**Meeting Summary for the Meeting of the**

**Gulf of Maine Association**

Friday, September 6, 2013

1:00 PM – 2:00 PM EST

**Board Members in Attendance:** Lee Sochasky; Perry Haines; Kathleen Leyden; Don Hudson; Rene Pelletier; Ru Morrison; Bruce Carlisle; Priscilla Brooks

**Board Members not in Attendance:** none

**Official Observer not in Attendance:** Jennifer Anderson

**Others in Attendance:** Rebecca Newhall; William Whitman; Robert Capozi

**Contract Support:** Cindy Krum, Lori Hallett

1. **Welcome and Introductions by Cindy Krum**

Cindy welcomed the Gulf of Maine Association Board of Directors. All introductions were made.

**2. Consent Agenda (**June 13, 2013 Gulf of Maine Association (GOMA) Meeting Summary;

 Update on Environment Canada Climate Network funds and contracting)

Consent Agenda Approved.

Acceptance of the Consent Agenda was:

Moved-Lee Sochasky

Seconded-Priscilla Brooks

Approved - All (William Whitman abstaining)

1. **FY2013 Financial Report**

*Lori Hallett, GOMA Finance Manager*

Some points/highlights of the presentation include:

* The FY 2013 Budget vs Actual report included the Actual Results through June 30, 2013.
* The Actual year end results show that 79% of the total FY 2013 Budget was spent
* The Net Operating Shortage/loss for FY2013 is ($21,663)
* The Unrestricted Net Asset Balance at June 30, 2013 is $102,608. This amount is below the recommended level.
* The Indirect Rate calculates to 18% at June 30, 2013

1. **FY 2014 Operating Budget Presentation**

*Lori Hallett, GOMA Finance Manager*

Some points/highlights of the presentation include:

* The FY 2014 Operating budget was presented. The presented FY 2014 budget is essentially the same as the budget presented at the June 12, 2013 Association meeting except for the larger changes of:

The presented budget now includes $100,000 of Royal Bank of Canada Funding for the Restoration Program

NROC spending has increased substantially.

* The FY 2014 Budget presented at the June 12 Association meeting showed Operating Expenses of $1,802,126. The FY 2014 Budget now includes $2,217,917 of Operating Expenses.
* The FY 2014 Operating Budget now shows an Operating Surplus of $53,954 predicted for June 30, 2014.

Discussion included:

* + - * Don reminded everyone that it was requested at the June 12 Association meeting to present the FY 2014 Operating Budget once more in September to provide clarity along with June 30, 2013 actual results.
			* Cindy explained that since we have presented the FY 2014 Budget once again with clarification, the Association will not be doing “revised” budgets this year.
			* Lori explained that all expenses for all programs are very realistic based on the current available information. NROC amounts are estimated with current funding agreement end dates used as part of the estimate. Cindy has worked with John Weber and also provided support for the estimates.
			* Rebecca Newhall clarified that NROC funds that were not spent in FY2013 were included in the FY2014 Budget.
			* Bruce Carlisle commented that the NROC portion of the budget is substantial and can have an impact on the overall Association budget. He reminded the group that at the June 12 Association meeting he suggested reducing NROC estimates by 25% to help minimize the impact. He also commented that he feels the NROC budget is realistic as presented in the FY2014 budget with the information provided by Cindy and John Weber.
			* Cindy reminded the group that Management and Finance reviewed the presented FY2014 Operating Budget in detail on September 5, 2013 with no further recommendation or advice given.
			* Cindy reminded the group that any surplus resulting from the FY 2014 Operating Budget will be used to bring the Unrestricted Net Asset Balance back up to recommended levels. Any excess beyond that will need to be finalized, audited, and approved before any release of Unrestricted Net Assets for program use.

Acceptance of the FY 2013 Financial Report was:

Moved-Lee Sochasky

Seconded-Bruce Carlisle

Approved - All (William Whitman abstaining)

Acceptance of the FY 2014 Operating Budget with clarity provided was:

Moved-Lee Sochasky

SecondedRu Morrison

Approved - All (William Whitman abstaining)

1. **Fund Development “Next Steps”**

*Cindy Krum, GOMA Executive Director*

Some points/highlights of the presentation include:

* + - Don began the discussion and informed the group that the October work session was productive. He said that, although they didn’t solve every problem, they made great strides and worked to provide the next steps.
		- Don explained the opportunity to re-align work within the current staff to gain traction as we move forward.
		- Don explained the role of the Association is to be “in service” to the Council and that the job of the Association is to support the work of the Council. Don also explained there is no need to change the Board and that there are people serving on both the Board and the Gulf of Maine Council.
		- Don introduced the “Next Steps” document. He said that he didn’t want to sound frantic but really stressed the need to work judiciously as we move forward. He stressed the need to “post the job” as soon as possible for Fund Development efforts.
		- Don was encouraged by the work session as he watched the group come together. He recognized a lot of “horse power” among the group as Joan Leblanc has a strong interest in being point person for the Council and the Executive Director taking on more of a role with fund development.
		- Cindy highlighted the FY2015 conditions and the loss of the Restoration Partnership that has provided for great work for 12 years. The FY2015 budget for the Council is currently estimated at $265,000.
		- Cindy highlighted that there are long term needs and short term needs. She provided history that 95% of our past funding has been from Federal Sources. While we will continue to pursue federal sources , we will also look forward to:
1. Ecosystem designation in the US and similar designation in-Canada
2. Endowment funding -Mitigation Funding
3. Foundation Funds-Cultivation of contacts and proposal writing
* There is a vision for the Board to oversee Fund Development in a new capacity. Some reports will come to the Board. Would like to call upon the Board to assist if available. The Executive Committee will have oversight. Final Approval for the first two next steps outlined will be by the Executive Committee.
* Immediate needs include full proposals for 3 Letters of Interest being worked on to submit to NOAA Climate Program Office with answer expected in April/May 2014. There is a DFO proposal and anticipate another Royal bank of Canada proposal for Restoration.
* We have an investment in Juli Beth/Birchline LLC and all the work that has been done.
* It has already been decided that a Fund Developer is to be hired.
* The Next Steps document was created in coordination with the Secretariat. It will be presented again at M&F call on September 19th. If changes need to be made, a revised document will be sent to GOMA Board with the GOMA Board being recognized as “sub-set” of Councilors.
* The Next Steps will continue and is a work in Progress
* Current Contract with David Keeley ends September 30, 2013. He is working on Restoration efforts.
* Discussion was held to define Steps #2-fall grant writing needs and Step #i-RFQ for Fund Development
* Rob did not recommend separating the fund development work to several people. He felt that would not be good use of the $27,000 of funds available. Rob also commented that grant writing be included as an immediate need along with Fund development position and Endowment.
* Since the timeline is short, there will be no time to go back. Need to focus on “priority projects”
* Committee Members could also assist with the efforts
* It was recommended to “define the needs first” then find the people.
* Kathleen commented that there is “a lot of demand” for $27,000 and there will be “in-kind” effort too. Recommended that the “correct messaging” be used to attract/target the right audience.
* Don informed the group that the Next Steps document was not done in priority order and that some parts need to happen simultaneously. Important management of these efforts will be done by Joan and Cindy.
* Cindy referenced step one and explained that she would take more of a lead with coordinating fund development including having a contract management role.
* There was more discussion as Don recommended approval of Steps #1 and Step #2
* There was clarification that the steps include a process for additional feedback from Management and Finance with final decision from the GOMA Executive Committee. It was stated that the RFR for fund developer should take into consideration Rob’s comment. Don stated that the approval is for Steps #1 and Step #2 outlined in document, not an end product.

Acceptance of Steps 1 and 2 was:

Moved-Lee

Seconded-Rene

Approved - All (Bill abstaining)

Final comment from Don to keep everyone posted and informed. We don’t want to leave anyone out.

6. Meeting Adjourned 1:57 PM EST

Meeting Summary report prepared by Lori Hallett, Finance Manager, Edited by Cynthia Krum, Executive Director