

**PENNSYLVANIA NATURAL DIVERSITY CONSERVATION PARTNERSHIP**  
**Interim Executive Board Meeting**  
**9 March 2000**  
**Harrisburg, PA**

**Attendees:** Joe Barnard, Jim Brett, Tom Buzby, Joan Clippinger, Michelle Cohen, Cindy Dunn, Frank Felbaum, Tom Ford, Ron Freed, Bob Hill, K.C. Kim, Blaine Puller, Ron Ramsey, Sue Thompson, Richard Whiteford, and Wilbur Wolf.

The meeting was called to order by Interim Executive Director Sue Thompson. Ron Freed volunteered to be recording secretary for this meeting.

**Communications** - Jim Brett reported that in a recent conversation with Governor Tom Ridge, the possibility of an executive order related to this partnership was discussed. Jim asked for some talking points to include in a letter to the Governor. Sue Thompson and Richard Whiteford will submit a draft to Jim by March 13. A separate letter being drafted by Caren Glotfelty will be sent to the agency heads who hosted the formation of the Partnership (Oliver, Ross, Colangelo and Brett). It was agreed that all communications between task forces and the Executive Board will funnel through the Interim Executive Director.

**Partnership Name** – The group discussed and approved a motion (Felbaum, second by Barnard) to accept Pennsylvania Natural Diversity Conservation Partnership as our official name.

**Interim Location** – After discussion, the group approved a motion (Kim, second by Wolf) for Sue Thompson to pursue a location in Pittsburgh to serve as temporary headquarters (mailing address, phone, fax, files, etc.) at no expense to the Partnership.

**Executive Board Meetings** – Discussion was held on frequency and location for future Executive Board meetings. Consensus is to determine meeting frequency as needed, deciding at the end of each meeting depending on tasks pending. Location will be mainly Harrisburg, with meetings scheduled in conjunction with the DCNR Advisory Council meetings, but some meetings will be held at other central locations such as State College. Each Board member may have an alternate to attend meetings. This must be a designated individual who is informed on the issues.

Quorum will be a simple majority of the total board membership (now 11 out of 21). If there is not a quorum at a meeting, discussion will take place and notational votes may be taken, but official voting must take place through follow-up e-mail or telephone. With pre-distributed agendas, RSVPs, designated alternates, and optional conference call participation, quorums should not be a problem.

Tom Ford suggested addition of sportsmen representation on the Board. Consensus is for the Board to consider this along with several other suggested additions.

Charges to the Executive Board - The group discussed and developed the following list of tasks:

- Determine composition of the Board (Organization Team)
- Create and adopt bylaws (Organization Team)
- File for incorporation, 501(c)(3), charitable organization status (Organization Team)
- Develop budget for administration of the Executive Board (Sue Thompson)
- Apply for grant funding (Funding Task Force)
- Approve the mission statement (Board - Completed)
- Ensure a task force process is in place (Joan Clippinger)
- Establish public identity (PR Task Force)
- Organize annual meetings (Annual Meeting Team)

**Funding** – Frank Felbaum reported on funding possibilities. We need to be incorporated before applying for planning grant money from Growing Greener. The Wild Resource Conservation Fund (WRCF) may provide \$20,000 through the PA Biological Survey. A meeting will be held March 22 to approve WRCF grants. Sue Thompson stated that there are possible funds through Heinz Foundation and the Funding Task Force needs to pursue an application soon. The concept of an "Honorary Board" or "Friends" group was discussed, and will be taken to the Funding Task Force, which will look into funding for both the Partnership administration and for natural diversity projects.

**Outreach** – Discussion was held about outreach to the general public. The group discussed a press release to announce the formation of the Partnership, and it was decided that the PR Task Force should have a press release ready for March 22, when potential funding may be announced. However, timing will depend on the potential publicity associated with a Governor's executive order. Richard Whiteford proposed that the Partnership give a recognition award to an environmentally-friendly developer. This will be turned over to the PR Task Force for consideration. Richard also shared a draft informational brochure, which the PR Task Force will finalize.

**Task Forces** – Discussion was held on the need for standard principles of operation for the task forces. Joan Clippinger offered to share a standard form for task force reporting, and will work with Cindy Dunn and K.C. Kim to finalize. Cindy will also review the principles of operation that were used by the 21st Century Commission and those used by Audubon and Proctor & Gamble in a joint project. Each task force will have a primary person to report on activities at the Board meetings:

- Education - Joan Clippinger
- Science - Michelle Cohen
- Funding - Tom Ford
- Policy - Ron Ramsey
- Information - Joe Barnard
- Stewardship - Blaine Puller
- Public Relations - Richard Whiteford

**Incorporation** – We need organization structure, administrative officers, and bylaws before pursuing incorporation. A team including Sue Thompson, Ron Ramsey, K.C. Kim, and Frank Felbaum will pursue this.

**Mission Statement** – After discussion, a motion was approved (Dunn, second by Whiteford) for a final version of the mission, consisting of a one-sentence mission statement along with major strategies.

**Annual Meeting** – Discussion was held about various options for annual meetings. The group discussed two formats - meeting of the Partnership and a conference. The meetings could include opportunities for task forces to intermingle, some kind of activities (tour, BioBlitz), release of a Natural Diversity Report Card, educational seminars, and general public outreach. Main purposes would be to conduct business/social meetings, information sharing and updates, and feedback on activities. A team including Sue Thompson, Blaine Puller, Richard Whiteford, Joan Clippinger, and Joe Barnard will pursue the annual meetings.

Next Executive Board meeting - scheduled for May 25. The agenda will include review of draft bylaws, composition of the Board, funding progress, proposed 2001 budget, annual meeting proposal, and task force reports.