



DELAWARE CENTER FOR THE  
**INLAND BAYS**  
 Research. Educate. Restore.

## BOARD OF DIRECTORS' MEETING MINUTES

Center for the Inland Bays  
 Indian River Inlet Facility  
 ANNUAL MEETING --  
 SEP 14, 2018  
 Approved DEC 14, 2018

### ATTENDANCE

<i>Board Members Present</i>	<i>Board Members Absent</i>
Pat Coluzzi (House)	David Baird (Treasurer, SCD)
Michelle Price-Fay (EPA)	Sec. Michael Scuse (DDA)
Susie Ball (Chair, Board-Elected)	Todd Lawson (Sussex County)
Rob Robinson (Senate)	Sec. Shawn Garvin (DNREC)
Scott Andres (STAC)	Richard Mais (SCAT)
Mike Dunmyer (Board-Elected)	
Jonathan Forte (Board-Elected)	<i>Center for the Inland Bays Staff</i>
Vickie York (Sec., Board-Elected)	Chris Bason
	Marianne Walch
	Brittany Burslem
<i>Board Alternates Present</i>	Michelle Schmidt
Hans Medlarz (Sussex County)	
Terry Deputy (DNREC)	<i>Members of the Public</i>
Chris Brosch (DDA)	Claire Simmers (CAC)

### CALL TO ORDER/WELCOME/MEETING AGENDA REVIEW

Chair Susie Ball called the meeting to order at 9:00 a.m. and led the introductions.

### SECRETARY'S REPORT

Vickie York directed the Board to the minutes of the last meeting and requested any corrections or changes to the minutes; hearing none, V. York requested a motion for approval of the minutes. Pat Coluzzi made the motion and was seconded by Scott Andres. The vote for approval was unanimous.

## TREASURER'S REPORT

In David Baird's absence, Chris Bason delivered the Treasurer's Report. He directed the Board's attention to the Board Budget Summary, gave a brief overview, then asked for any questions. S. Ball requested a motion to approve the Board budget summary. Jonathan Forte made the motion and V. York seconded. The vote for approval was unanimous.

C. Bason then directed the Board's attention to an investment policy drafted by the finance committee and gave an overview of the proposed policy.

S. Andres clarified that the BOD has ultimate fiduciary responsibility to the Center's investments and requested investment income and expenses be included in the regular reporting to the Board. C. Bason agreed to add that information to the Board Budget Summary going forward.

P. Coluzzi inquired as to who was on the finance committee and C. Bason informed her the committee is comprised of C. Bason, S. Ball, D. Baird and Brittany Burslem.

Terry Deputy questioned whether the Center held any investment accounts other than the reserves account and C. Bason informed him the Center also has an endowment account invested with Delaware Community Foundation.

Claire Simmers inquired whether there had been any conversation about investing in sustainable funds versus, for example, oil and gas. C. Bason informed her there had not been conversations to that point but that there were sustainable investing options available to us. Rob Robinson and S. Ball agreed with C. Simmers that the Center should be investing in socially responsible options. T. Deputy pointed out that there may be a potential trade off in rate of return when investing sustainably. Mike Dunmyer recommended erring on the side of lower returns in order to invest sustainably as it aligns with the Center's mission. M. Dunmyer also raised a concern that there was more risk allowed for in the policy than he would have recommended. S. Ball asked whether M. Dunmyer had an alternative suggestion. M. Dunmyer advised that risk appetite was at the will of the organization, Board, and finance committee and that Nick Vali, the Center's financial advisor could help with changes to the policy if it was decided that the policy allowed for too much risk in its current form.

In regards to socially responsible investing, P. Coluzzi recommended that when amending the policy, we not limit ourselves to only sustainable funds and instead to commit to focus on them. P. Coluzzi motioned that our investment focus should be environmentally responsible. R. Robinson seconded and the motion carried unanimously.

M. Dunmyer moved that we amend the investment policy to state the Center's risk appetite and to stipulate guidelines as to the types of risk and securities the Center invests in based on the stated risk appetite. H. Medlarz seconded and the motion carried unanimously.

## **OTHER REPORTS**

### **Scientific & Technical Advisory Committee (STAC)**

Scott Andres reported that STAC and the sub-monitoring committee have been working on a process to update hydrodynamic water quality models. They have been seeking experts to serve as advisors and service providers and are lining them up to speak to STAC and the monitoring committee within the next 6 months. After meeting, they will make a priority list, timeline, and budget for accomplishing their goals. The Board discussed funding projections and options.

### **Citizens Advisory Committee (CAC)**

Susie Ball introduced Claire Simmers, the nominated CAC chair and C. Simmers gave a brief introduction of herself. S. Ball reported that CAC member John Austin passed away and that it has been determined that John will post-humously be awarded the friends of the bays – volunteer award category. S. Ball reported 2 more CAC member nominees are in the works and that will bring the CAC up to 13 members. Recruitment to obtain diversity continues.

### **Development Committee**

Mike Dunmyer reported there is a new member on the committee, Richard Mais, and that recruitment for the committee continues. The majority of the committee's time since the last Board meeting was spent planning and executing Decked Out, which was a success. Pat Coluzzi reported on another fundraising event at Gallery One that was planned for later in the month. M. Dunmyer reported the committee continues to work on a long term development plan.

## **OLD BUSINESS**

### **Discussion and action on release of recommendations of Mountaire Committee Report**

C. Bason reported he reached out to Shawn Garvin with a list of questions concerning the consent decree and requested data with no response. P. Coluzzi opened up a discussion as to whether the existing recommendations were still applicable after the consent decree and C. Bason said he felt they were, but needed updating. Terry Deputy requested a copy of the questions and committed to getting a copy to S. Garvin, but could not guarantee a timeline on Secretary Garvin's response. It was decided that the Mountaire Committee would meet again and the Board would vote via email on releasing the recommendations after the Committee has a chance to meet.

## **NEW BUSINESS**

### **Annual Recognition of the Members of the Center Board of Directors**

S. Ball informed the Board she has written a letter of thanks for their service that has been emailed to each member.

### **Nomination and Election of Office of Vice Chair**

S. Ball gave a brief introduction of P. Coluzzi and her accomplishments. S. Ball requested a motion for P. Coluzzi's nomination to Office of Vice Chair. Hans Medlarz made the motion and Vickie York seconded. The motion carried unanimously. No other nominations were put forth and P. Coluzzi was in effect elected.

## Presentation on Water Quality Buffer Ordinance Recommendations

C. Bason made a presentation on ordinances proposed or under development by Sussex County Council that relate directly to the Center's CCMP.

Following the presentation Chris asked the Board for specific ways they would be willing to assist in supporting these ordinances. S. Ball committed to writing a letter to the editor of the Cape Gazette and to reach out directly to anyone on the commission. R. Robinson said he would talk to his councilman. M. Dunmyer pledged to write a letter and contact his representatives. P. Coluzzi committed to speaking to Paulette Rappa, who is running for George Cole's seat, and others.

M. Dunmyer stressed the need to approach via advocacy, as well as trying to understand why people feel the way they do and framing an argument in a way that addresses those concerns. M. Price-Fay suggested reaching out to developers and P. Coluzzi said she plans to reach out to Schell. T. Deputy requested a copy of the presentation so that he could relay it and the conversation surrounding it to Secretary Garvin. C. Simmers recommended updating the Center's existing recommendations report for buffers as it is currently 10 years old. S. Ball thanked everyone for their insight and closed discussion.

## Strategic Planning Session

C. Bason began the strategic planning session by presenting a timeline of planning accomplishments during the previous 3-year strategic plan time period which began in April of 2015. In March 2018, the CCMP Finance Plan was approved and in June 2018 the Environmental Monitoring Plan was approved. Both of these plans, as well as the CCMP, inform the new strategic plan.

C. Bason explained the difference between the CCMP and the strategic plan. The CCMP is a partner-based plan in which the signatories implement the plan and the Center coordinates the actions. The strategic plan overlaps with the CCMP, the environmental monitoring plan, and the finance plan, but is more organizationally focused and includes things outside of the CCMP like the functions of the Board, how the staff is operating, fundraising and private revenue goals, and advocacy. The strategic plan informs annual workplans and potentially annual CCMP implementation plans.

C. Bason presented the outcomes of the previous 3-year strategic plan.

C. Bason proposed a change of the existing mission statement from: "To preserve, protect and restore Delaware's Inland Bays, the water that flows into them, and the watershed around them." to "To preserve, protect, and restore Delaware's Inland Bays and their watershed." Hearing no objections, the change was accepted.

C. Bason presented the existing goals and proposed they remain the same. M. Price-Fay suggested a change in the third goal from "To foster a collaborative, consensus-building culture among watershed stakeholders crucial to support research, education, protection and restoration initiatives, and policy decisions." to "To foster a collaborative, consensus-building culture among watershed stakeholders crucial to support research, education, protection and restoration initiatives, and **to inform** policy decisions." The proposed change was accepted.

C. Bason presented the value proposition for community-based growth of the organization. P. Coluzzi questioned whether the Center gives presentations to HOAs. S. Ball informed that the Center has previously done this but was only successful securing presentations in HOAs with existing personal connections. It was agreed this should be a focus going forward.

C. Bason presented the 8 priorities in the proposed strategic plan and the suggested actions to take to achieve the priority.

In regards to the action: "Develop or significantly-increase two fee-based revenue sources" under the goal of: "Achieve \$3 million in average annual revenue to the CIB and its coordinated projects," P. Coluzzi requested explanation of the current kayak rental agreement between the Center and Eco Bay Kayak which operates out of James Farm. C. Bason explained that the Center currently has a concessionaire agreement with Eco Bay in which they give the Center 10% of their gross profits. C. Bason acknowledged the option of taking on a kayak rental business after the agreement expires which is detailed in the finance plan. P. Coluzzi suggested increasing the gross percentage as an alternative.

In regards to the priority of "Achieve \$3 million in average annual revenue to the CIB and its coordinated projects," M. Dunmyer expressed concern that without a feasibility study the Center can't know whether \$3 million is a realistic goal. He explained that the Center may be capable of much more or possibly less but without the analysis to back it up the Center cannot know for sure. It was decided that the priority will remain, but that the Center should develop a private revenue plan.

In regards to the action: "Explore feasibility of hiring part-time Volunteer Program Coordinator" under the goal of: "Increase engagement opportunities through the Volunteer Program to support Center Programs and increase donations," P. Coluzzi suggested exploring the option of a volunteer "volunteer coordinator". H. Medlarz suggested birds as a volunteer program, and C. Bason explained that monthly bird walks are being explored as a method to reach the education goals for the James Farm.

In regards to the action: "Institute an Agricultural CCMP Implementation Workgroup (or Committee) including DNREC, DDA, Sussex Conservation District, USDA Farm Service Agency, NRCS, and University of DE Cooperative Extension to improve CCMP implementation, tracking, and technology transfer" under the priority of: "Increase sustainable funding for internally and externally-funded CCMP implementation activities," S. Andres suggested the Water Resources Center at the University of Delaware and the Delaware Environmental Institute as a potential additional members of the group. M. Price-Fay clarified that the proposed group would not meet the program evaluation recommendation of a CCMP implementation committee as the proposed group focuses only on Agriculture rather than the entire CCMP. C. Bason agreed but said the Center would need to increase its capacity before being able to sustain a CCMP implementation committee as suggested in the program evaluation. M. Price-Fay understood but wanted to make sure the recommendation from the program evaluation remained clear. T. Deputy informed DNREC was discussing funding for a position

dedicated to the Inland Bays but the budget is not quite there yet. C. Bason further explained the workgroup would bring together agriculture partners and identify stagnant goals and how to reach them. T. Deputy informed that from a resource stand point, as long as the Center's goals align with DNREC's goals, there should not be an issue of staff available to serve on the workgroup and work towards the workgroup's goals. T. Deputy said the bigger challenge is going to be coming up with the budget for a DNREC staff member dedicated to the Inland Bays. C. Bason reiterated the need for the dedicated position.

In regards to the action: "Explore integration of 21st Century Funds into pollution control project financing" under the priority of: "Increase sustainable funding for internally and externally-funded CCMP implementation activities," T. Deputy clarified that money is not available within the 21<sup>st</sup> Century Fund, but is available under the Resource and Conservation fund.

In the regards to the larger priority: "Increase sustainable funding for internally and externally-funded CCMP implementation activities," T. Deputy reiterated DNREC's support for the goals and strategies. T. Deputy acknowledged DNREC's responsibility in the action: "Integrate Sussex County Stormwater Management District revenue into pollution control project financing." M. Price-Fay expressed desire to implement smart growth strategies, H. Medlarz and T. Deputy verified smart growth strategies are involved in the existing action. M. Price-Fay expressed concern that the language used in the aforementioned goal may not be detailed or clear enough and does not connect to the CCMP.

In the regards to the priority: "Turn the James Farm into a recreational and educational amenity of the highest-quality to increase community support of the CIB mission and educate the next generation of children about the Bays," J. Forte questioned whether the Center participated in any education efforts inside of schools. T. Deputy informed there is a Chesapeake Bay program in use that may be helpful if the Center decides to explore education within schools. S. Ball described some of the complications, including changing curriculums and T. Deputy agreed the Chesapeake Bay program was experiencing the same issues.

In the regards to the priority of "Science, restoration and watershed coordination," H. Medlarz asserted that the Center ensure full support from partners and leads in the CCMP. S. Andres expressed concern for lack of succession planning within STAC, in particular, but also on a larger level. Succession planning was added to the Board Development priority.

C. Brosch informed that offering workshop RFPs is helpful in recruiting members for committees like STAC. An example would be the emerging contaminants symposium that the Center held in March of 2017.

During the open discussion, S. Ball expressed desire to have more time and suggested perhaps holding another workshop but it was determined to be time prohibitive. M. Dunmyer asked how the Board would interact with the plan going forward and C. Bason said he foresaw biannual updates. S. Ball requested a motion to adopt the plan as

presented with the documented modifications. S. Andres made the motion. H. Medlarz seconded. The vote to adopt was unanimous.

## **ADJOURNMENT**

The Chair adjourned the meeting at 12:22 p.m.

Respectfully submitted,

Susie Ball/cwb –