

EMTI MINUTES - January 13, 2014 - Focus on Assessing our Organization

Present: Sandy Woodbeck, Virginia Farley, Richard Brock, David Webb, Mary Stone, Nona Estrin, Sue Chickering

November 11th, 2013 Minutes approved unanimously.

LATE BREAKING NEWS!

Richard has a new grant application for up to \$2500 to use for Mallory Brook and connecting trails to work on continuing our loop. He needs a picture and Mary will get it to him to use. Estimation of length of our current trails is about 12 miles. The deadline for applications is January 27th, 2014. The fact that we connect to a populated area, ie. Montpelier is in our favor.

Assessing your organization - Part one:

This process was developed by the National Land Trust Alliance to create standards for best practices for organizations similar to our EMTI and/or our Conservation Fund Advisory committee. The main reason this process will be helpful for us is so that we can possibly break into two groups, one to do trail maintenance, and another to focus on the oversight of our processes. Another reason is that it will be helpful for us to look at our organization and set priorities as to how to proceed whether we are two groups or one.

Standard #1- Mission

A. Mission statement: Does our mission statement need to be reviewed?

YES

B. Planning and evaluation: Do we need to review our planning and evaluation process to make sure that we are in line with our mission statement and the goals/actions we have set? YES

C. Outreach: Do we need to improve our communication of our mission and goals to important parties that are affected by these? In the past we have done this through the Signpost on a regular basis. This would include looking at our current website and our Facebook page. YES

D. Ethics: Do we uphold high standards of ethics? Do we make sure that we are not allowing there to be conflicts of interest that would be unethical if these were not addressed? Do we need to take a look at this issue? This can be addressed when we look at our Conflict of Interest procedures. NO

Standard #2 - Compliance with Laws

A. Has the organization filed our 990? This is the non-profit status that we need to file every year. We have done this and continue to do this. We are compliant with this so no need to address this. NO

B. Bylaws - Do our bylaws need to be reviewed and updated? Incorporated in 1994, revised in April 2003. This is supposed to be done at least every two years. Do we follow state non-profit reporting requirements and have our certificate of good standing? We have our original certificate of incorporation - these need review to be sure.

YES

C. Tax Exemption - Our 501C3 is current as long as we continue to do our 990 tax statements, including the fact that we cannot do anything that benefits an individual outside of our organizational goals and mission.

NO

D. Records Policy - Do we need a records policy to address all the stuff we keep track of? YES

E. Public policy

N/A

Standard #3 - Board Accountability

A. Board Responsibility -

NO

B. Board Composition - Do we have a broad representation of members, including community members who would have a vested interest in being able to use these trails?

YES

C. Board Governance - Do we need job descriptions? No, but we do need to put together packets for new members. We do have regular meetings. We don't have term limits, but we need to look at this.

YES

D. Preventing minority rule - Do we have to worry about this happening? we should look at this to make sure that we do have a quorum in making decisions

YES

E. Delegation of Decision-making Authority - let's talk about this, to prevent burnout, etc. YES

F. Board approval of Land transaction - we only own one property on Route 14 (shared with the Gully Jumpers) We need to find out a little bit more about what our role is regarding the easements that the Land trust and the Trust for Public Lands> sandy is

pretty sure that EMTI does not have any easements. We assume we are not co-holders of any property.

YES

We have finished going through 11 out of 44 pages, so we are 1/4 of the way through this process. Our next meeting is scheduled for Tuesday, February 18th at Richard Brock's office at 4 State Street from 5:30 - 7:00.