

**Minutes from the Indiana Water Monitoring Council Board of Directors meeting  
(3/10/2009)**

Next scheduled meeting: May 12, 2009

Action Items:

- Send out the draft web page and site map to the entire Board via email (Scott Morlock)
- Speak with IWRA President Dennis Stewart regarding the piggy-backing of the next InWMC General Membership meeting with the IWRA spring meeting (Scott Morlock / Siavash Beik)
- Look into information security details and total costs for Wild Apricot membership planning tool and open guest user account for Board members (Shawn Naylor)
- Finish bylaw revisions for distribution to the Board by March 20 and distribution to the General Membership by April 6 (Bylaws Committee)
- Speak with Elizabeth Trybula, Laura Esman, and Jane Frankenberger regarding information from the December 3 breakout sessions and see what will be required to hold a workshop during the next General Membership meeting that is geared toward developing ideas for science-based projects (Jill Hoffman)
- Determine the alternatives for InWMC non-profit tax status (Board Officers, Jill Hoffman, Gwen White)

Attendees (12 total):

Scott Morlock, United States Geological Survey (USGS)  
Leighanne Hahn, Office of the Indiana State Chemist (OISC)  
Sara Peel, Indiana Lakes Management Society (ILMS)  
Jody Arthur, Indiana Department of Environmental Management (IDEM)  
Siavash Beik, Christopher Burke Engineering  
Cindy Muffet, Clinton County Soil and Water Conservation  
Shawn Naylor, Indiana Geological Survey (IGS)  
Bill Jones, Indiana University School of Public and Environmental Affairs (SPEA)  
Sara Slater-Atwater, Indiana State Department of Agriculture (ISDA)  
Jill Hoffman, Upper White River Watershed Alliance (UWRWA)

Via conference call

Rodney Renkenberger, Maumee River Basin Commission  
Reuben Goforth, Purdue University

***Scott Morlock: calls the meeting to order at 10:10 am***

Scott Morlock: I move that the Board approve minutes from the previous meeting.

Rodney Renkenberger: Seconds the motion.

All in favor

***National Water Quality Monitoring Council (NWQMC) Meeting, Salt Lake City, UT:***

Scott Morlock: Jeff Frey will be attending the NWQMC meeting and representing the InWMC. Jeff will see what the NWQMC has to offer in terms of guidance for state councils and will have a report ready to go for the next Board meeting.

***Board officer elections:***

Siavash Beik: Announces the results of the nominating committee's search for board officer nominees.

Nominees

|                  |  |
|------------------|--|
| President:       | Ms. Jody Arthur (IDEM)                     |
| President-Elect: | Mr. Scott Morlock (USGS)                   |
| Treasurer:       | Mr. Stu Shipman (IDNR)                     |
| Past-President:  | Mr. Bill Guertal (USGS, Ex-officio member) |

Scott Morlock: Do we need to present the nominees before the General Membership before we vote?

Leighanne Hahn: No, there is no such requirement in the bylaws.

Scott Morlock: Opens the floor for nominee discussions and additions.

No response.

Rodney Renkenberger: I move that we close discussion on nominations.

Jody Arthur: Seconds the motion.

All in favor.

Siavash Beik: I move that we accept all nominations.

Bill Jones: I second the motion.

All in favor.

***Remaining bylaw issues:***

Jody Arthur: I have assembled a group to address the remaining bylaw issues and we will have a report ready to present before the next Board meeting that includes recommendations on how to address each remaining issue.

Jill Hoffman: What are the remaining issues?

Siavash Beik: I think one of the concerns is that we have limited ourselves in some instances and that the bylaws should contain broader terminology in those cases.

Jody Arthur: We received some minor comments from the ISDA's legal counsel.

Leighanne Hahn: I feel like we had already discussed some of Ernie Johnson's concerns so his comments may require only minor changes.

Siavash Beik: Do we know when the next General Membership meeting will occur so we can plan on having the General Membership vote on the bylaw revisions?

Scott Morlock: We have discussed it but have not set a date.

Jody Arthur: Will we meet at the IWRA Conference on May 8-10?

Several agree that this is a good idea.

Jody Arthur: I'll plan on having the revisions ready to go before April 6 so the General Membership has 1 month to go over the revised bylaws prior to the May meeting. Does the Board need to vote on the revisions before we present them to the General Membership?

Siavash Beik: No, it seems that the way the bylaws are written we only need a vote from the General Membership.

Scott Morlock: We could set up a conference call for the Board to go through the changes.

Jody Arthur: Alternatively, I could plan on meeting with the bylaw committee soon and have the revisions completed by March 20 for distribution to the Board via email. The Board would then have 2 weeks to respond before we send them out to the General Membership.

Several in agreement.

Scott Morlock: Siavash and I will approach Dennis Stewart (current IWRA President) and see if he would be willing to allow the Council to piggy-back the next General Membership meeting with the IWRA Conference.

Jill Hoffman: Do we have a list of general members that we will contact regarding this meeting?

Shawn Naylor: Yes, I have compiled a list of attendees from our meetings going back to the Turkey Run retreat and this represents our interim general members.

***Projects in Committee - Structuring Committee / Wild Apricot membership tracking tool discussion:***

Scott Morlock: I think this gives us a good opportunity to discuss the Wild Apricot membership database tool that Shawn has been looking into. Shawn, what does the IGS think about the site – will it be an efficient method for tracking the Council's membership?

Shawn Naylor: Yes, it pretty much relieves us from doing a lot of database management work. It's also a green alternative to standard methods that require a lot of paperwork like membership application forms. The entry-level service is \$25/month but there are several benefits including membership payment online, event registration, and automatic notifications for membership renewal. (Shawn gives a computer demonstration of what the site looks like from a member's viewpoint and a website administrator's standpoint)

Bill Jones: Is there any sort of guarantee that Wild Apricot will not share your member's contact information with other entities?

Shawn Naylor: I'm not sure about that, but I can look into it.

Sara Peel: It seems like PayPal would also require a \$30/month fee for us to have the online payment option.

Jody Arthur: I think that PayPal is free.

Shawn Naylor: I can see what the associated PayPal costs would be.

Siavash Beik: It also seems like we will quickly need the \$50/month service and are we ready for that type of commitment.

Shawn Naylor: The entry-level (25\$/month) service allows us to manage 250 members.

Scott Morlock: The USGS could pay the monthly costs for the first year if we want to give it a 1-year trial.

Siavash Beik: Well, I work with multiple member organizations and managing a member database is always a big problem so if this tool does everything it appears to do then it's probably worth giving it a try.

Scott Morlock: Are we ready to vote to approve an online membership database such as Wild Apricot?

Bill Jones: I think we need to resolve the remaining questions we have before voting.

Jill Hoffman: We could motion and vote to approve with contingencies.

Siavash: Yes, I think we need to move forward with this.

Cindy Muffett: I have one additional concern - some of the SWCD's don't have credit cards so would there be an option to accept checks?

Shawn Naylor: Yeah, we've already discussed that and we would still need to have a paper application that people could send in. I would then login as an administrator and add the membership information into the database myself. Alternatively, we could have the individual enter their information as an affiliate member and I would then upgrade their membership status upon receiving payment.

Siavash Beik: I motion that we approve using the Wild Apricot membership tracking tool contingent upon 1) privacy settings and 2) PayPal fees not being excessive and overall costs not being in excess of \$100/month.

Jill Hoffman: Seconds the motion.

Several in agreement. Rodney Renkenberger votes against.

Jody Arthur: Rodney, can you give us some details regarding your objection.

Rodney Renkenberger: Since I'm on conference call, I haven't been able to look at the site yet and I don't have enough information to support it right now.

Jody Arthur: Shawn, can you set up a guest account and send that out to Rodney and the rest of the Board so we can all try it out?

Shawn Naylor: Yes.

Scott Morlock: Are we ready to move on to the Communications Committee report?

Several: Yes.

### ***Projects in Committee - Communications Committee report***

Scott Morlock: The communications committee had a conference call on March 5. Elizabeth Trybula presented a new web page header that she drafted and a site map with revised pillars/main tabs. The committee decided that individual members would provide material for each tab. Elizabeth requested that I obtain approval from the Board for the current site map.

Jill Hoffman: Where would the Wild Apricot membership tool appear? It seems like we could replace the “about” tab with a “membership” tab.

Bill Jones: I typically think an “about” tab is where people would look for membership details.

Scott Morlock: I can send out a word document with the site map details so we can get a better idea of what information would exist under each tab.

Jody Arthur: Speaking of membership details, have we determined what the annual dues will be?

Jill Hoffman: First of all, before we consider collecting money from members, is it written in the bylaws who can manage funds and write checks?

Jody Arthur: Yes, that is covered in the bylaws.

Jill Hoffman: Does the Council have an official non-profit tax status established such as 501 c(3)?

Several: No.

Jill Hoffman: It is a good idea to have all the paperwork in place to declare the Council’s tax status before you start collecting dues.

Jody Arthur: If we forgo our membership dues until non-profit status is obtained, will we be able to move forward with voting on the remaining bylaw issues.

Siavash Beik: Yes, we can move forward with the current body of interim general members.

Jody Arthur: Should we form a committee to make recommendations on establishing non-profit status?

Siavash: Yes, the President has the power to form such a committee. I recommend we have the Board Officers on the committee.

Jody Arthur: I’d like to have Gwen White help as well since she has a good understanding of legal considerations and the various options available under each non-profit status. The committee will exist of Gwen, Jill, Stu, Shawn, and myself. Shawn, can you find out what non-profit types are acceptable for the IGS to be able to manage funds.

Shawn: Yes, I’ve looked into this before and I can re-surface that information.

Leighanne Hahn: Can we get guidance from the NWQMC on legal status for state councils?

Several in agreement that this is a good idea.

Scott Morlock: Pixie Hamilton is the NWQMC secretary and the person you would want to speak with.

Jody Arthur: Let's move forward with the final agenda item.

***New Business - ideas for InWMC science projects:***

Scott Morlock: I've done some research into what other state monitoring councils are doing with regard to science-oriented activities. There appear to be 3 main categories of projects that they are currently undertaking:

- 1) Data clearinghouse development
- 2) Optimization of state water quality monitoring networks
- 3) Directories of state water quality monitoring resources

Jill Hoffman: Are we going to look at suggestions for science projects at the next meeting?

Jody Arthur: I think we need to table this for the next meeting, but it is important because we need to have something to offer members at the general membership meeting.

Cindy Muffett: This seems very important since we need to come up with some agenda items for the General Membership meeting that will foster excitement and involvement from members.

Jill Hoffman: It seems like the Board shouldn't be solely responsible for coming up with science-related projects. Maybe we could have a workshop or breakout groups at the General Membership meeting where members could brainstorm for new projects.

Siavash Beik: We could develop a projects committee or committees with those individuals being responsible for developing council projects and possibly searching for funding externally.

Jody Arthur: Why don't we plan on having an expanded General Membership meeting that includes a brainstorming workshop?

Scott Morlock: Siavash and I will discuss this with Dennis Stewart and see if we can get a 3-hour time slot during the IWRA Conference.

Siavash Beik: Is there information that we could use from the December 3 breakout sessions. This could be a starting point for our upcoming discussions.

Jody Arthur: Yes, I think Laura Esman should have this information available somewhere.

Cindy Muffett: Jill, would you be able to lead a workshop / brainstorming session.

Jill Hoffman: I will speak with Elizabeth Trybula and Laura Esman and see how much work would be involved in getting this organized. I can also email Elizabeth, Laura, and Jane to see

what information we can get together from the December 3 sessions. Shawn, can you send out an announcement on the brainstorming session when you send out the bylaw revisions and the meeting announcement.

Shawn Naylor: Yes.

Jody Arthur: Are there any other items to discuss or are we finished?

Bill Jones: I motion that we adjourn the meeting.

Several second the motion.

***Meeting adjourned at 12:10pm***