



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

BOARD OF DIRECTORS' MEETING

MINUTES

*Center for the Inland Bays
 Indian River Inlet Facility
 MAY 22, 2019
 Approved 9/13/19*

ATTENDANCE

<i>Board Members Present</i>	<i>Center for the Inland Bays Staff PasdfasdfPresentPresent</i>
David Baird (Treasurer, SCD)	Chris Bason
Scott Andres (STAC)	Anna Short
Susie Ball (Chair, Board-Elected)	Amy Barra
Claire Simmers (CAC)	Marianne Walch
Mike Dunmyer (Board-Elected)	Michelle Schmidt
Lori Reynolds (EPA)	
Aimee Isaac (Board-Elected)	<i>Other Attendees</i>
Ken Sigvardson (Board-Elected)	Megan Mackey (EPA)
	Tyler Monteith (DNREC)
<i>Board Members Absent</i>	
Richard Mais (SCAT)	
Sec. Michael Scuse (DDA)	
Todd Lawson (Sussex County)	
Sec. Shawn Garvin (DNREC)	
Pat Coluzzi (Board-Elected)	

CALL TO ORDER/INTRODUCTION

Chair Susie Ball called the meeting to order at 9:04 AM and led the board in the pledge of allegiance. Attendees of the meeting introduced themselves. S. Ball announced Jonathan

Forte and Rob Robinson have concluded their service as board members and contact has been made with the President Pro Tem to fill Rob Robinson's empty seat.

SUCCESSION PLANNING TRAINING

The Board heard a presentation from Shelia Bravo of Delaware Alliance for Nonprofit Advancement on succession planning. A summary of considerations about succession planning was provided to the Board.

SECRETARY'S REPORT

S. Ball requested a motion to approve the previous meeting minutes, David Baird made the motion and Mike Dunmyer seconded. The vote was unanimous.

TREASURER'S REPORT

D. Baird directed attention to the updated board budget summary and informed the board that the finance committee recommended it for approval. D. Baird made a motion for approval and M. Dunmyer seconded. The vote was unanimous.

Chris Bason directed the board's attention to a new report on progress towards the strategic goal of achieving \$3 million in average revenue to the CIB and its coordinated projects by the end of FY21. C. Bason explained the new report and let the board know it would be appearing in board packets in an abbreviated version going forward.

C. Bason gave a presentation on the proposed FY2020 budget and grants plan. D. Baird made a motion for approval and Claire Simmers seconded. The vote was unanimous.

OTHER REPORTS

Citizens Advisory Committee (CAC)

Claire Simmers reported that at the most recent CAC meeting, changes to the CAC operating rules about membership were approved. A new member has been voted for approval and will be submitted to the executive committee for consideration. The CAC will be meeting June 20th where support for the renewable portfolio standard will be discussed as requested by the Sierra Club. The November CAC meeting will feature a report from the climate change subcommittee. The CAC has a recruiting strategy that allows for online applications and is aimed at realtors, developers, farmers, and professional boards. Suggestions for new members are welcome.

Science and Technical Advisory Committee (STAC)

Scott Andres reported that at the May STAC meeting, the committee was introduced to Ed Hale, a new SeaGrant employee, who has several projects being implemented in the Inland Bays Watershed and has applied to be on the STAC. The STAC heard a presentation from Tye Pettay, of the University of Delaware, on Development of Low-Cost Water Quality Sensors. S. Andres reported he and the STAC continues to work on improving the Center's ability to predict changes in water quality and habitat in response to land use, climate change, and other variables.

Development Committee

Mike Dunmyer reported the Native Plant Sale was a success and that the 25th anniversary gala committee has been merged with the development committee. M. Dunmyer reported the spring appeal has kicked off, it includes letters to 300 lapsed donors and 2,700 letters to prospective constituents. The James Farm Master plan project had an unsuccessful grant

application and consideration is being made towards submitting a different grant application in the amount of \$30,000. Anna Short, Fundraiser, has been in touch with Mark Carter who handles donations for Dogfish Head and he has committed to supplying product for events but is unable to contribute funding this year. However, outlook for funding for James Farm Master Plan from Dogfish Head for next year is promising.

CCMP Update Progress and Next Steps/CCMP Implementation Committee

Michelle Schmidt reported she and RK&K have been working on the narrative portions of the CCMP revision and she hopes to have a draft for review by Chris, signatories, and the EPA soon. The EPA has suggested a 45-day review period for them in conjunction with a 45-day public comment period. This will delay the previously put-forth timeline slightly. The EPA is currently reviewing the CCMP draft actions. The first CCMP implementation committee meeting will be held June 17th at the Center.

DNREC Watershed Improvement Project Initiative Update

C. Bason reported DNREC held a public workshop on the initiative. At the workshop, Center staff learned non-profits were not eligible for the program due to a concern in regards to capacity to pay back a loan. A revised strategy for Center projects would revolve around partnerships with eligible organizations. Projects being considered currently are: 2 separate reforestation projects, both on county land and in partnership with the Sussex Conservation district, a living shoreline project in partnership with the Town of Dewey Beach, and an oyster farm in partnership with either the Sussex Conservation District or Sussex County. The revenue from the oyster farm would go directly back into the shellfish enhancement program. C. Bason also introduced an alternative funding option for the Oyster Farm, an EDGE grant through the Delaware Division of Small Business. Ken Sigvardson questioned what sort of resources would be required for running an oyster farm. C. Bason informed the board the Center already had many of the resources and knowledge required but would need some things like cages and a staff person to work the lease. C. Bason requested the staff be permitted to continue working on this endeavor. No objections were heard.

NEW BUSINESS

Executive Director Contract Renewal

S. Ball explained that the Executive Committee implemented a contract for the executive director and a yearly performance evaluation process about 3 years ago and have extended a yearly contract to him each year since. S. Ball recommended extending the contract term to 2 years and requested a motion to approve contract renewal and term extension. Ken Sigvardson made the motion, Mike Dunmyer seconded, and the vote was unanimous.

Nomination/Election of Board-Elected Director

S. Ball directed the board's attention to Gerald Esposito's resume and requested a motion to elect him to the board. D. Baird made the motion, Mike Dunmyer seconded, and the vote was unanimous.

Endowment Fund Investment Move

D. Baird reminded the board of the decision made at the March board meeting to move \$100,000 out of the Delaware Community Foundation to a Vanguard index fund. D. Baird informed the board that the finance committee now recommends also removing the remaining approximately \$30,000 and depositing into a Vanguard Socially Responsible fund. D. Baird made a motion to that effect, Scott Andres seconded the motion and the vote was unanimous.

Facility Space Rental Assessment and Trial

C. Bason presented a feasibility study for a fee-based revenue stream revolving around renting the Center's facility to small groups for meetings, parties and weddings. C. Bason reported profitability is possible over time but ROI may be low. Rental of the facility is dependent upon approval by Parks and Recreation. Aimee Issac, K. Sigvardson, and M. Dunmyer all expressed their support. S. Ball requested a motion that the Center embark on a small-scale trial run of the facility rental plan. M. Dunmyer made the motion, K. Sigvardson seconded, the vote was unanimous.

FY2020 EPA Workplan Review and Approval

C. Bason referred the board to the summary of the proposed FY2020 work-plan included in their board packets. He gave a brief overview of several projects including a 2021 State of the Bays report, a fish by-pass on Burton's pond, a guidebook for waterfront homeowners, multiple reforestation projects, an update of the Inlet tidal prism and several other indicators, the James Farm Master Plan, and the continuous water quality monitoring initiative. S. Ball requested a motion for the approval of the EPA FY2020 Workplan, C. Simmers made the motion, K. Sigvardson seconded, the vote was unanimous.

CIB Marketing Plan Implementation Presentation

Amy Barra gave a presentation and update on the CIB marketing plan implementation. A. Barra reported updated turtle crossing signs were in production and would be installed soon, the James Farm brochure has been completed and it in use, a photographer has been contracted, facebook post boosting to attract new followers was underway, radio ads are running, and the CIB truck has been wrapped to market the Center and its Don't Chuck Your Shucks Program. Signage at the James Farm are the only remaining item in the plan.

ADJOURNMENT

The Chair adjourned the meeting at 11:57 AM
Respectfully submitted,
Susie Ball/blb –