

# **Friends of the Rouge Board of Directors Meeting Minutes**

Virtual Meeting via Zoom March 9, 2022

## *MISSION OF FRIENDS OF THE ROUGE*

*To restore, protect, and enhance the Rouge River watershed through stewardship, education, and collaboration.*

## *VISION OF FRIENDS OF THE ROUGE*

*We envision a future where a clean and vibrant Rouge River is the center of our community. Individual and community actions protect and improve the health of the Rouge River, assuring that its natural, economic, and recreational value enhance the quality of life in the Rouge River ecosystem.*

### **I. Call to order**

Motion to called to order the regular meeting of the at 5:04 pm on March 9 via Virtual Zoom Meeting.

### **II. Roll call**

#### **Directors Present:**

Laura Wagner (LW), President  
Alice Bailey (AB), Vice President  
Sam Lulkin (SL), Treasurer  
Melissa Wydendorf (MW), Secretary  
Alicia Bradford (AB)  
Paul Draus (PD)  
Erma Leaphart (EL)  
Samraa Luqman (SAL)  
Mike McNulty (MM)  
Dave Norwood (DN)  
Brandy Siedlaczek (BS)  
Myra Tetteh (MT)  
Susan Thompson (ST)

#### **Staff Members Present:**

Marie McCormick (MMC), Executive Director  
Erin Cassady (EC), Education Manager  
Lara Edwards (LA), Development Director  
Herman Jenkins (HJ), Program Manager, Trails  
Karen Hannah (KH), Operations Manager

#### **Directors Excused:**

Jessica Anders (JA)

Approval of minutes from last meeting

Motion to approve by ST, second by EL- approved by all

Motion to approve minutes by EL, second by ST- approved by all

### **III. Presentations**

- a) **Training for Tabling Events-** presented by Erin Cassady and Lara Edwards
- b) **Staff Update on Trails-**presented by Herman Jenkins
- i) Kessey Fieldhouse Kayak Launch
  - (1) EZ Dock installation; more accessible/safer river access
  - (2) Green infrastructure elements
- ii) Belanger Park
  - (1) Design development phase
  - (2) Cove launch would settle strong current, allowing for easier kayak entrance
  - (3) Green infrastructure elements
- iii) Fort Street Bridge Park
  - (1) EZ Dock installation
  - (2) Phase 2:
    - (a) Tucking launch into cove concept
    - (b) Kayak lockers
- iv) Inkster Park Multipurpose Trailhead
  - (1) Universally accessible
  - (2) Bank stabilization
  - (3) Path and parking lot access
- v) Wayne County Parks Venoy Dorsey Park
  - (1) Wayne-Westland area

- (2) Book-end universal accessibility
- (3) Habitat restoration

c) **Executive committee:**

- i) Refer to Marie's highlights in packet

d) **Board Development Packet:**

- i) MM identified backgrounds for new Board member election
  - (1) For Treasurer role: HR, Accounting, Finance, Legal and Northern watershed representation
    - (a) Reaching out to colleagues and contacts as well as search firm
  - (2) Bill Hazel stepping down with official letter to Board President
    - (a) Not an immediate need to replace role-hopefully by end of year
  - (3) Sam Lulkin stepping down
    - (a) Sam suggests a Board member with experience in non-profit organizations as well as budgeting, especially as FOTR budget grows
    - (b) Karen Hanna suggests experience in HR
  - (4) MM will send out e-mail template for recruitment
  - (5) Jessica Anders suggested a Board candidate- serves on Skillman Foundation Youth Council

e) **Finance Committee/Treasurer:**

- (1) Marie notes: Treasurer does not need robust financial experience, accountant or CPA
- (2) Above targeted cash flow by \$11,000
- (3) Investments have made \$44,000 worth of gains as of November 2021
  - (a) Motion to approve financials DN, second by ST- motion approved
- (4) December/January Financials- motion to approve DN, second by AB

- (5) Q2 Budget Adjustment- motion to approve EL, second by DN-motion approved
  - (a) \$1M addition to revenue and expense related to Ralph C. Wilson grant
- (6) Letter of support to ARPA Funding-motion to approve MM, second by MT-motion approved
  - (a) Wayne County Economic Development requested a Board of Directors approval for four projects noted in letter of support
- (7) \$2.7M grant proposal to Ralph C. Wilson Foundation- motion to approve MT, second by EL-motion approved

#### **IV. New business**

- a) “Commitment to Equity in Access” statement- motion to adopt statement DN, second by EL
- i) Highlighted that FOTR makes the best decision; cannot meet FOTR mission without Social
- b) Best Friends of the Rouge nominations- motion to approve SL, second by MW-motion passes
- c) Review updates to Procurement Policy-motion to approve SL, second by SAL-abstained EL
- i) Attachments sent via e-mail to Board members
- ii) Purchase and blanket purchase orders are not used; wording removed in all categories
- iii) Processing of invoicing to ensure that staff complete check request form-important for auditing
- iv) Receipt procedure guideline-wording added
- v) Technology purchases need KH approval due to certain restrictions; Karen is working on technology policy
- d) Review updates to Employee Manual-motion to approve SAL, second by DN-motion approved
- i) Determined classification of hourly staff

- (1) Part time permanent staff who are on an hourly rate/20 hour a week/12 month out of the year vs part time seasonal staff; refer to report for details
- ii) Juneteenth now in employment manual as paid holiday
- iii) Review of holiday eligibility-refer to employment manual
- iv) Edits and clarification to health benefits
- e) Annual fundraiser-vote/consensus on name
- i) Bi-yearly land-based fundraiser that will encompass FOTR mission
- ii) Heart of the Rouge-motion to approve SAL, second by ST-motion approved

**Reminders:**

**Annual meeting via zoom- Wednesday, April 6 3-4:30**

**- Afterglow at Downy Brewing Co. at 6pm**

**Heart of the Rouge Annual Fundraiser at Phoenix Mill on August 11**

**Schedule meeting with Lara and Marie if you have not done so already**

**V. Adjournment**

Motion to adjourn meeting 6:08pm by DN, second by ET

Minutes submitted by: Melissa Wydendorf