

# **Minnesota Dragonfly Society**

## **Meeting Minutes**

November 15, 2018

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

Angela called to order the regular meeting of the Minnesota Dragonfly Society Board on November 15, 2018 at Delicata in Saint Paul, MN.

Meeting minutes collected by Secretary Mike Moen.

### **II. Roll call**

Angela Isackson  
Ami Thompson  
Mitch Haag  
Mike Moen  
Amy Jo Forslund  
Jeff Fischer  
John Arthur  
Cathy Perkins  
Crystal Boyd  
Leah Darst

### **III. Approval of minutes from last meeting**

The minutes from the board meeting on 10/18/18 were discussed.

J.A. motioned to accept the minutes, Perk seconded. Passed.

### **IV. Agenda Items**

#### **1.) Treasurer Report (Cathy Perkins, Treasurer)**

Current balance: \$10,456.10 (added as Appendix A to this document)

Grant reimbursements waiting; waiting on last check from MRCD

Taxes/Audit Review:

- Renewed state filing
- Need to contact tax professional as last year's grants were larger than previous years
- Perk to look at attending non-profit tax training

- Angela to look at organizing Audit Committee

J.A. motioned to accept the minutes, Ron seconded. Passed.

## **2.) Grant Updates**

- a. Wrap-up of Eco Footprint Grant
  - i. Crystal gave update and showed report, hard copies handed over to Angela for safe keeping and filing away
  - ii. Mitch gave quick review of scientific findings in report
  - iii. Board agreed to send signed thank you cards to MRCD
- b. Database Grant Update (Ami)
  - i. Moving forward with MHS (Minnesota Historical Society) grant
    1. There is a large sized video of the October training (need to find way to condense to share with others)
    2. Sarah is writing a handbook, and will be available after contract is finished
    3. Mike & Perk to work on purchasing some additional equipment (laptop, scanner, etc.) as part of the grant
- c. Specimen Storage project led by MDS Research Committee
  - i. Working with U of M insect collection personnel
  - ii. Found pinned specimen relaxing method using dish soap and water
    1. Will place bar code stickers on outside after unpinning
  - iii. Ralph will build wooden trays, then need boxes that go into the trays
  - iv. No specific timeline to do the re-curation of the entire collection

## **3.) MDS Annual Membership Meeting**

- a. Jeff Fisher to be committee lead
- b. Jan 26 at Warner Nature Center
- c. Need to get a “Save the Date” postcard and email flyer created and sent out
  - i. About 350 needed
  - ii. Angela to ask Nate ? to see if he would design something
- d. Amy Jo started a file in Google Docs with old info from previous meeting
- e. Amy Jo also started a slideshow file to show highlight photos of events
- f. Need to work with event committee on a summary of the surveys done in the year
- g. Silent Auction – no auction this year
- h. Have some craft tables
- i. Speakers
  - i. See if students would talk

- ii. Jason Haag wants to present the Red Lake Peatland SNA talk

#### **4.) Board Development/Strategic Planning**

- a. Elections at Annual Meeting, then BOD elects Officers
  - i. Have many expiring board members
  - ii. Angela will not be running for re-election as President
- b. Have sit downs with Angela and Ami for each board member to discuss roles now and in future
- c. Need to hire outside facilitator for Strategic Planning to get outside board members to avoid current member burnout
  - i. Angela will contact someone who could do this pro bono
  - ii. Crystal also has a retired State of MN planner contact that could possible help
  - iii. Discuss at the December board meeting

#### **5.) Committee Updates**

- a. Events:
  - i. Amy Jo passed out preliminary 2019 event calendar
    - 1. A number of known additions were discussed
  - ii. Talked about way to get feedback from organizations that we connect to and host events for, constructive and future ideas (Leah volunteered to work on a survey form)
  - iii. Also need to add events to the public Facebook page
- b. Education:
  - i. Tina and Marti are planning to meet soon
  - ii. Received feedback that laminated nymph cards are good
    - 1. Maybe try to create a match game for adults
  - iii. Leah will proceed with resin specimens for the kits
    - 1. She will need to buy a small amount of additional supplies
- c. Communication
  - i. Newsletter – next issue will be after the Annual Meeting

#### **V. Adjournment**

John A motioned to adjourn the meeting, Mike seconded. Passed.

Angela adjourned the meeting.

Minutes submitted by: Mike Moen

Minutes approved by: Angela Isackson

**Appendix A:**

**Treasurer Report by Cathy Perkins**

Date of report: November 1, 2018, updated 11/15/18 to provide up-to-date available balance

**Checking Statement**

Account balance \$19,724.00

Available balance \$10,456.10

Deposits since 10/1/2018 \$11,917.00 (\$442-10/19/18 & \$11,475-10/29/18)

Withdrawals since 10/1/2018 \$12.42 Credit card pymt 10/3/18

\$1,161.14 G&R Publishing (trays)

\$119.70 Credit card payment pd 11/3/18

\$4,965.00 Checks paid

1044 \$1000 Sarah Schmits

1049 \$2000 Sarah Schmits

1050 \$1965 Sarah Schmits

Pending transfers \$0.00 (Central Bill due 10/4/18)

Future transfers \$5,175.00 (checks yet to clear)

(check # 1045-Crystal \$850, 1046-Curt \$625, 1047-Mitch \$2500, 1048-KU Biodiversity \$1200)

**Central Bill Account Statement**

Total line of credit \$10,100.00

Available credit \$10,100.00

Statement balance due \$119.70 (Bill due 11/4/18, paid 11/3/18)

\$0.00 (Bill due 12/4/18)

**Credit Card Purchases**

\$35.22 (from 10/1/2018 through 10/31/2018)

\$5.52 – 10/18/18 USPS postage

\$27.03 – 10/19/18 Papa John's (Database Training session)