

GSWA Board of Trustees Meeting

06.27.2022

Minutes

Tony DellaPelle convened the meeting at 9:14 a.m. via Zoom. Board members present included Lisa Stevens, Frank Stillinger (Advisory Council), Dave Robinson, Paul Boudreau, Jordan Glatt, Carolyn Sharaway, Dot Stillinger, Kate Barry, Clark Wagner, Michael Dee, Marilyn Dee, Gerry-Jo Cranmer (via phone), Reed Auerbach (via phone), Deb Apruzzese (via phone), and Guy Piserchia (via phone.) Jay DeLaney and Fred Castenschoid also joined by phone. Absent were Eric Inglis, Ralph Jones, David Naidu, Kevin Sullivan, Stacey Valentine, Yorgi Vlamis, and Brett Williamson. Staff included Sally Rubin, Sue Levine, Wade Kirby and Lynne Applebaum.

Tony welcomed everyone and explained that conducting the meeting via Zoom was preferable this time, but he would rather return to meeting in person. He praised the success of the music festival and was grateful for everyone's effort.

Tony then called for approval of the April 2022 Board Meeting Minutes. Clark Wagner requested an amendment to the Minutes by replacing the word "accounts" for "operational reserve " *Reed Auerbach made a motion to approve the Minutes as amended which was seconded by Michael Dee. All in favor. None opposed. The motion carried.*

Sue Levine then delivered a review of the Finance Committee Meeting held on June 16th.

Vanguard account:

Vanguard on	6/26/22:	12/31/22:
BD Endowment:	1,268,320	1,523,145
Operational Reserve:	<u>283,369</u>	<u>328,226</u>
Total	\$1,551, 690	1,851,375

Down versus year end by \$299,685 or -19%

We discussed the balance sheet and focused on Cash on Hand. We decided to move \$100,000 to Vanguard and begin a buy in starting in July at \$25,000 per month and will revisit at the September board meeting. The uninvested balance will sit in a money market account – Current rate is 0.61% at Vanguard Federal MM.

We reviewed the budget in detail:

FY 2023 total income projected at \$1,167,756 which is an 8% increase over the projected FY 2022 results. The increase is due to an increase of 100 people at the Gala, increased focus on Membership (risky); increased EDU S2S (risky) ; corporate stewardship(in/out); Corp/Foundations - expect to start seeing results of newer staff efforts (risky if recession)

Expenses are projected to increase by 10% over FY 2022. Inflation has been factored into rent, utilities, insurance and printing costs; COLA is included at 4%; increased advocacy - will only spend if needed - 10k Mt Kemble; 10k tbd; increased the number of downstream mailings to boost declining membership; WQ increased testing and downstream activity.

Advocacy Reserve to be funded from the Operational Reserve: added \$20,000 to both revenue and expense. The Net Ordinary Income now includes deferred revenue which was previously included in other income 23k in FY23 and 29k in FY 22 The budget was approved as submitted. Motioned by Clark; Paul 2nd. Unanimously approved. We discussed Individual Membership and identified the need to establish a Task Force on Membership to focus on the decline in membership. For FY 2023 there will be an increased focus to expand membership using the new contacts from the plant sale; music fest and the American River Screening. Additional mailings were added to the budget to focus on expanding membership.

Trustee Giving was discussed and with the potential capital campaign, the Finance Committee recommends as highest priority to add new Board Members that can be substantial givers.

Music Fest was discussed, and the Finance Committee recommends going back to Hartley Farms, the environment was more conducive for our event needs. Specific recommendations included:

1. More intimate environment than Giralda Farms
2. Incorporate more program-based activities
 - a. Kid activities
 - b. More mission oriented
3. Provide tents
4. Improve food trucks – more would be better – perhaps don't take a % from vendors
 - a. Consider VIP picnic baskets or something different for food

We discussed employee retention and the concern of keeping good staff members. In general, Sally feels the morale is good and the program team is happy particularly now that they are back in the field. We discussed proposed payroll changes for FY 2023. Market insight on the COLA 3 to 4% is typical.

In the future, we will evaluate moving the Restricted Grants with Right of Return out of Other Income to include in Net Ordinary Income. These funds are moved between fiscal years, and it would be more useful in results evaluation to be included above the line.

The Finance Committee discussed the new ASU 2016-02 on Lease Liabilities reported on the Balance Sheet and agreed that the impact for GSWA is nominal and will begin to include for FY 2022 for significant leases defined at a cost greater than \$1000/mo.

Motion to approve the Budget with the revision to increase Advocacy Revenue and Expense by \$20,000 by Clark, Reed seconded; Unanimously approved.

Debra Apruzzese feels we are "spread too thin," especially with respect to the impact on the budget. She would like to have a follow-up meeting with Sally to discuss.

Sally explained that all board members, whether in attendance or not, need to vote to on the budget. There are only two board members who have not yet voted and Sally will follow up with them. All who voted voted yes. One expressed concern about the possible recession. Tony then called for a motion to approve the 2022-2023 budget. *Clark motioned to approve the budget which was seconded by Paul Boudreau.* All in favor. None opposed. The motion carried and the budget was approved.

Sally spoke about the Drew Forest resolution. This is 53 acres of property owned by Drew University and considered for sale due to Drew's current financial distress. Grant money may enable the preservation of the forest. A question was raised about the fair market value? Sally will follow up. Sally called for a motion to approve the resolution. *Michael Dee motioned to approve the resolution which was seconded by Carloyn Sharaway.* All in favor. None opposed. The motion carried.

Tony spoke about GSWA's hardworking staff and wants to make sure everyone stays happy. He was concerned about adequate bandwidth to handle the extra effort; specifically Development. He stated that a good board has people who "have" and people who "do." We have both! The music festival is different from a Gala in terms of raising money.

Sally then delivered a Gala Report. Our featured speaker/honoree will be Olivia Glenn, an environmental justice advocate who works for the EPA. Will she provide a sizable draw? ...a bit concerning. Due to the demand for Brooklake Country Club, the Gala may very well be on a Tuesday. Tuesday, October 11th is a possibility. Tony asked whether the tent would be available again this year? Last year's Gala (2021) under the tent outside with favorable weather was Sally's favorite. Tony spoke about the need to have speakers like Olivia Glenn, but continue to have the event be financially successful. Paul suggested marketing this Gala to law firms who will be interested in what this particular speaker has to say. Sally welcomed his help in doing so. **Follow up: the gala is October 18 and the tent is not available at all this year.**

Lynne Applebaum spoke and discussed that she has applied for 41 grants during FY 2021-2022 and received 25 positive responses. She requested referrals and introductions from board members who could help with introductions to any personal corporate and/or foundation contacts. We are seeking grants in the range of \$15,000 to \$50,000. Tony said he may be able to help with a contact at Anheuser Busch.

Sally said both a music festival and a membership task force will be formed to discuss enhancements in each area.

Tony suggested that Wade initiate dialogue with each board member regarding their commitment during the ensuing fiscal year.

Sally asked for an Advisory Council membership vote on Roger Jones, Judith Hazlewood, and Fred Castenschoid. Tony called for a motion to approve all three candidates. *Michael made a motion to approve the candidates for membership on the Advisory Council which was seconded by Carloyn.* All in favor. None opposed. The motion carried.

Tony then called for any other business to come before the board. Sally said she will update the board on the Gala date at Brooklake.

Tony and Sally will finalize a date for the next board meeting.

Tony then asked for a motion to adjourn the meeting. *Michael motioned to adjourn which was seconded by Carloyn.* All in favor. None opposed. The motion carried and the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Wade Kirby

Director of Development

ABSENT BOARD MEMBER BUDGET VOTES ATTACHED

RESOLUTION OF THE BOARD OF TRUSTEES OF
GREAT SWAMP WATERSHED ASSOCIATION

I, Anthony DellaPelle, Chairman of Great Swamp Watershed Association (GSWA) Board of Trustees, do hereby certify that at a meeting of the Board of Trustees of GSWA, held at its principal office at 568 Tempe Wick Rd., Morristown, NJ, on the 27th day of June, 2022, at which a quorum was present, the following resolution was adopted:

WHEREAS, GSWA is a member supported non-profit organization formed in 1981 whose mission is to protect and improve the health of the Passaic River through science, education, land preservation, stewardship, and advocacy.

WHEREAS, The Drew Forest in Madison, NJ, consists of 53 forested and undeveloped acres and is an environmentally sensitive and important natural asset to the region and a significant asset to Drew University, which has long been known as "The University in the Forest," the title of John T. Cunningham's history first published 50 years ago.

WHEREAS, GSWA recognizes the significance of The Drew Forest for the following reasons:

The Forest provides biodiversity, groundwater recharge and carbon storage,

The Forest is a living classroom for teaching and research for Drew University students and the wider community,

22 acres of the 53 forested acres known as the Zuck Arboretum and the Hepburn Woods have been restored through the Drew Forest Restoration Project,

In 2012, Drew University received the Governor's Environmental Excellence for Healthy Ecosystems for this work,

Native trees and plants, habitats for pollinators, birds and other wildlife have been restored,

A portion of the Forest lies in the Great Swamp Watershed,

The Forest provides recharge and filtering of Madison's water supply and the Buried Valley Aquifer and reduces flooding and soil erosion by controlling run-off, and

The Forest serves as a major cooling zone to offset the urban heat island effect for the area.

NOW THEREFORE BE IT RESOLVED, that Great Swamp Watershed Association supports municipalities, other government agencies, and organizations working with Drew University to maximize the conservation potential of The Drew Forest and minimize development in the environmentally sensitive areas of The Drew Forest.

The following persons are duly elected, qualified and acting Officers of GSWA in the capacity indicated and are authorized to execute and deliver documents on behalf of GSWA for the purpose of binding GSWA and the signatures set forth after their names and titles are their true and genuine signatures:

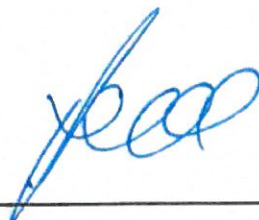
Name:

Office:

Signature:

IN WITNESS WHEREOF, I have set my hand this 27th day of June, 2022.

Anthony DellaPelle, Chairman, Great Swamp Watershed Association



Sally Rubin

From: Giorgios Vlamis <gvlamis@eaglecliff.com>
Sent: Thursday, June 23, 2022 6:52 AM
To: Sally Rubin
Cc: Sue Levine
Subject: Re: GSWA board meeting

Hi Sally! I'm really sorry to once again be absent from the upcoming board meeting. My family and I are traveling to Greece today and we will be there for the next 10 days. Sincere apologies. I was able to review the budget and you have my "yes" vote.

PS. I recently started a new company and have a new business email address. I will fill you in the next time we get together. Thank you!

Best,
Yorgi

Giorgios L. Vlamis
Eagle Cliff Real Estate Partners
gvlamis@eaglecliff.com
m: 917.754.1205

On Jun 20, 2022, at 3:53 PM, Sally Rubin <srubin@greatswamp.org> wrote:

Hi everyone and happy almost summer!!

The board package is available on the board portal. <https://www.greatswamp.org/board-of-trustees-portal/>. Please remember the new portal password is **2022_GSWABoard**. Our board meeting is next Monday, June 27 at 9AM. Originally, this meeting was going to be in person, but we will now offer a hybrid meeting. You may join Sue, Wade, Lynne, and me at the office or use the below zoom link.

Please let me know if you will be joining us by zoom or in person. If you can't make the meeting, please review the budget, send Sue and me any questions, and email us your vote by next Monday. It is the only vote all year that we ask every board member to vote on.

Advisory Council members. You are always invited to our meetings, but you are not obligated to attend and have no vote. We are always happy to hear from you!!

Great Swamp Watershed Association is inviting you to a scheduled Zoom meeting.

Topic: GSWA board meeting
Time: Jun 27, 2022 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us06web.zoom.us/j/86075332659>

Meeting ID: 860 7533 2659
Passcode: 862614
One tap mobile
+13017158592,,86075332659#,,,,*862614# US (Washington DC)
+13126266799,,86075332659#,,,,*862614# US (Chicago)

Dial by your location
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)

Meeting ID: 860 7533 2659
Passcode: 862614

Sally Rubin

From: Eric A. Inglis <EAI@spsk.com>
Sent: Monday, June 27, 2022 7:07 AM
To: Sally Rubin
Subject: RE: Today's meeting

I vote to approve. Thanks.

Schenck Price

— SCHENCK PRICE SMITH & KING, LLP —

Serving Our Clients and Community for Over 100 Years

Eric A. Inglis
Partner
Co-Chair, Litigation Department
Schenck, Price, Smith & King, LLP
220 Park Avenue | PO Box 991 | Florham Park, NJ 07932
T: 973-540-7347 F: 973-540-7300
[Email](#) | [Bio](#) | [V-card](#) | [Website](#)

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From: Sally Rubin <srubin@greatswamp.org>
Sent: Monday, June 27, 2022 6:59 AM
To: Eric A. Inglis <EAI@spsk.com>
Subject: Re: Today's meeting

So sorry to hear that! Covid not the meeting!
Could you just vote on the budget by return email? Ty
Hope youre feeling better!

Get [Outlook for Android](#)

From: Eric A. Inglis <EAI@spsk.com>
Sent: Monday, June 27, 2022 5:44:48 AM
To: Sally Rubin <srubin@greatswamp.org>
Subject: Today's meeting

Sally

I will miss this morning's meeting. I have a lot of work to catch up on after being knocked out by Covid last week. Sorry.

Eric

Get [Outlook for iOS](#)

Sally Rubin

From: David Naidu <davidnaidu15@gmail.com>
Sent: Sunday, June 26, 2022 8:20 AM
To: Sally Rubin
Cc: Sue Levine; Wade Kirby; Lynne Applebaum
Subject: Re: GSWA board meeting

Dear Sally,

I approve the budget.

Best,
David

On Fri, Jun 24, 2022 at 11:52 AM Sally Rubin <srubin@greatswamp.org> wrote:

Hi everyone and happy Friday! I have not yet heard from the majority of you! Since no one has indicated that they want to come in person, this meeting will be completely zoom Monday, June 27, at 9AM. It's fine if you can't make it, but please RSVP and if you aren't joining the meeting, please email me your vote on the budget. This is the only vote all year for which we request 100% participation.

As an addition to the agenda, I would like to add a vote on inviting Judith Hazlewood to join the Advisory Council. Judith has been a member for many years and lives in New Vernon. She has wanted to get involved but her job kept her too busy. Judith retired from McKinsey this year where she was an HR executive and would like to get more involved now. Hopefully some of you had the chance to meet her at the advisory dinner.

Please let me know if you have any questions and whether you will be joining the meeting. thanks, Sally

From: Sally Rubin <srubin@greatswamp.org>
Sent: Monday, June 20, 2022 3:53 PM
To: Sally Rubin <srubin@greatswamp.org>
Cc: Sue Levine <slevine@greatswamp.org>; Wade Kirby <WKirby@greatswamp.org>; Lynne Applebaum <lapplebaum@greatswamp.org>
Subject: GSWA board meeting

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Sally Rubin

From: Robert Hyde <robert.hydejr@gmail.com>
Sent: Sunday, June 26, 2022 7:12 AM
To: Sally Rubin
Subject: Re: GSWA board meeting

Hi Sally, unfortunately I will not be able to make the zoom board meeting on Monday. Monday is a travel day and we will be on a flight back to Athens. I reviewed the budget documents provided and they all seem to be in order and reasonable. My only concern is that fund raising next year may be a challenge given the stock market downturn and inflation. Todd

Sent from my iPhone

On Jun 24, 2022, at 6:52 PM, Sally Rubin <srubin@greatswamp.org> wrote:

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Sally Rubin

From: Ralph Jones <rejones3@mac.com>
Sent: Friday, June 24, 2022 1:28 PM
To: Sally Rubin
Cc: Sue Levine; Wade Kirby; Lynne Applebaum
Subject: Re: GSWA board meeting

Sally

I will not be able to make the meeting. Thank you for the budget information. I vote to approve it.

Best regards

Ralph

Sent from my iPhone

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Sally Rubin

From: Stacey Valentine <SValentine@avelinolaw.com>
Sent: Monday, June 27, 2022 8:52 AM
To: Sally Rubin
Subject: Re: GSWA board meeting

Was hoping to make this with a baby in my arms but didn't happen.

I would vote in favor of budget and Judith. Let me know if I missed anything!

Sent from my iPhone

On Jun 24, 2022, at 11:52 AM, Sally Rubin <srubin@greatswamp.org> wrote:

ATTENTION: This email was sent to AVELINO LAW from an *external source*. Please be extra careful when opening attachments or clicking links.

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Sally Rubin

From: Brett Williamson <brettmasonwilliamson@gmail.com>
Sent: Wednesday, July 6, 2022 1:01 PM
To: Sally Rubin
Cc: Sue Levine
Subject: Re: GSWA board meeting

Hi, Sally. I hope all is well! Apologies for the delay in getting my vote to you.

I reviewed the budget posted on the Board of Trustees Portal. My vote is to approve the budget.

All the best,
Brett

Sent from my iPhone

On Jul 6, 2022, at 11:11 AM, Sally Rubin <srubin@greatswamp.org> wrote:

Hi Kevin and Brett, I know you were both unable to join the board meeting on the 27th which is fine. But, we voted on the budget at that meeting and that is the only vote that I ask everyone to vote on, even if you are not at the meeting. The budget is available for your review on the website. please take a look and send me your email vote on the budget so we have a complete board vote. If you already sent it, my apologies, but I don't have it.

Let me know if you have any questions. thanks, Sally

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Passcode: 862614
One tap mobile
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+13126266799,,86075332659#,,,,*862614# US (Chicago)

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