



## BOD Meeting Agenda - Feb 15th, 2008

Attendees: Paul Summerfelt, David Huffman, Steve Gatewood, Shaula Hedwall

The BOD officially approved Steve Gatewood's appointment to the Board.

1. Review of Meeting Minutes: *Jul, Aug, Sept, Oct, Nov*: We did not approve the meeting notes for July, August, September, October, and November. These notes need to be approved at our next meeting.
2. Transition Updates:
  - a) Financial status: Roberta (last name?), our Accountant, joined us for the first portion of the meeting to go over changes that will occur after February 29, 2008, when we become a completely volunteer organization and no longer have paid staff. Roberta will continue to operate as usual and David will be her contact.
    - (1) *Current: Account & Cost-Share status*: We currently have \$7,796.73 in the bank plus \$85 in petty cash. Our liability insurance is due now (\$428.71). Paul will have Jo cut a check to pay the insurance since we will be keeping an office in this building.
    - (2) *Annual contributions (time-line & amount)*: We discussed asking Partner's to pay annual contributions of \$150 for the six months remaining in FY2008. Paul will draft a letter to go out with the official requests Robert will send in March. We need to get Roberta a current member list with mailing addresses.
  - b) Schedule:
    - (1) *Volunteer status - Letter to Jo*: We reviewed the draft letter of termination and suggested changes to Paul. He will finalize the letter today and get it to Jo as soon as possible.
    - (2) *Office*: Steve offered to let the GFFP use his office in order to keep the address and will have some room for equipment, files, etc.
    - (3) *Phone & Mail*: We will have Jo cancel the phone on February 29, 2008. Dave agreed to talk to her about the phone. Mail will continue to come to same address.
    - (4) *Equipment/supplies- Disposal & distribution*: We reviewed the equipment list and made decisions regarding what equipment will stay with Steve, what equipment will be offered to Partners to use, and what equipment will be disposed of or given to another non-profit group. Steve will ask Diablo Trust whether they would like to have the HP OfficeJet 7410 and the Ethernet networking router. We need to provide Roberta with an updated equipment list and create a memo to file on disposition status of equipment.



c) Agreements:

- (1) *Current*: We have four agreements that Steve is currently working on (2007 Annual Report; 2008 Contributions Request/Report to City, County, PFAC, and ERI; Lessons Learned Report; and, Economic Development).

We also need to revise/clarify the agreement with Roberta. Dave will talk to her about it.

Paul signed an agreement for SFA grant (\$105,000) for cost share treatments on private land.

- (2) *Potential*: a – CPA Services: Ongoing

b – General Admin Support: We will ask at PAB meeting whether there are any Partners that would like to take this on.

c – Cost-Share Admin: Paul will put document together that details how the BOD works with Flag Fire to implement the Cost-Share and Treatment programs.

d – City Well-field post-treatment monitoring: Shaula will send an email to Pat Hall and find out if she is interested in doing the post-treatment monitoring this year.

e – JFSP Roadtrip tour: Molly Hunter, NAU, will be conducting a tour to follow-up on her study May 5-6<sup>th</sup>. One day will be in Flagstaff and the second day at Grand Canyon NP. GFFP could be a co-host for the event. Molly is currently developing a list of invitees (policy makers, NGOs, etc.). There will be a field session that issues surrounding forest restoration would be discussed.

3. Outreach:

- (1) *State Forestry Division*: Kirk Rowdabaugh responded to our letter and is interested in meeting with the BOD. Paul will get back to him with dates (either the March or May PAB meeting dates).
- (2) *County-SEDI*: We have not heard from Carl Taylor yet regarding the letter we sent requesting a meeting.
- (3) *NAU – Joe Seidenberg: Program Coordinator, Community Outreach*: Joe is new to ERI. Dave will invite him to the next meeting.