



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