

**Southeast Watershed Alliance (SWA)
BOARD OF DIRECTORS Meeting # 31
Hoyle Tanner & Associates
Suite 360, 100 International Drive
Portsmouth, NH 03801**

Minutes

December 17, 2012 @ 1:30 PM

Members Present

Michael Trainque, Chester
Wally Fries, Danville
Candace Dolan, Hampton Falls
Michael Perfit, Stratham

Richard Snow, Candia
Alison Watts, Newfields
Bill Arcieri, Newmarket

Guests Present

Dave Murphy, DES—Coastal Program

Call to Order and Introductions

Michael Trainque called the meeting to order at 1:57 PM.

Approve Meeting Minutes

Bill Acieri moved to accept the minutes as amended. Candace Dolan seconded the motion. The motion passed unanimously.

Reports of Committees

Program Development

Education & Outreach

Grants Management

Grant 1

We are now prepared to do the next take down on the grant.

Receiving payments has been delayed because the post office closed our box for a while. In consequence of this we lost our vendor number with DES. This required obtaining a new vendor number.

Model Standards

Deliverable products will include a report of what was accomplished and the Stormwater Standards with the logos of the organizations that contributed to the effort. A final report is due in mid-January with the final take down again the grant. The flyer is an additional work product which should be included.

There was consensus that any written public education materials needs to include logos and funding credit.

Other Grants

Michael Trainque is reviewing the draft contracts and will be providing feedback to Alison Watts.

In general, the board discussed the need for a person who can write grants and the need for a job description. This is a high level job, leading to an Executive Director position rather than clerical. The job would include reviewing other grants and creating and managing to a budget.

There was discussion of a grant opportunity from the Ford Foundation. This would be a four or five year grant of a significant amount. Of course, our application would need to be well articulated to be successful. There was some discussion of the need for a unified monitoring plan which would identify common monitoring needs.

Finance Committee

Dick Snow reported that of the \$28,000 grant we have drawn down \$23,396. There are still some remaining expenses to cover until the end of the year.

Candace Dolan moved to authorize the payment of \$11,935.25 per incoming reimbursement request from DES. Bill Arcieri seconded the motion which was approved unanimously. This covers such expenses as Helen Perivier's pay, computer services to host the website, and the fees associated with the development of the logo.

New Business

Housekeeping

None.

Next Meeting Date

The next regularly scheduled meeting of the Board will be on Wednesday, January 16, 2013 at 1:30 PM.

Other Business

Michael Perfit and Wally Fries agreed to follow up setting up a meeting in January to meet with our advisory committee.

Adjournment

Candace Dolan moved to adjourn. Motion was seconded by Wally Fries. The meeting was adjourned at 4:27 P.M.