MOTION: To accept the items as submitted. Austin/Keeney on the motion; unanimous.

Andy noted that a $350,000 cash offer with no contingencies is expected shortly for the Spaulding Pond property.

1. **Finance and Development Report**

Andy and Kate presented to the board the finance report

Kate started off by explaining how grants are managed within the organization; the timeline of when we are told we received a grant, and when the cash actually comes in. This timeline may affect the finance report and acknowledgements.

Andy presented the fiscal year 19-20 performance report. He recapped on the board conversations and predictions from March and explained how we ended up doing in the last fiscal year. He covered the budget versus actual report, pointed out areas where we exceeded our expectations in revenue and spending, and commented on how we managed cost centers to reduce expenses. He noted that despite the uncertainty of the pandemic, CRC finished the last fiscal year ahead of budget without factoring in either the recent bequests or the PPP loan which will translate to a grant before the end of December.

Andy then presented to fiscal year to date report. He pointed out the new cash reserve goal of $430,000; 4 months of sustaining the org to cover necessary expenses, that the board had approved in the last board meeting. Has of now, we have $152,000 of that amount from last fiscal year, finance and executive committees haven’t decided yet on where the rest will be pulled from. He explained that we no longer use grant money in the back to manage cash flow, like we used to. Instead, we have $250,000 set aside from Astrid’s bequest, that is regularly maintained to keep at that amount. We do still have a line of credit at the Greenfield Savings Bank for backup, that isn’t being used for cashflow anymore. So far, we haven’t received a lot of grants, as expected as it is still early in the fiscal year.

Corey gave the board a giving report for fiscal year 19-20. Corey started by explaining how despite the economic uncertainty due to the pandemic, we exceeded our contributed support budget by over $17,000, with the help of board members, social media ambassadors and staff. Three donors also approached the organization with match challenges, which made a big difference. Corey also mentioned the development committee and staff are working on membership growth strategic plan. She also talked about the challenges we face with the economic crisis, spoke about our donor loyalty, and briefly covered giving history during the last recession. Corey continued with a FY to date report. She described the fall fundraising timeline and plan. Corey asked the board to join the development work and help reach our giving goal; she will provide the board with a referral form to provide the organization with a more connections.

Andy briefly presented an operating budget reduction plan; in case the organization were to see a 30% reduction in non-grant revenue compared to the budget at the end of quarter 2 based on cash flow projections. Andy continued with a fiscal year to date endowment report and operating funds and expenses projections.

1. **Campaign for Our Rivers**

This was a discussion of how it started, its purpose, how far we’ve come, and where we see it go. The board reviewed the timeline, funding areas for the $5,000,000 goal, growth and trends and projections, presented by Brett and Andy. The campaign goals for fiscal year 20-21 are to restructure the campaign committee meetings, recruit a new campaign chair (vacated by Astrid), solicit $200,000 match, and see $470,000 of campaign gifts by the end of the fiscal year.

1. **Affiliations & Partnerships**

Andy introduced Sarah Rippere to the board, the org’s membership coordinator and data ranger. Sarah is the staff liaison to the Fort River Watershed Association, a now affiliated tributary organization with CRC. She briefly explained the nature of our organizations’ relationship, and the programs they’ve worked on since their founding in early 2019. This affiliation plan could lead to more partnerships with organizations around the watershed.

1. **Finance & Administrative Updates**

Andy explained to the board the multiple system upgrades the organization has worked through over the past few months to improve efficiency. He also briefly mentioned the cafeteria health benefits plan the organization will implement.

1. **Executive session**  
     
   The board retired to an executive session.

The meeting was adjourned at 2:30pm

Prepared by: Aliki Fornier

Reviewed by: Andrew Fisk & Tony Judge