

MINUTES
BRBNACP STEERING COMMITTEE MEETING
MARCH 12, 2004

Attendees: Suzanne Easton, Tom Gamble, Susan Harrison, John Hoffnagle, Ray Krauss, Carol Kunze, and Rob Thayer

The Steering Committee reviewed and approved the final 2003 Budget and expenditures (see attached). The proposed 2004 budget was discussed and approved with the following considerations.

In order to complete the final expenditures of our grant from the National Fish and Wildlife Foundation by the deadline (March 31, 2004), the following budget modifications were made, consistent with the overall objectives and requirements of the grant.

- Allot \$9,000 to land conservation work (Ray's contract) for period January 1, 2004 through March 31, 2004. Ray agrees to work through June to complete the terms of new contract.
- Allot \$1,200 to the Bay Area Open Space Council (Suzanne's time) to cover additional land conservation oversight tasks during the month of March (final report and general management), bringing her total on this grant to \$5,600, the same amount allotted to the Land Trust (8% of total grant).
- Combine remaining \$3,238 with a portion of the remaining outreach funds (\$2,000) to cover deficit of \$4,834 in conservation analysis project (ICE). That will leave \$404 for outreach activities, which will be allotted to current fees due for web site development and maintenance.

The committee also discussed future fundraising goals and ways to support the roles of Suzanne and Ray in coordinating the Partnership, fundraising, and administration. It was agreed that with the completion of major database and mapping projects, future funding should focus on the ongoing work of the Partnership (carrying out its primary functions as outlined in the Strategic Plan) through the activities of Suzanne and Ray (see attached for description of tasks). Additional fundraising done in cooperation with the BRBNACP committees, will seek support for committee work.

Extensive discussion took place concerning the Partnership comments on the BOR Visitor Services Plan. Results of this discussion and follow-up have been communicated to the Partnership via e-mail.

Suzanne Easton
Chair, Steering Committee

BRBNA Steering Committee: 2004 Partnership Staffing Arrangement

Funding Needs -To support current staff

Suzanne Easton @ half of current position – \$21,600 per annum (position is 60% time so this would be approximately 30% FTE, and includes benefits @ 20%)

Tasks:

- 1) Continued fundraising: Foundation research and cultivation, grant writing, solicitation of potential donors
- 2) Grant monitoring: Tracking and reporting on current grants, includes quarterly and final reports, financial liaison with Land Trust, invoicing and monitoring contractual agreements, overall accountability for fund disbursement.
- 3) Steering Committee Chair: annual planning and implementation, convening meetings, facilitating periodic decision-making on partnership direction, grant proposal content, objectives and policy issues.
- 4) Implementation of Framework: Coordination of Partnership Committees to ensure consistency with strategic and framework plans i.e. mission/objectives of the Partnership. Support with assistance in fundraising, strategy development and implementation.

Ray Krauss @ \$2,000 per month (on contract)

Tasks:

- 1) Chair of Partnership: Convenes monthly meeting, sets agenda, facilitates meetings, arranges meeting places and guest speakers.
- 2) Leadership: Serves as spokesperson in public venues and provides broad direction to the Partnership. Cultivates and maintains relationships with Partners, recruits new members, cultivates and maintains relationships with external supporters such as funders and the media, engages in regional and public outreach.
- 3) Stewardship Committee Chair: Develops, in collaboration with other stewardship groups, regional strategies to coordinate invasive species removal and control and to enhance riparian habitats. Explores opportunities for similar efforts for grassland and oak woodland habitats.
- 4) Miscellaneous administrative: maintains mailing lists, supports fundraising activities, supports web site, serves as liaison on map production.