



Saint Paul Audubon Society
Board of Director Meeting Minutes
March 4, 2024
Ramsey County Public Library

Call to Order

The monthly St. Paul Audubon Board of Directors meeting was held on Monday, March 4, 2024. Vice-President Kiki Sonnen called the meeting to order at 5:08 p.m. Those attending were Treasurer Jim Stout, Secretary Craig Cox, VP of Communications Martha Douglas, Neil Carlson, Monica Bryand, and Debbie Brown.

Recent Bird Sightings – Announcements

Board members shared their bird sightings.

Current Business

Approval of February 2024 Board Minutes

Martha moved to approve the minutes. Jim seconded the motion. The motion passed unanimously approval.

Treasurers Report

Jim provided the following update on our current assets:

US Bank Checking	\$20,229
US Bank Savings	\$3,009
US Bank Certificate	\$25,828
TruStone Certificate	\$32,996

Jim then walked the Board through the proposed draft budget for 2024/2025 (see Attachment 1). Jim noted that the proposed budget includes increased investment in partnership grants and internal SPA project support. He also noted that the storage locker needs consideration. A great deal of archival material needs to be sorted through to determine what should be retained. The Board discussed whether we should consider a paid technical consultant to help us with hybrid chapter meetings.

Monica moved approval of the draft budget. Martha seconded the motion. The motion was approved unanimously.

The draft budget will be posted on our website for comments and questions from Chapter members.

Phase 1 – Chapter Name Assessment

The Board reviewed the current plan for Phase 1, which considered a Chapter name change. Phase I is intended to build awareness and gather stakeholder input. The current schedule is to begin sending out the informational material in mid-April. Martha is preparing an FAQ to be included in the informational material.

The Board is exploring a way to provide stakeholders with an opportunity to respond directly to individual Board members and a way to implement a survey of stakeholders.

Martha moved that we accept the outline of the plan for launching the process of considering a name change as outlined in Greg's material. Neil seconded the motion. The motion was approved unanimously.

Committee Updates

Conservation Committee

Monica reported that the committee is connecting with the Great River Passage, developing plans for getting new community partners to support Pig's Eye Lake Park, and also developing plans for an Earth Day clean-up project.

Education Committee

Kiki reported that she is writing a piece about the education committee for the next Cardinal. She noted that an education committee is cited explicitly in our by-laws, that historically, the chapter found volunteers to go into classrooms, and that a new and revitalized education committee will help us pursue new opportunities.

Grants Committee

The Board considered a grant application and project proposal from the Friends of Maplewood Nature Center and Preserves. The \$1,964 grant will support the establishment and planting of native plants and for birds, and pollinators at two locations at the nature center. Neil moved approval of the application. Jim seconded the motion. The motion was approved unanimously.

The Board then considered a grant application from the MN SEED Project. The grant of \$2,000 is to support their ongoing efforts to educate people on how to collect, clean, save, swap, and grow native local plants from seed. The target audience for the proposed project is the Twin Cities, specifically residents of the Capitol Region Watershed District. It was noted that the applicant is operating under a fiscal agent, which raised concerns that we need to know more about this arrangement. Neil moved that we table the application and get more information. Monica seconded the motion. The motion was approved unanimously.

Nominating Committee

The election of Board members will be held at the May chapter meeting. The slate of candidates is needed for the April 20th edition of our news update. Solicitations for nominees will be in the next Cardinal.

The Board discussed the various expertise it would be good to find in new Board members,

including communications—especially social media—and finance and people with diverse perspectives and ages.

Monica offered to share a matrix the UBC uses to evaluate the demographics and expertise of their board and identify gaps that should be filled as new board members are nominated.

Communications

Consider a survey or other means to learn more about the demographics of our membership. Martha distributed a calendar of our regular communications for review by the Board. The Board discussed considering a survey or other means to learn more about the demographics of our membership. Monica volunteered to bring flashcards and copies of the house cat fact sheet for distribution at Warbler Weekend.

Motion to Adjourn

Neil moved to adjourn the meeting. Jim seconded the motion. The motion was approved unanimously.

Next Meeting

Monday, April 1, 2024: Roseville Library

ATTACHMENT 1

Proposed 24/25 Budget	23/24 Approved	23/24 YTD	24/25 Proposed	% of	
Revenues					
1 Dues from National	6,180	50	6,180	16.0%	\$6,182 NAS Payout Approved
2 Warbler Weekend	4,500		4,500	11.7%	Pass Through Revenue
3 Endowment	3,400		3,400	8.8%	
4 Landscape Revival Event	500	525	500	1.3%	Pass Through Revenue
7 Interest	700	1,897	2,000	5.2%	
Non-Donation Revenue	15,280	2,472	16,580	37.9%	
Member Donations					
8 Fund Drive	15,000	15,886	15,000	38.9%	
10 Other Donations	10,000	2,466	7,000	18.1%	GiveMN, Benevity
Donation Revenue	25,000	18,352	22,000	57.0%	
Total Revenues	40,280	20,824	38,580	100.0%	
EXPENSES					
Operating Expenses					
11 Self Storage	0	657	0	0.0%	Will find different storage options
12 Technology					
13 Technology SaaS Licenses	1,500	822	2,500	6.1%	MailChimp, Webhosting, Zoom, Hover, Acct.
14 Technology Professional Services	4,500	0	500	1.2%	Website - Content & small design changes
Misc Tech Consulting	300	0	0		Remove Line Item
16 Conservation Committee	300	0	300	0.7%	This is for operations only
17 Field Trip Committee	300	0	300	0.7%	This is for operations only
Bimoculars for FT Leaders	0	2,400	0		One Time Expense in 2023
19 Grants Committee	300	0	300	0.7%	This is for operations only
Education Committee		0	300	0.7%	New Committee Forming
Communications					
20 Graphic Design (Annual Report)	1,000	543	600	1.5%	
21 Printing (Annual Report)	3,000	4,322	4,500	10.9%	
22 Postage & Mailing (Annual Report)	1,500	744	750	1.8%	
23 Cardinal Newsletter Graphic Design	1,200	800	1,200	2.9%	
Board Development Activities/Welcoming Initiative			3,000	7.3%	Welcoming Initiative
26 Show and Program Materials	500	268	500	1.2%	
27 Insurance	315	315	315	0.8%	
Misc. and Contingency	200	0	0		Remove Line Item
Logo Clothing Purchase	200				Remove Line Item
31 Volunteer Recognition	500	0	200	0.5%	
32 Tax Forms, Attorn. Gen Rpt, Checks	50	175	200	0.5%	
33 PO flow	178	0	178	0.4%	
Operating Expenses Total	15,843	11,045	15,643	38.0%	
Program Investments/Expenses					
34 Landscape Revival	1,000	727	1,000	2.4%	
35 Butterfly Count	300	98	300	0.7%	
36 Warbler Weekend	3,800		4,500	10.9%	
37 Grants	15,000	2,880	5,000	12.1%	Small Grants
40 Urban Bird Collective	3,000		3,000	7.3%	Partnership Grant
FrogTown			2,000	4.9%	Partnership Grant
41 Other SPA Sponsored Programs	5,000		7,000	17.0%	Internal SPA Project Support
42 Chapter Meeting Space Rental	900	620	1,000	2.4%	
43 Chapter Meeting Honoraria	1,500	600	1,500	3.6%	
Chapter Meeting Hospitality	300	0	0		Remove Line Item
45 Memberships (MEP & MDU)	225	150	225	0.5%	
Program Expenses Total	31,025	5,075	25,525	62.0%	
Total Investments/Expenses	46,868	16,120	41,168	100.0%	
Year End Balance	(6,588)	4,704	(2,588)		
Assets					
46 US Bank Checking		13,471			
47 US Bank Savings		3,009			
48 Trustone CD		32,809			
US Bank Cert		25,828			
Total Assets		75,117			