

Sustainable Sandhills (SS) FY 2010-2011

Board of Directors (BOD) Meeting Minutes, November 9, 2010
Hampton Inn, Spring Lake NC

SS Board Members Present:

Greg Burns*	Harold Haywood	Dave Heins*
Jackie Hough	Harry Huberth	Gloria Lietz
Mark Locklear (came at 2pm)	Monita McLaurin*	Ray Ogden
John Portman	James Rose	Steven Singletary
Frank Stump	Charlene Sumlin-Cross	Theresa Thompson
James Wilson		

SS Board Members Absent:

Gregory Bean*	Deborah Branson	Patrick Coughlin
Sara Harrington	Jim Matheny	Joey Raczkowski
Chris Russo*	COL Sicinski*	Maureen Sutton
Assad Tavakoli		

Sustainable Staff Members Present:

Jon Parsons, Executive Director Jackie Bradley, Office Manager

****ex officio* Board Members**

Chair James Rose opened the meeting at 12:05 p.m.

Chair Report:

Rose introduced Greg Burns who replaced Jim Westmoreland as the *ex officio* board member from NC DOT. Mr. Burns is the Division Engineer for Highways, Division 6. After asking the Board if there were any changes to the September 2010 Minutes, and having a quorum present, Chair Rose asked for a motion to approve the minutes. **A motion to approve the September Minutes as written was made by Frank Stump. The motion was seconded by Gloria Lietz and passed with a unanimous vote.**

Chair Rose also presented the status of the Campus for Advanced Sustainability (CAS) initiative. Fayetteville's Public Works Commission, the City of Fayetteville, FSU, the Fayetteville/Cumberland Chamber, Fort Bragg and Sustainable Sandhills are the key participants in the initiative. A draft Memorandum of Understanding (MOU) between those parties to establish a Sustainable Communities Foundation was reviewed and the general consensus was to authorize the SS Executive Committee and Director to proceed with the MOU at their discretion.

Treasurer Report:

Treasurer Ray Ogden referred to the "Cashflow Report" (an attachment). He reviewed both revenue and expense details of the report, noting line items that were tracking low or high. It was noted that the budget would be revised at the next Board meeting (January) to reflect expense and revenue changes at the halfway point of the fiscal year. The key revenue line item shortfalls are related to fundraising, but the ED has modified expenditures to match actual revenues.

Rose asked for clarification of the column on the cashflow report titled "verify." Parsons responded that cell on each line is the sum of all months' entries for a given line item (expense or revenue). In other words, regardless of the budgeted annual total for each line item, the "verify" cell is the total of actual amounts for past months plus realistic estimates for future months. **A motion to accept the Treasurer's Report as given was made by Frank Stump. The motion was seconded by Harry Huberth and passed with a unanimous vote.**

Committee Reports:

- **Fundraising:** Committee Chair James Wilson reported on the status of SS Fundraising Plan strategies, including:
 - Membership goal is \$18,000; approximately \$10,000 has been received to date.
 - Other than the on-going negotiation with PWC (Parsons will report later on that), there is little to report on Corporate donations. A \$5000 individual donation was received in response to a Pickin' on the Porch invitation.
 - Special event net income (not counting \$5k donation above) from Pickin' on the Porch (POP) is near \$2500. We hope to generate close to that much net income from the Regional Sustainability Symposium on November 10.
 - Additional Board Giving pledges total \$4,300 with collections currently at totaling \$1,300.
- **PR & Outreach:** Committee Chair John Portman reviewed this Committee's report (an attachment).
- **Events:** Committee Chair Harry Huberth made the report.
 - POP was a great event and lots of fun, and successful financially. Attendance was up by at least 50 people over last year. He said if the event is repeated in 2011 the Committee would consider a weekend date to attract more people. Jackie Hough recommended scheduling the event now before other events are scheduled.
 - The RSS is tomorrow (Nov 10) and tickets are still available.
 - There is not another event until the Urban Farm Tour (UFT) in April/May and the Committee will be working on that after the holidays.
- **Nominations:** In the absence of Committee Chair Joey Raczkowski, ED Parsons gave the report.
 - He noted that Earnest Curry's nomination was approved in the September meeting, and Parsons and Raczkowski need to follow up with Mr. Curry with more information about SS.
 - Melvin Lewis has been nominated by James Wilson. Parsons and Raczkowski will meet with Lewis before the January Board meeting.
 - We need to focus on finding active board members from Scotland (1), Montgomery (1), Lee (1) and Richmond (0) counties.
- **Program Committee:** Committee Chair Steven Singletary said there is no Committee report since they have not met since the September Board meeting. Parsons apologized for the lack of progress, attributing it to a busy fall schedule.

Staff Report: ED Parsons used the detailed Staff Report handout for this portion of the meeting.

- **Grant Seeking & Earned Income:** see attachment for details.
- **Community Action Team Highlights:** see attachment for details. Highlights include –
 - Parsons noted that we have activity in every county.
 - Jackie Hough reviewed her plans for a 3 workshop series in February at the North Regional Library in Cumberland County. The series will tie in nicely with the Urban Farm Tour. It will be available to use in all our other counties. She is interested in donating raffle prizes for the UFT.
- **SS Program Update:**
 - **Green Growth Toolbox:** ED Parsons asked the Board Members to refer to the handout entitled Resolution supporting the Green Growth Toolbox. He reminded the Board that comments regarding this resolution made at the September Board meeting have been incorporated into the Resolution. He asked for the Board's approval at this meeting, noting that the group who put the resolution together recommended that we get county-to-county approval. The one included in the packet at this meeting is specifically for Moore County. **A motion to approve and sign the Resolution was made by Harry Huberth. The motion was seconded by Jackie Hough and passed with a unanimous vote.**
 - The next GGTB workshop will be held in Harnett County this month.

- The City of Fayetteville's Unified Development Ordinance (UDO) will be the subject of a Public Hearing on November 22, and hopefully adopted in December .
- **Air Quality:** The Combined Air Team (CombAT) continues to meet bimonthly and anticipates scheduling an Electric Vehicle Infrastructure workshop for January 2011.
- **Solid Waste/Recycling:** There are no major activities to report. America Recycles Day is later in November and SS will participate in several public events around that day.
- **Local Food & Culture:** this program area continues to generate lots of grassroots interest. Jackie Hough will attend an NC Choices meeting scheduled in Cumberland County (CC) for Hoke, Cumberland and Harnett Counties and will report to SS staff. She also asked for assistance in promoting the Hoke County Master Gardener program with an eBlast article.
- **Green Living & Design Program**
 - A Community Assistance Project (CAP) for Richmond County will be scheduled soon.
 - The Green Living & Design Tour was held on Fort Bragg in October. There was lots of media coverage but sparse attendance. This tour will be available to book by appointment only.
- **Green Business Program:** There are two SEIP interns assisting Heidi Johnson and Kea Meacham from SS with the GBP – Grayson Chavonne and Miller Slaughter.
- **Awareness & Education:** RSS is an A&E program event.
- **SEIP:** This program officially kicked off on October 11 with a training and orientation for the eight interns. A ninth intern will be joining the program later in November. Three of the interns will complete 28 week internships and 6 will complete 42 week internships.
- **Strategic Plan Tracking Tool:** see attachment for details.

Executive Committee Report: ED Parsons was asked to leave the room so the Executive Committee could review the ED's performance appraisal with the full Board. Rose said that he and Vice Chair Raczkowski used the Strategic Plan Tracking Tool as a guideline to evaluate the ED for the year, and referred to the matrix handout. Rose stated that the ED had already been given the appraisal.

The detailed minutes from this part of the meeting are available upon request. The session lasted approximately 10 minutes.

A motion to allow the Executive Committee to review and decide on the ED salary increase as proposed was made by Gloria Lietz. The motion was seconded by Harry Huberth and passed with a unanimous vote.

There being no more discussion or business by the Board, a motion to adjourn was made by James Wilson. The motion was seconded by Frank Stump and passed with a unanimous vote.

Minutes recorded by Jackie Bradley, Office Manager