Announcement:
Meeting of the Willow Bend Environmental Education Center Board of Directors and Guests

September 9th, 2024
Willow Bend Center (703 E Sawmill Road, Flagstaff, AZ 86001)
4:30-6:30 pm

All supporting documents:
https://tinyurl.com/yc74du4j

4:30-4:45 **Welcomes, check in's**
- Meet new WB staff member Alex Babinski

4:45 PM: **Call Meeting to Order**
- Agenda review and refine (if needed)

4:50 PM: **Public Comments**

4:50 PM: **Review and approve August minutes**
08_12 Willow Bend Board Meeting NOTES.docx

4:55 PM: **Director Report/Financials**
- Approve 2023 Tax Return Document (990) 2023 Tax Return Documents (Willow Bend Environmen).pdf
- Monthly Financial Reports sent ahead, please ask any clarifying questions

5:00 PM: **Program Report/Updates/Upcoming Board Needs**
- Sent ahead, please ask any clarifying questions
- Finalize Updated Building Rental Costs
    - Proposal to Raise Willow Bend Building Rental Rates

5:05PM **Upcoming Board Needs**

5:10 PM: **Strategic Planning Work Session**
- Review Past Strategic Plan Goals Doc
- Mission/Vision Discussion
- Goal setting Discussion

6:15 PM **Additional agenda items**
- Emeritus Status for Neil W.
- Future board meetings: reschedule

6:30 PM **Next steps, Vote to Adjourn**

9/9/24 Notes:

Attendance:

- Staff
  - Melissa
  - Ash
  - Alex
- CNRCD
  - Benny
  - Jim
- Board
  - Andi
  - Jana
  - Tabi
  - Grant
  - Ariel
  - Eric
  - Michelle

4:50 PM: Call Meeting to Order

- Agenda update – add Executive Director process
- No Public in attendance
- Review and approve August minutes
  - Comments – Tabi had a revision – add motion on President nomination, corrected
  - Motion to approve minutes – Ariel
  - Second – Michelle
  - Approved
- Director Report/Financials
    - Approve 2023 Tax Return Document
      - Motion to approve – Ariel
      - Second – Michelle
      - Approved
    - Program Report/Updates/Upcoming Board Needs
    - Sent ahead, please ask any clarifying questions
        - Reference report – detail around the AgWest Rural Community Grant, Benny Aja needs to be referenced as sponsor
        - Tabi to follow up on grant application
        - Melissa to send building inspection report
        - Annual report sent
        - Email updates with Moran's departure. Change to admin@willowbendcenter.org
      - Programs
        - FJA K-3 Waste Reduction Program
        - Community Programs
          - Mushroom Workshop sold out
          - Science Saturday partnership with Waste & Recycling

        - Idea from Andi – incentive program for regular families to bring a friend
        - John's Downtown Tour coming to an end
    - Finalize Updated Building Rental Costs
        - Vote to change rental fee – proposal reviewed
        - Revised to reflect sliding scale for non-profit/educational discount
        - Question about including damage deposit or add language to rental agreement to include damages
        - Motion to approve proposal as revised – Eric
        - Second – Jana
        - Approved

- Upcoming Board Needs
    - Executive Director hiring process update
    - Panel met with Pats Shriver on 9/9/24
    - On schedule as previously discussed
    - Formulating questions and interview approach
- Other upcoming Board Needs
    - John downtown tour – Sunday 10:30 – 11:30 Grant volunteered
    - Little Spring hike – Board can attend if desired
    - Science in the Park
        - Confirmed volunteers – Andi and Ariel with Ash
    - Oct 5 Science Saturday 9:30 – 11:30 Gardening/Ag- potentially CNRCD materials
- Emeritus Status for Neil W.
    - Discussion around details of meaning. Next meeting Melissa will present materials and Board will vote.
- Future board meetings: reschedule
    - October 7 4:30
    - November 18 4:30
        - Financials will be available

- **Strategic Planning Work Session**
    - Review Past Strategic Plan Goals Doc
    - Mission/Vision Discussion
    - Goal setting Discussion

6:30 PM **Next steps, Vote to Adjourn**

Next meeting agenda items
- Community survey
- Values