

**Minutes from the Indiana Water Monitoring Council Board of Directors meeting
(1/27/2009)**

Attendees (11 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
Shawn Naylor, Indiana Geological Survey (IGS)
Chris Ritz, Natural Resource Conservation Service (NRCS)
Jerod Chew, Indiana State Department of Agriculture (ISDA)

Via conference call

Rodney Renkenberger, Maumee River Basin Commission
Reuben Goforth, Purdue University
Cindy Muffet, Clinton County Soil and Water Conservation

Scott Morlock calls the meeting to order at 1:45pm

Leadership / Council Direction Discussion:

Scott Morlock: announces Bill Guertal's intention to start out as President-Past of the Board and assist the newly elected President with their leadership role.

Leighanne Hahn: adds that this makes sense considering Bill Guertal has been Interim President of the Interim Board for over a year.

Several Board members voice their agreement with this approach

Scott Morlock: Should we make nominations now or wait until the next Board meeting?

Leighanne Hahn: I think we should have a slate of nominees ready to go for the next meeting.

Siavash Beik: Should we assign a nominating committee for our 3 elected officers?

Scott Morlock: Do we have any volunteers for a nominating committee?

Siavash Beik, Leighanne Hahn, and Sara Peel volunteer for the nominating committee

Scott Morlock: Ok, our goal is to have officers nominated for the next Board meeting.

Scott Morlock: Let's move on to Council projects. An example of a Council project would be the water monitoring inventory that the Purdue folks are working on. Are we in agreement that the water monitoring inventory should remain a part of the Council?

Several in agreement

Scott Morlock: An additional project is the communications committee. Bill Guertal and I have discussed the committee's role in the Council and we feel that a significant focus of the Council's efforts over the next few months should be on the communications committee and marketing. It seems that we need structural tools in place such as a membership list and a location where individuals can go to sign up as a General Member. Shawn, is it true that right now an email is sent to you when someone visits the temporary internet site and requests information.

Shawn Naylor: Sally checked on that last week and the default email address where messages were forwarded to was an IUPUI account. So, the link has just recently been updated to forward inquiries to my email address.

Scott Morlock: Shawn, do we have a list of our current general members?

Shawn Naylor: Yes, I have compiled names and email addresses from sign-in sheets dating back to the Turkey Run retreat. They are all in a spreadsheet.

Sara Peel: But, they're not official members until they pay dues.

Scott Morlock: That's true, but first we need to set up a due-paying schedule. Does everyone agree that we need to get these structures in place before we can move forward?

Several in agreement

Scott Morlock: Do we want to start a sub-committee that works out structural details of some of our main projects, such as building a tracking mechanism for membership?

Several in agreement

Scott Morlock: I can volunteer to head that "structure" sub-committee. Shawn, would you be willing to work with me in developing a structural plan for some of the Council's administrative tasks?

Shawn Naylor: Yes

Scott Morlock: Does anyone else want to volunteer to serve on this sub-committee?

Jody Arthur: It seems like it shouldn't take more than two people

Scott Morlock: Alright, Shawn and I will do some work on these structuring details.

Siavash Beik: We also need to make sure that those signing up for the Council have the option of being either a General Member or Participating Member.

Jody Arthur: We also need a bank account.

Remaining Bylaw Issues Discussion:

Scott Morlock: We have some remaining bylaw issues and the current proposal is to have a sub-committee of 3 to 4 individuals that will review those and come up with recommendations.

Shawn Naylor: In version of the bylaws that I've passed around, I incorporated suggestions received during the meeting from Ernie Johnson (IDEM) and Tammy Lawson (ISDA) who had her legal council review the bylaws. The grammatical changes have been updated using "track changes" in word and their general concerns have been documented using the comments tool. The document is now ready for a panel to look at the lingering concerns and make suggestions as to how we should address those issues.

Leighanne Hahn: Has this version of the bylaws been distributed to the entire Board of Directors?

Shawn Naylor: I just completed this version last week and its primary purpose is to make it easy for the panel or sub-committee to go through and address these remaining issues

Leighanne Hahn: Should we also open this panel up to participation from the General Membership as well?

Siavash Beik: I think this is a good idea to get feedback from outside the Board.

Jody Arthur: Yeah, there are people like Gwen White who have more expertise than I do so she would be someone outside the Board that could possibly be on the sub-committee.

Scott Morlock: So, we need to send this bylaw version out to the Board and some other individuals from the General Membership that may be interested in serving on the sub-committee like Gwen.

Jody Arthur: Maybe all the individuals that served on the Interim Board as well. Ernie Johnson also volunteered to serve on a committee / panel.

Communications Committee Discussion:

Scott Morlock: Everyone should have a communications committee report in front of them. At the December General Membership meeting, we had some additional volunteers for the committee and I agreed to continue as Committee Chairman. Recent progress includes a Council

fact sheet that Elizabeth Trybula generated. Elizabeth has presented information on the Council at a couple of recent conferences in-state and she is in the process of drafting a new version of the Council main web page.

Siavash Beik: Why is Board approval required anytime the web site is updated?

Sara Peel: I agree that the communications committee shouldn't need the Boards OK after every change that is made.

Scott Morlock: I'd like to at least have the Board take a look at the new page that Elizabeth is developing. We have a communications committee teleconference coming up and we'll be discussing the website development, logo design, and outreach. I'll have a revised report of communications progress ready to go for the next Board meeting. Does anyone have any questions relating to the communications committee?

Siavash Beik: Do we have a logo developed yet?

Scott Morlock: We have a water drop design that was initially drafted at the Turkey Run retreat and Elizabeth has since been working on developing it further.

Siavash Beik: One thing we could do is have a contest and have contestants from around the state submit logos.

Scott Morlock: How does everyone feel about that?

Chris Ritz: Well, I think it would certainly engage people and get more folks involved.

Sara Peel: The only problem is that you have to come up with something that the contestants would win, but would seem to do a good job of getting the name out there.

Cindy Muffett: Would the contest be advertised to our current General Membership or to a broader audience.

Scott Morlock: I think the current General Membership would be a good starting point.

Cindy Muffett: It seems like Elizabeth could also send it out to all the SWCD's (Soil and Water Conservation Districts).

Scott Morlock: Ok, we'll move forward with the contest and I'll put it on the agenda for the Communications Committee teleconference.

Scott Morlock: Does anyone else have any projects that we need to move forward on right now?

Shawn Naylor: Sally Letsinger and Jane Frankenberger have both suggested that we develop a database that is part of the website, which allows individuals to post their contact information

and expertise for others to view. This might be especially appealing for those in the consulting sector who would get some added visibility by being a part of the Council.

Siavash Beik: Would this be something that is in addition to the member registration system.

Shawn Naylor: Well, ideally it would be integrated and a member would have the choice as to whether or not their information was displayed on the web site.

Leighanne Hahn: How does this relate to the rolodex committee since it seems like it's serving the same purpose?

Jody Arthur: What happened to the rolodex committee?

Siavash Beik: I think the committee was rolled under the communications committee.

Jody Arthur: I spoke with Elizabeth Trybula who suggested a system similar to Facebook. I think this idea of a rolodex is something we need to develop sometime down the road because it's something the state needs.

Siavash Beik: Is there a good method for combining the rolodex with the membership registration? That is what we need to develop.

Scott Morlock: I'll mark that down as an additional item that we will address during the communications teleconference.

Planning Future Board Meetings Discussion:

Scott Morlock: Our next issue is the continued use of the wiki planner for scheduling meetings. Shawn, how does the wiki planner work for you?

Shawn Naylor: It's really easy to use, but it seems like some folks haven't been using it to post their availability. I haven't heard any alternative tools suggested.

Siavash Beik: Is there any other method that we would use?

Shawn Naylor: Someone suggested establishing set dates 3 months in advance so that it's easier to block that time out in their schedule.

Siavash Beik: I think that would be a better approach.

Rodney Renkenberger: Yeah, it would be much better for me if I could schedule 3 months in advance.

Cindy Muffett: We would still need to use the wiki planner so Shawn could get an idea of what our attendance will be like for an upcoming meeting, for instance, to see whether or not we will have a quorum.

Several in agreement

Leighanne Hahn: I'm on another committee where we schedule our meetings 1 year in advance and, as an example, establish the first Thursday of each month as a meeting date.

Scott Morlock: Ok, since we have a quorum today, let's go ahead and establish some dates for Board meetings over the next year or so.

Siavash Beik: Maybe we should schedule more frequent meetings (compared to the 4 per year listed in the bylaws) so we can maintain and build momentum here at the start.

Scott Morlock: I think we should have a follow-up meeting within the next couple months.

Leighanne Hahn: We could go bi-monthly for the next 6 months.

Scott Morlock: Does anyone want to throw out a date for March? Do we have a preference for time of day?

Sara Peel: I would prefer late morning.

Rodney Renkenberger: Early in the day is better for me.

Scott Morlock: Ok, so how about a 10am meeting start?

Several in agreement

Siavash Beik: What day of the week should we look at?

Scott Morlock: How about Tuesday or Thursday?

Shawn Naylor: I think Bill Jones has labs on Fridays so keep that in mind.

Leighanne Hahn: How about the second Tuesday of each month?

Rodney Renkenberger: March 10 is the second Tuesday of that month.

Siavash Beik: Ok, let's go every-other month after that and establish those dates now.

Scott Morlock: Should we plan on alternating our locations between Bloomington and Lafayette?

Siavash Beik: I think having the meetings in a central location like Indianapolis might be best.

Several in agreement

Jody Arthur: I'm pretty sure that IDEM could also host the meetings if needed.

Rodney Renkenberger: Here are our next few dates if we decide to go with the second Tuesday every-other month: March 10, May 12, and July 14.

Jody Arthur: After that, we would probably go with September 8 and then November 10.

Scott Morlock: Can we then use the wiki to have Board members RSVP for the meetings.

Shawn Naylor: Yes

Sara Peel: Will the teleconference be an option?

Scott Morlock: Yes

Leighanne Hahn: At what point will we be discussing our standing committees and addressing the overall scope of the Council?

Scott Morlock: If Shawn and I can get the structure in place, then we'll be ready to look at the overall scope at the next meeting.

Leighanne Hahn: At the federal level, there are things happening with regard to water quality and the Council will provide a good forum for us to address these things. For example there is a report that is coming out on water quality in the Mississippi River Basin.

Jerod Chew: Are we getting ahead of ourselves right now with the outreach ideas if the web site isn't in place to facilitate these efforts?

Jody Arthur: That is something I've thought about and it seems like we need a communications strategy instead of just moving forward with a task list.

Scott Morlock: I think that what happens with the structure planning and the communications committee before the next Board meeting will converge and we'll end up with a strategy in the end.

Jerod Chew: We need to make sure that there is incentive for members to join the Council.

Scott Morlock: I think the first step is to revamp the web site and that will provide a medium to accomplish many of these goals we have. Shawn, is the IGS prepared to host the website?

Shawn Naylor: I'll need to check with Dr. Steinmetz on that and get back to you.

Scott Morlock: So what are our action items before the next meeting? Shawn will compile the minutes and send out the bylaws asking for volunteers to serve on a bylaw review panel. Shawn

and I will put together some documents with regard to structural planning of the Council. I will meet with the communications committee and have an updated web page before the next meeting.

Leighanne Hahn: We also need to develop a slate of officer nominees. Also, I would once again ask people to think about serving on the standing committees and take another look at what other state's councils are doing.

Jody Arthur: How will the bylaw changes be addressed?

Scott Morlock: The changes would be put in front of the General Membership at the next meeting for them to vote upon.

Scott Morlock: Does anyone else have anything to add?

Several respond with "No"

Meeting adjourned