

# September 2015 – Special Board Meeting

Wednesday, September 9, 2015 7:00 PM

## **Attendees:**

Dave Swope, President  
Dean Stum, Vice President  
Amy Stum, Secretary  
Joe Whitmore, Board Member  
Richard Lewis, Board Member  
Jetsy Murray, Board Member  
John Leonard, Southcentral Regional Vice President of PA Council  
Andy Murray, Chapter Member  
Ed McGlaughlin, Chapter Member  
Adam McClain, Chapter Member/Conservation District

## **Not Present:**

Becky Plesic  
Gary Toner  
Terry Sipe

Special Meeting was called by President Dave Swope to discuss plans for the Conewago Creek and establish a Chapter Policy for stream repairs and restoration projects. Meeting opened with prayer at 7 pm by Dave Swope.

## **Topics:**

Chapter Insurance Policy – Recommendation by John Leonard to increase chapter's current liability insurance coverage from \$25K to \$50K. Following discussion, motion by Richard Lewis to increase coverage, 2<sup>nd</sup> by Dean Stum. Passed. Becky will need to address as part of annual renewal, which will be due in Oct/Nov timeframe.

Chapter Incorporation – Recommendation by John Leonard for Chapter to consider incorporation. Following discussion, all present agreed to move forward with next steps. John will assist Dave with finding pro bono legal counsel to represent the Chapter and begin incorporation steps. Dave to provide update to Board.

Chapter ByLaws – Based on intention to incorporate, chapter bylaws will require updates. Recommendation made to review current bylaws and bring proposed changes to November Board Meeting for discussion/review. Changes will be presented to membership in early 2016 for adoption and published in the newsletter/on the website.

Restoration Repair Project Map – Overlay map in upper stream section was reviewed, identifying 6 mounds needing repair. Following discussion, Dave will proceed with contacting Terry Shank to schedule additional workday(s) in 2015. The goal is to complete as much work as possible under the existing permits; beginning in 2016, all work (new or repair) will require new permit application submissions and approvals (\$50 per permit fee).

Restoration Plans for Conewago Creek – Reviewed 2014-2015 history for Conewago Creek stream walks and workday projects.

Stream Restoration Policy – Dave presented a draft policy to the Board for review and discussion. Minor modifications suggested to include volunteers should wear appropriate personal protection equipment

(PPE) and grammatical/formatting corrections. Following full discussion, motion by Richard Lewis to adopt the stream restoration policy with changes, 2<sup>nd</sup> by Jetsy Murray. Passed. Following documentation update, the policy will be published in the monthly newsletter and on the ACTU website to notify Chapter Members and the public at large.

Additional topics:

Amy presented to the Board 2 individuals who are interested in coordinator roles: Catherine Wallen for the PR Coordinator and Hank Rajotte for Youth Coordinator. The Board gave permission for Amy to begin working with Catherine & Hank to develop some high level proposals and plans to be presented at the November Board Meeting.

Additional Coordinator Roles: In addition to the Family Coordinator currently being advertised in the chapter newsletter, Amy will draft ads for a Stream Coordinator and a Fundraising Coordinator.

Monthly Meetings – discussed the need to separate chapter ‘business’ discussions from the monthly meeting and focus on more educational aspects. Ideas discussed included modifying the current monthly meetings to be open Board meetings (can be attended by any chapter member) and move to hold 4-6 annual educational meetings focused with brief (10-15 min) chapter updates. Discussion was tabled for attendees to consider options and will be discussed at the November board meeting.

Meeting was adjourned at 8:40 pm – motion by Richard Lewis; 2<sup>nd</sup> by Amy Stum.

## **Adams County Trout Unlimited - Chapter 323 Stream Restoration Policy**

The mission of Adams County Trout Unlimited is to conserve, protect, enhance, and restore Adams County's coldwater fisheries and watersheds. The purpose of this stream restoration policy is to provide the Chapter Membership with consistent guidelines on accomplishing stream restorations.

All Chapter restorations and repairs will be conducted under the direction of the Chapter's Stream Coordinator. The Stream Coordinator is appointed to this position by a majority vote of the ACTU Board.

The duties of the Stream Coordinator include (and are not limited to):

- Identifying and prioritizing stream areas that need initial restoration or need previously established restoration structures repaired
- Designing or having structures designed that will best restore stream areas or that will repair existing deteriorated stream improvement structures that need restoration
- Completing a detailed list of the materials, equipment, and manpower as well as the costs needed for the restoration or repair
- Presenting the ACTU Board (for approval and budgeting) with detailed restoration or repair project plans, including structure designs and estimated costs
- Obtaining all necessary federal permits, commonwealth permits and landowner's written permissions necessary for the approved project
- Acquiring/purchasing and scheduling the delivery of materials, tools, power equipment, and manpower to complete a restoration or repair project
- Assuring all individuals working on the project have registered on the daily ACTU sign-in sheet before beginning their work and assuring that all project volunteers wear applicable Personal Protective Equipment (PPE) and comply with all applicable safety regulations.
- Providing the Chapter's Treasurer with all of the project's receipts/invoices for prompt payment
- Reporting back to the ACTU Board when the project has been completed
- Monitoring past projects over time to verify the restoration or repair was successful

The Stream Coordinator shall be onsite daily to supervise, manage, and coordinate all work projects. No work is to be undertaken by a member without the Stream Coordinator or his/her designate present. The designate must be or be approved by an ACTU Board officer. The designate must also follow the Chapter's Restoration Policy and Guidelines.

Independent stream restoration work completed by an individual or individuals outside of the Chapter's Restoration Policy is not authorized by the Chapter, will not be reimbursed, and will not be recognized by the Chapter. Individuals conducting stream improvement/restoration work outside of the Chapter's Restoration Policy are personally liable for all injuries, damages, penalties, etc. imposed by any individual, government agency or landowners for their work.

*Approved by the Adams County Trout Unlimited - Chapter 323 - Board of Trustees on September 9, 2015*