

# Draft: Penn's Woods West Trout Unlimited

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## Board Meeting—May 6, 2021

### TU Mission: To conserve, protect and restore North America's Coldwater fisheries and their watersheds.

*Attendees: Ian, Bryan, Ed, Nora, Chuck, Jamie*

#### Topics (Meeting Opened 7:05 PM):

- 1) Welcome and call to order
- 2) Minutes approved; Ed proposed / Bryan seconded **<passed>**
- 3) Officers notes
  - a) In addition to those noted below, some additional discussion on the diversity initiative. Jodie and Nora have been actively involved with both Fish & Boat and PA Trout and are working to expand the initiative. Bryan has some interesting information to pass back on the 'business' of TU.
- 4) Old Business
  - a) Ad hoc Strategic Planning Committee. The committee has made several changes in line with the comments received at the last board meeting and in e-mails. Some discussion of an Education Chair though the Board agreed that down the road was preferable to an immediate decision. Would like feedback in the next two weeks and vote on it by e-mail at that time. Board agreed to send the revised draft out via e-mail, with a fortnight for comments then some time to rework (if needed). Ideally a vote by e-mail at the end of the month.
  - b) Membership packet for new members. Jamie is getting the word out wherever she can. A membership packet is the goal.
  - c) Citizen's Climate Change endorsement. Ian moved that we follow national TU's lead and endorse, Bryan seconded. **<passed>**
  - d) Related to CCC, Chuck thinks we need an advocacy committee. Bryan actually brought it up last week with PA Trout and SWPA will pilot an advocacy mechanism. Ed suggested asking for volunteers via our web site. TU national recommends such a committee and it fits in the strategic plan. Chuck moved that we create an advocacy committee/chair; Ed seconded. **<passed>**
    - i) Advocacy Chair's roles appended below. Note: this has the potential to be quite a demanding position from a time-commitment perspective.
  - e) SWPA chapter leaders' discussions. Chuck is in contact with the group and the goal is to encourage chapters' officers to reach out to their peers in other chapters whenever necessary.
  - f) Face-to-face in September. Bob Bukk is keeping tabs on this. We'll be in line with CDC and National TU directives. Odds look good for September.

- g) “Embrace a Stream” grant. Bryan is writing the grant.
  - h) Summer Board Retreat. Chuck will send out a calendar, though July looks probable (10<sup>th</sup> or 24<sup>th</sup> are likely the available dates).
- 5) New Business
- a) Bryan Mathie Spirit of TU Award – co-winner for 2021!!
  - b) Annual Report. Ed is completing the annual report. Ed is after some additional information on activities for conservation, youth education, community engagement activities by Sunday. Report is due 5/15. Chapter is in solid shape, especially considering the Covid-enforced lack of fundraising events such as Cabin Fever.
  - c) Policy on Grants and Contracts. There is a considerable amount of information we, as a chapter, need to understand before we can commit to large grants. Bryan has been in touch with National and has had some good feedback and they will connect Bryan to several resources. Bryan has also been in touch with WPA Conservancy and started discussions of how large grants might be administered. Spring Creek chapter uses a Conservancy as their large grant administrator for large grants. “Start small and grow”.
  - d) 2022 Cabin Fever report. In Conservation report. Bryan would like to build a project plan for this so we have a template for the future. He’d like some committees – advertising/marketing, etc. – and he’d like those chairs in place over the summer. Too big for one person.

Adjourned

**Meeting closed 8:05 PM**

**Important Dates:**

- 5/10/21 – **Chapter Zoom**, Greg Hoover, Methuselahs of the Insect World
- 9/18/21 – PA Trout Annual Membership Meeting

## Committee Reports

Penn's Woods West Chapter of Trout Unlimited

Officers and Committee Chair Reports

**For** April      Year: 2021

### Conservation Committee Chair: Bryan Mathie

1. Planned Culvert replacement and riparian buffer planting on a tributary of Little Sewickley has been delayed. The culvert replacement is contracted out and will happen in August but the riparian buffer work has been moved to spring 2022 due to Western PA Conservancy scheduling issues. More to come
2. Approved work on Buffalo Creek in collaboration with Arrowhead chapter is in the scheduling process now. Looks like August/September at this time. More details as the permit application is submitted
3. I have been reaching out to TU National and other chapters in PA that win a lot of grants and therefore have to administer them. I am gathering details, best practices and looking to schedule some group calls to discuss these issues. Several of the chapters use conservancy relationships to administer and remove the burden of keeping track of the grant. Often grants have administrative costs built into them. More as I am able to get a few more interviews done with chapters throughout PA
4. Working with Allegheny Cleanways and several local Watershed groups to schedule stream cleanups in the fall as COVID restrictions "should" be lifted to a great extent by that time. Most of the spring clean ups were limited attendance or kept within the watershed groups. As a chapter we were not meeting in person so it seemed a bad idea to schedule something like that at the time
5. Working with a few watershed associations to look for other stream conservation opportunities. Once my foot heals I will be able to explore some places, knock on doors and get permission to scout out some opportunities on some of our watersheds - targeting Little Sewickley and Little Pine Creek first

### Cabin Fever:

1. Contract for Doubletree in place. Deposit funds were rolled over from previous year. Date set for February 26-27th.
2. In discussion with hotel on having easy food/drink available to keep people at the event as opposed to having to leave. Putting tables/chairs up
3. Confirmed with Kelly Galloup that he was still committed for our show and we still have him
4. Looking for 2-3 additional topics for presentations - My ideas last year were to focus on the Driftless area and Muskie on the Fly. Open to other ideas/speakers - please let me know your thoughts now so we can get the agenda together and advertise
5. Featured tiers table somewhere? Just a thought
6. We will have at least 6 new booths available and could even expand outside the hall another 6-8 if we get enough vendors. Thoughts on expanding vendors - bringing in more spin fishing vendors this year?
7. Working with Bob Bukk to put together committees for Cabin Fever now so we can begin preparing and getting our ideas together. Most work doesn't need to begin until October 1st when we push the invitation out to vendors.

### PATU update:

1. Strategic Planning process yielding interesting discussions on what PA TU is supposed to do. Having interesting discussions with Greg Malaska and within PA TU about our mission. I feel the council needs to recommit to supporting the chapters and less about its own initiatives. Learning a lot as Regional VP and had really great conversation with Jeff Yates at National about volunteer efforts and what Councils should be doing to support chapters.
2. Letter to PFBC supporting catch and release only on Class A waters - Interesting wording coming from TU - "Focus on Native species first, wild trout second, angling opportunities through stocking third". What does the committee think about this. It is a clear departure from the past
3. Advocacy Pilot - Working with Jennifer Orr-Greene to structure an advocacy pilot in the SW region. Working on lines of communication, roles & Responsibilities of key members in the region and the infrastructure to activate all the members in response to key legislative and PFBC initiatives/topics in a timely manner. The goal is to show the efficacy of PA TU in activating its members and pilot a structure/mechanism we can learn from and roll out throughout the commonwealth

Women & Diversity Committee Chair: Nora Cline/Jodie Minor

We had a successful trip to Erie's Elk Creek on 4/17 even though this Spring's weather made things difficult because of some extreme temperature swings. A women's outing is planned on 5/15 at Deer Lakes and for which an invitation has been extended to the Fish & Boat 101 group. Depending on sign-ups, some additional help may be needed.

Membership Committee Chair: Jamie Schroder

Education Committee Chair: Ron Milavec

"Nothing new to report."

With the Covid restrictions lessening and vaccinations increasing, I think that we will be able to resume BarFlies come September, place and time TBD. Will talk to Nora about the place the girls hold their mtgs, It is brighter and more open than the Perrytown.

We will have a booth at the Allegheny Outdoors, Sport and Travel Show, Feb 18-20, 2022.

Program Committee Chair: Christian Shane

President: Chuck Buffington

Happy to see that we're close to having a Strategic Plan and an approach to implementing it. Thank you Jamie and Bryan. With Bryan's intention to get large grants, we'll need to have policies and procedures in place to handle the book-keeping, reports, compliance and legal issues involved in Grant Management. Plus contracts are a sticky wicket. Bob Bukk is working hard to see what it will take to get us face to face in September. Given the difficulty in getting stream projects done, It makes sense to me to focus on education and advocacy. Both chair positions are open currently.

Vice President: Bob Bukk

I would like to make a couple of proposals at this meeting:

- Pursue the possibility of having a membership meeting outdoors at a pavilion in North Park in September.
- Check with Christ Church at Grove Farm regarding resuming indoor meetings in the late fall.
- Would like to discuss with the Board setting up committees for Cabin Fever 2022 and soliciting volunteers from the membership
- I'm anticipating receiving an email from Mr. Barger regarding volunteer hours. If you haven't submitted yours yet for the last fiscal year (Physical year if you are from Pittsburgh, Bryan.) please send them along to me at your convenience.

Officer: Treasurer: Ed Barger

Treasurers report for April was sent to board members for review. Two new transactions - Payment of \$200 to Dave Rothrock (Salmo Trutta Enterprises) for speaking at April 2021 virtual meeting, and \$150 reimbursement to me for purchase of our annual supplemental accident insurance. We currently have \$49790.45 in our account.

I also have completed the Treasurer's portion of the annual report, and have requested board review, concurrence, and additional input for the sections that report volunteer hours and event activity. Please provide this information to me by Sunday, May 9, so I can complete the report by the due date of May 15. I also provided the link so board members can add their information directly to the report, if they wish. Our balance at the end of FY 2021 (March 31) was \$50764.45.

I also reviewed the draft policy on grant administration, and saw no issues.

Ex-officio: Dale Fogg

# Chapter Advocacy Chair

The Chapter Advocacy Chair performs a variety of tasks aimed at managing a committee of dedicated individuals to strategize, plan and implement effective mission related policy efforts in conjunction with staff and council leaders. The primary task of the chair is to organize the committee, communicate committee efforts to the board and council as well as facilitate a partnership with applicable Trout Unlimited (TU) staff.

The Chair will lead an organized and active team to implement year-round, mission related advocacy activities to support legislative priorities in alignment with TU staff. The chair must be aware of TU's (TU) mission, vision, research, [strategic plan](#) and [National Conservation Agenda](#) to help guide efforts.

The chair may also work to identify conservation issues in their chapter area with the council and TU staff in order to develop a plan of action. Actions may consist of letter to the editor campaigns, relationship building through site tours with key elected officials, facilitating phone trees to empower members to contact their elected representatives, promoting email action alerts, organizing election year candidate forums, organizing postcard writing events to key elected officials and more. Advocacy resources can be found in the [TU Tacklebox](#).

## Key Responsibilities

The chair must be a current TU member who will ensure that the following responsibilities are completed (personally or by delegation):

- Organize a committee to identify local conservation issues and to create an action plan in partnership with the council and staff
- Review the [TU Leadership Manual](#) to be aware of advocacy limitations as well as TU's mission, [strategic plan](#) and [National Conservation Agenda](#) to guide committee efforts.
- Plan and implement year-round, mission related advocacy activities to support local legislative priorities in alignment with the council and staff
- Attend meetings to stay abreast of advocacy issues
  - The chair may attend council and staff organized meetings in addition to meetings outside of TU
- Assist with committee recruitment, coordinate a welcoming orientation for new committee members and provide continued support for committee members
- Retain records of important committee efforts. These documents may include:
  - Committee roster
  - Training materials
  - Agendas and minutes
  - Position descriptions with task calendar
- Act as the communication conduit to keep the board, the council and staff abreast of upcoming activities

- May play a role in administration and updating of social media, website, newsletters, and other communications vehicles. These duties may also be assigned to a communications chair, webmaster, or other board position.

## **Elected By/ Reports To**

Board of Directors/Board Chairperson, TU Government Affairs staff

## **Term Length**

Per by-laws

## **Time Commitment**

Approximately 10 hours a month with a potential increase in hours during legislative session. Additional time required for committee work and other board commitments.

## **Budget Support**

Limited

## **Task Calendar**

January

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Review limitations to 501c3 status with committee members
- Communicate with the council and staff (prepare report for board review, attend board meeting, etc.)

February

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff
- Review position documents and update as needed (legacy documents)
- Provide committee content to Communications Committee

March-August

- Organize and schedule committee meetings to plan for upcoming legislative session
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff
- Collect and store legacy documents for committee members (online archive of minutes, position instructions, etc.)
- Encourage committee members to recruit potential committee members
- Provide committee content to Communications Committee

September

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff

#### October

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff
- Provide committee content to Communications Committee

#### November

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff
- Confirm committee volunteer hours with treasurer for Annual Financial Report
- Review position documents and update as needed (legacy documents)
- Collect and store legacy documents for committee members (online archive of minutes, position instructions, etc.)

#### December

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff