

Friends of Casco Bay Board Meeting
Board Meeting Minutes
Tuesday, September 18, 2018
Gulf of Maine Research Institute, Commercial Street, Portland

Present: Malcom Poole, President, Bud Higgins, Pat Ianni, Sandy Marsters, Althea Bennett McGirr, Seb Milardo, Joan Benoit Samuelson, Ann Thayer, and Jack Thomas

Staff: Mary Cerullo, Mike Doan, Will Everitt, Ivy Frignoca, Sarah Lyman, Cathy Ramsdell

Welcome – Malcolm Poole, President

Malcolm welcomed Board members after the summer break. Malcolm met individually with most Board members during the summer, saying that those conversations provided insights into how to nurture the organization going forward. After, he asked everyone to share a highlight of their summer.

A Minute for the Bay

Joanie commented that pogies were roiling the water this morning.

Changes in the Water Quality Monitoring Program

Althea had a long discussion about changes to the Water Quality Monitoring Program with a longtime volunteer. He said, “You are putting us out to pasture. Volunteers have been the core of the organization.” Althea asked him to do Color by Numbers with her and to just talk. The core of the issue was that volunteers have had comradery among themselves and with staff. Questions included, “How will we see data? What is the science? How will we get together? How will we share the data?”

After spending time talking with him, Althea reported that this volunteer now says, “I love Water Reporter. I can see what you and all are doing. Next thing I want is to see the data.”

Cathy and staff reported some results of Water Reporter to date:

- Angie Brewer, Marine Biologist at DEP, sampled algae when we had posted an image of a large bloom. Ivy and Mike also try to visit reported locations.
- Pam Parker, in charge of DEP’s Pumpout program and vessel sewage prevention, received our Water Reporter photos of fish scales in Portland Harbor and took action against the ship owner responsible for dumping fish waste.
- Dead seal sightings are reported to Marine Mammals of Maine, with time and location.

Minutes and other consent agenda reports in the Board Package: *Action Item*: Accepted

Board Discussion – Malcolm Poole, President

Malcolm passed out Strategic Plan cards—a primer of our future plans. Malcolm hopes that we can devote 15-20 minutes at every meeting to a topic that came up during the Strategic Planning process, such as, Board member roles in making new introductions, connections, and members for the organization.

A productive discussion followed on “Who do I know who might be useful to the organization and how do Board members interest them in Friends of Casco Bay?”

Bud said he invited a new neighbor who is retired from the Coast Guard, to join him on a beach cleanup, where they learned about each other and discovered connections. Bud expressed that he was unsure how best to approach people he knew to bring them closer to the organization.

After she joined the Board, Ann sent letters to neighbors saying why she had joined Friends of Casco Bay. Now whenever there is an issue about the Bay, her neighbors contact her. Ann also sends gift memberships to friends.

Jack engages potential members through the Harraseeket Yacht Club. If you think that someone should be considered as a potential Board member, he recommends, first get them excited about Friends of Casco Bay, and then arrange for them to meet Cathy and Malcolm. Will does his presentation about "Circle of Friends," so bring your circles closer and maybe they will show the passion.

Althea: Color by Numbers and Water Reporter are great ways to get folks involved.

Joanie: Many Bay residents on the Freeport peninsula are only here for a month or two. How do you make people accountable for the health of the Bay? Cathy: keep those names for a possible house party.

Malcom: Find someone to button hole. "Do you know about Friends of Casco Bay? Here's the website." Get to know us and join.

Homework: Conflict of Interest policy and related form to process.

Please return by next meeting.

Community Engagement Committee report – Sandy Marsters, Committee Chair

New time for CEC meetings—First Monday of the month, 5-6:30PM, small conference room of GMRI.

Joining this committee provides a great opportunity into get details on items, so of which will come up at the Board meetings. Many issues are vetted at the Community Engagement Committee first, so you can share points of view and have an influence early on.

Color by Numbers— Sarah reported 643 measurements by 62 active volunteers, which is about the same as last year's number of active Citizen Steward Water Quality Monitors. *Color by Numbers* is in the pilot phase. We will evaluate the project this fall. We will analyze what are we getting out of it, in partnership with Nick Record at Bigelow Lab.

Film Festival – There are fewer than 150 tickets left, 6 weeks out. We need raffle items. Sandy recommended using the poster and postcards as icebreakers to ask businesses for raffle donations. We would like to have the items in hand by October 24. Sandy circulated a form for Board sign-ups to volunteer at the event.

Gift Acceptance Policy – Please review for consideration at October meeting.

Fundraising Metrics – Will Everitt, Communications and Development Director

Will gave an overview of the very diverse revenue stream we have. His presentation focused on the importance of households and individual giving.

Friends of Casco Bay's revenue trends from FY08 to present:

- Government grants and contracts have been decreasing
- Foundation grants income is erratic, very up and down. One of our biggest spikes was from \$100K from Jane's Trust. The funding for large grants such as this from Jane's Trust, is often spread over two fiscal years.
- Biggest change in income stream has been in individual giving. In FY 08 there were 600 households; that figure has doubled over ten years: 1236 households in FY17, 1283 in FY18.

Annual Fund appeal is sent out twice a year, in addition to the annual membership. The Annual Fund is a good way to bring back lapsed members and add new members. Letters are signed by the Executive Director with a handwritten note by a Board member. Average gift from Annual Appeal is \$125. The average amount individual households donate to us over the course of the year is \$250. Thank you all for signing Annual Fund letters. Many board members also sign renewal letters for us. We need more board members to help with signing membership renewal letters.

Will sees many opportunities for growth:

- Opportunity to increase individual giving
- New tax law encourages bundling of gifts. We have seen more charitable gift funds and donor-advised funds
- Growth in family foundations
- Corporate Giving (with caveats) 5-8% of funding is through corporate giving. What companies should we look to for donations? Often corporate donations are given through enlightened self-interest (for example, an outdoor clothing company funding organizations that get people outdoors). Other times, corporate gifts are given with an expectation of quid pro quo—using our logo or brand to make their image look better or to gain access to information about our donors.

Developing our Fundraising Campaign to support our science efforts

Our Strategic Plan calls for us to “identify goals and execute a fundraising campaign to support our science efforts.” At the meeting, there was not enough time for a discussion about launching a fundraising campaign to support our science efforts in tracking a changing Casco Bay through a network of continuous monitoring stations, engaging the public in understanding what changes may mean for us and our community, and for moving protective policies forward. This conversation and the campaign resolution were tabled.

Action Item: Campaign Resolution

Motion made and accepted: Table discussion and continue next month

Baykeeper Report – Integrated Planning in Portland – Ivy Frignoca, Casco Baykeeper

Ivy discussed aspects of our work pushing the City of Portland to remediate its sewage and stormwater systems to reduce pollution into the Bay. Both Ivy and Cathy serve on stakeholder task forces. The City has begun the process of combining its stormwater and sewer permits into one integrated plan. This will help the City re-set out its priorities, including making improvements in water quality a top priority, and will help allocate money to do so more effectively. At the same time, the City does not get to skip anything they are required to do to meet Clean Water Act compliance requirements. Under integrated planning, the city can move toward more effective solutions earlier.

Executive Director Update – Cathy Ramsdell, Executive Director

Office space search—Malcolm and Cathy have started looking at new office space. Any move would double or triple our current rent. Let us know about any available property with 3500 sq. ft. and plenty of parking. Cathy will talk with the new SMCC president about our future on campus.

Event planning for next year – We may host 3 Casco Bay Matters events: short lectures on news you can use about the Bay. These would be a good way to engage both the public and our former Water Quality Monitors, who want more education and exposure to our work.

Legal intern—Ivy has a year-long legal intern from Maine School of Law. Will Sedlack will look at air emissions from ships, model fertilizer ordinances around the Bay, and other issues.

Oil spill preparedness—Cathy and some of our key volunteers will attend an oiled wildlife rehabilitation certification training by out of state consultants working with DEP.

Gubernatorial debate cancelled—Cathy has served for many months on Maine Association of Nonprofits (MANP) Advocacy Committee, as well as a subcommittee to organize a Gubernatorial Forum on Nonprofits and Philanthropy. The event was cancelled, as organizers could not get Shawn Moody to commit, so Janet Mills pulled out—a sign of the dynamics of politics. MANP will seek to insert the questions that were prepared into other debates, and to post webinars where candidates answer the questions the committee created.

Wrap Up

Meeting adjourned at 7:15.

Friends of Casco Bay Community Engagement Committee Meeting Minutes

Monday, October 1, 5-6:30 PM
GMRI, second floor conference room, Portland, ME

In attendance--Board: Sandy Marsters (Chair of Committee), Malcolm Poole, Jack Thomas, Seb Milardo Staff: Cathy Ramsdell, Mary Cerullo, Will Everitt, Sarah Lyman

Film Festival (Saturday, November 3)

Sponsorships raised through this year's event are now \$12,300. We have sold lots of tickets, only 70 left. [Update: We have since sold out.] We are netting about \$1 more per ticket due to the fact that we are selling the tickets through our website, and database, rather than Brown Paper Tickets. We also know we will be able to resell some tickets, increasing the ticket sales. Folks who purchase and then end up not being able to attend, give their tickets back and we sell them at the door for \$35, \$5 more than advance sales. So if you get asked about tickets, let folks know that they should be able to buy them at the door the day of the event. Doors open at 3 p.m.

Raffle items needed in hand by Wednesday, October 24

The raffle is an important part of the Film Festival--and having items in hand by 10/24 allows us to process, group, and prepare the materials. Need ideas? Think about anywhere you go regularly, whether that is Ricetta's, or a bookstore, or Casco Bay Lines, or a farm you frequent. Last year Lori secured a lovely basket of fresh vegetables from her favorite farm. It is nice to have an array of things that we then assemble into grouped packages.

Community events debrief

Coastal Cleanup at Bug Light Park, Sept. 15

At this International Coastal Cleanup Day event, we had seven Volunteers who picked up almost 1,000 cigarette butts and lots of other very small pieces of trash. Sandy was a great ambassador, inviting two folks to become members, and Sarah connected with a new corporate volunteer partner.

Take Action Portland & Color by Numbers, Sept. 23

Five Volunteers from Take Action Portland joined us for our first group Color by Numbers training. We met at Becky's upstairs room, introduced Friends of Casco Bay generally, then introduced Color by Numbers, and then registered folks to participate. As a group we then collected measurements in the field. It is hoped the folks participating will then measure in October independently.

South Portland Organic Field Day, Sept. 29

This event was put together by the City of South Portland with a large gift of support from Stonyfield Farm through their [StonyFIELDS campaign](#). Mary Cerullo and Pat Ianni covered this event. Other participants included Cumberland County Master Gardeners and tons of landscapers, there to show attendees their organic methods. Event planning was done primarily by Jesse O'Brien, a local landscaper who serves on South Portland's Pest Management Committee; originally he was against the ordinance but has since come around. You will be able to read about him in our newsletter later this month. South Portland is dedicating one acre of Bug Light Park to organic management. This event allowed us to deepen relationships with important people around this issue. The South Portland group that worked on the pesticides ordinance is looking to consider a fertilizer ordinance.

Update on Annual Fund

All the Annual Fund letters have been printed and will be distributed to Board Members later this week. Cathy shared a big thank you to all the Board Members for writing notes on all of these.

Board resources on our website

We are creating a page on our website called Board Resources, which will be password protected. You will be able to access it anywhere with any internet-connected device, even a smartphone. It will have the current month's Board Meeting Materials, grouped in 3 sections: Agenda and Consent Agenda Items for Review, Meeting Supporting Documents for Review and Discussion, and Homework (if any) for the next meeting. In addition, this site will have past talking points, Board Minutes, previous Community Engagement Committee Minutes, Financials, the current Strategic Plan, Trusteeship Resources, Operating Plans, and more.

Gift Acceptance Policy

Discussion from Board review of the Policy

This document is a few years in the making, and it has been vetted by a paid outside professional. It is an important document, describing which kinds of more complicated gifts we may accept, and the processes that we will use to evaluate gifts. For this reason, and as we further explore the possible campaign, this policy is important to put in place at this time. Because Planned Gifts (we often think of them as given when someone passes away, but they include any gift that takes more planning than simply writing a check) are more complicated, both the donor and the organization need to do a little extra work around them. The donor needs to ensure that their wishes are captured correctly, and the organization needs to set up a process to consider the gift. Depending on the complexity and type of gift, the document outlines who is responsible for assessing the gift's acceptance [in some cases the Executive Director, in some cases the Executive Committee, while in other cases, such as real estate, the whole board].

There was some discussion about whether the Board should approve or endorse the Gift Acceptance Policy. Malcolm acknowledged that the document will be primarily used and maintained by staff. Cathy expressed that, as a best practice, because the Gift Acceptance Policy includes Board work and is such an important document, it should be approved by the Board. This will come up as an action item at the October Board Meeting.

2019 Events

Donor Appreciation Event is Wednesday, November 28, Cumberland Club, with a smaller set of donors.

The Staff recently had a meeting where we started identifying and exploring locations for events we may host in 2019 and 2020. None of the venues and dates have yet been secured and confirmed:

We plan to host three periodic presentations on issues of current concern, though our **Casco Bay Matters** series, which will be free and open to the public. We heard loud and clear from our Citizen Stewards that they wanted to have deeper dives with us. We want people leave with an awareness of a particular issue or problem along with possible solutions to consider. We do not feel it is necessary to offer a single "correct" solution but to educate people and get them thinking about issues impacting the health of the Bay. We will try to find three free or very low cost venues, possibly the Curtis Memorial Library in Brunswick, Southern Maine Community College, and one other location.

A new event, our **Friends Appreciation Event and Annual Members Meeting**, is a different take on our former Volunteer Appreciation and Annual Members Meeting and some more recent iterations of the Donor Appreciation Event. The difference is that we will thank all of our donors and all of our volunteers at this event, instead of just Major Donors and Water Quality Monitors. We will not be doing our 5, 10, 15 awards. We are hoping this will occur in April 2019 at the Harraseeket Inn.

We hope we will be able to schedule our **Pumpout Boat Launch** in June at Portland Yacht Services. We will need a name for the new pumpout boat and may consider soliciting public participation in that effort.

We are planning to hold **two house parties** next summer, and we will start reaching out to potential hosts. We will plan to do another Donor Appreciation event at the Cumberland Club again in December 2019, and the Casco Bay Matters series, again, in the Winter of 2020.

30th Anniversary

We are hoping to hold a big 30th Anniversary Celebration in April 2020, at Ocean Gateway. We plan to confirm the date and location soon. Knowing this far in advance is key for lining up the catering, recruiting sponsors and building the program. Let us know any ideas you have to help us celebrate our 30th Anniversary, which we can do in many ways for the whole year. Photo contests and celebrating the folks that help us get to 30 years were ideas shared at the meeting.

Fundraising campaign planning

Discussion of the fundraising campaign was tabled at the September Board Meeting. Malcolm has since followed up with an email to the Board inviting a conversation and any questions ahead of the October Board Meeting. As of this meeting, only two Board Members had replied. The four members who were not able to meet one-on-one with Malcolm this summer are those who seem to have the most questions, which makes sense, since Malcolm spoke about the campaign at these individual meetings. Seb shared that he thinks it is important to have a place for the Board to join in, hear about the campaign, and work as a cooperative team, let their creativity around this important campaign work. This will allow the whole board to get solidly behind this. Malcolm agreed that everyone needs to be on board.

Elements of fundraising planning package

Cathy and Will are working on the print pieces that will be shared with potential campaign donors. The most important talking points will be shared verbally in the meeting with the donor. The print materials will provide more information and will be left with donors. Supporting materials include a Case Statement, graphs of data from our current Continuous Monitoring Station, a site map of our current and possible future Continuous Monitoring Stations, financial information, and pledge forms. Will and Cathy have met with a graphic designer to begin the creation of a schematic of the components of the stations.

Cathy shared some rationale for the campaign. Malcolm shared that while staff will be directing the activity of fundraising during the campaign, he would like to have the work of the campaign be reviewed and reported and worked through the Community Engagement Committee. When we launch the public phase of the campaign later on, we would think about forming a “campaign committee” made up of early donors. Cathy is happy to sit down with anyone who wants to see the detailed budget and walk through the rationale. She shared that it is realistic that we could raise this much money. Is it a stretch? Yes, but she and Will are ready to make the asks needed to try to meet this goal. And it is good for the organization to stretch sometimes. We have a timeframe on the campaign.

Case statement and talking points

Malcolm thought it important to give the Board Members a document about the campaign, maybe the Case Statement ahead of the next Board Meeting. It was recognized that siting the placement of the monitoring stations may help in the campaign efforts in different regions of the Bay.

Naming the campaign will likely happen after review of the case statement and talking points. We need ideas and active language. We need a name that is not jarring or distracting, and just a few words.

The meeting adjourned at 6:30 p.m.



FY19 Interim Financial Report
For the Six Months Ended September 30, 2018
Prepared for the Board, September 10, 2018, CLRamdsell, CPA, CGMA

We are half way through our fiscal year, FY19, April 1, 2018 through March 31, 2019. Operating income totals 322k – which is right on budget, and operating expenses total 394k, resulting in an operating deficit year to date of 72k, which is 70k better than we anticipated in the budget.

FY19 Revenue Highlights:

Operating income is on budget and 28k ahead of last year at this time.

Gifts from Individuals at 121k are 14 behind budget and 4k behind last year.

Corporate gifts at 6k are 4k ahead of budget and 3k ahead of last year.

Foundation gifts at 89k are 5k ahead of budget and 15k ahead of last year.

Government revenue at 262k included 170k from the Maine DEP Pumpout Program toward the new pumpout boat, which has been reclassified to the bottom section of the P&L as a capital item. The net for operations of 92k is 5k ahead of budget and 36k ahead of last year.

FY19 Expenditure Highlights:

Operating expenses total 394k, which is 70k under budget and 16k less than last year. Some of the differences between budget and actual are due to timing differences (when we spread the annual budget out over 12 months, the timing of when we actually incur some expenses can differ), and there are also positive permanent differences (e.g., cost of photocopier was included in this year's budget but we were able to buy it before the end of last fiscal year, and we budgeted the purchase of Secchi disks for the Color by Numbers pilot project before we decided to try this first year without using the disks).

Capital Activity:

At the end of September, operating cash at 155k and Accounts Receivable of 61k together total 216k, as compared with 156k (127k cash and 29k A/R) last year at this time.

We are under contract for the construction of our new pumpout boat, which is well underway. Fifty percent of the construction cost was received from the Maine Dept. of Environmental Protection (DEP), through the federal Pumpout Program, and was paid as a deposit to start the construction. The second fifty percent of the cost has been received from DEP and can be seen on the Balance Sheet, segregated into a cash account "Revenue for PO Boat Construction" totaling \$84,300. Accounts Payable reflects the offset for this, \$84,300 payable to the boat builder upon completion.

As of the preparation of this report, we had not yet received the quarterly activity statement for funds invested at Maine Community Foundation.

**Friends of Casco Bay / Casco Baykeeper
Profit & Loss Budget Performance
September 2018**

	ACTUAL Sept 2018	BUDGET Sept 2018	Over (-Under) Budget	ACTUAL YTD Apr-Sept 2018	BUDGET YTD Apr-Sept 2018	Over (-Under) Budget	FY19 TOTAL ANNUAL BUDGET
Ordinary Income/Expense							
Income							
Unrestricted Contributions							
Individuals							
All Gifts from Individuals	8,074.40	18,000.00	-9,925.60	120,689.42	135,000.00	-14,310.58	365,000.00
Less Restricted for Program	0.00			-6,875.00			
Total Individuals	<u>8,074.40</u>	<u>18,000.00</u>	<u>-9,925.60</u>	<u>113,814.42</u>	<u>135,000.00</u>	<u>-21,185.58</u>	<u>365,000.00</u>
Corporations							
All Gifts from Corporations	1,356.69	250.00	1,106.69	5,670.70	1,250.00	4,420.70	45,000.00
Less Restricted for Program	0.00			-150.00			
Total Corporations	<u>1,356.69</u>	<u>250.00</u>	<u>1,106.69</u>	<u>5,520.70</u>	<u>1,250.00</u>	<u>4,270.70</u>	<u>45,000.00</u>
Foundations							
All Foundation Gifts	1,500.00	6,000.00	-4,500.00	89,278.17	84,000.00	5,278.17	170,000.00
Less Restricted for Program	0.00			-12,000.00			
Total Foundations	<u>1,500.00</u>	<u>6,000.00</u>	<u>-4,500.00</u>	<u>77,278.17</u>	<u>84,000.00</u>	<u>-6,721.83</u>	<u>170,000.00</u>
Government & Quasi Governmental							
All Governmental Revenue	19,864.60	20,800.00	-935.40	262,423.15	87,300.00	175,123.15	120,200.00
Less Restricted for Program	-14,806.24	0.00	-14,806.24	-73,291.29	0.00	-73,291.29	0.00
Less Restricted new PO Boat	0.00			-170,000.00			
Total Government & Quasi Governmental	<u>5,058.36</u>	<u>20,800.00</u>	<u>-15,741.64</u>	<u>19,131.86</u>	<u>87,300.00</u>	<u>-68,168.14</u>	<u>120,200.00</u>
Nonprofits							
All Nonprofit Revenue	1,500.00	100.00	1,400.00	6,201.04	8,950.00	-2,748.96	30,000.00
Total Nonprofits	<u>1,500.00</u>	<u>100.00</u>	<u>1,400.00</u>	<u>6,201.04</u>	<u>8,950.00</u>	<u>-2,748.96</u>	<u>30,000.00</u>
Total Unrestricted Contributions	<u>17,489.45</u>	<u>45,150.00</u>	<u>-27,660.55</u>	<u>221,946.19</u>	<u>316,500.00</u>	<u>-94,553.81</u>	<u>730,200.00</u>
Releases							
Temp Restr Net Assets Released	0.00	0.00	0.00	550.00	550.00	0.00	108,677.00
Less Restricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Releases	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>550.00</u>	<u>550.00</u>	<u>0.00</u>	<u>108,677.00</u>
Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Revenue							

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Restricted Revenue - Program							
Acidification Work	0.00			3,008.50			
Baykeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boats Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Education and Outreach	0.00			10,000.00			
Nitrogen	0.00			4,721.00			
Pumpout	14,806.24	0.00	14,806.24	47,339.69	0.00	47,339.69	0.00
Water Quality Monitoring	0.00	0.00	0.00	8,347.10	0.00	8,347.10	0.00
Volunteer Efforts	0.00			18,900.00			
Total Restricted Revenue - Program	14,806.24	0.00	14,806.24	92,316.29	0.00	92,316.29	0.00
Total Restricted Revenue	14,806.24	0.00	14,806.24	92,316.29	0.00	92,316.29	0.00
Earned Income							
Curriculum Workshop	0.00	500.00	-500.00	0.00	500.00	-500.00	500.00
Pumpout Fees	0.00	100.00	-100.00	470.00	600.00	-130.00	7,500.00
Special Events	0.00	3,750.00	-3,750.00	0.00	3,750.00	-3,750.00	35,000.00
Raffle Ticket Sales	960.00			4,010.00			
Sales of Merchandise	0.00			2,020.00			
Total Earned Income	960.00	4,350.00	-3,390.00	6,500.00	4,850.00	1,650.00	43,000.00
Other Operating Income	207.14	10.00	197.14	316.04	63.00	253.04	123.00
Total Income	33,462.83	49,510.00	-16,047.17	321,628.52	321,963.00	-334.48	882,000.00
Expense							
Compensation							
Salaries - Gross	41,836.96	41,758.00	78.96	263,211.82	266,398.00	-3,186.18	520,000.00
Payroll Taxes	3,134.96	3,190.00	-55.04	19,841.40	20,577.00	-735.60	40,000.00
Benefits	5,752.50	5,524.00	228.50	34,518.86	36,953.00	-2,434.14	72,000.00
Accrued Vacation Adjustment	0.00	0.00	0.00	-2,202.72	0.00	-2,202.72	0.00
Total Compensation	50,724.42	50,472.00	252.42	315,369.36	323,928.00	-8,558.64	632,000.00
Program Expenses							
Baykeeping Program	1,579.22	7,718.00	-6,138.78	6,414.28	29,022.00	-22,607.72	48,830.00
Boat and Vehicle Expenses	1,398.50	1,415.00	-16.50	9,810.26	10,050.00	-239.74	14,160.00

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Casco Bay Monitoring	3,191.45	3,960.00	-768.55	8,226.01	14,300.00	-6,073.99	19,600.00
Pumpout Program	445.82	488.00	-42.18	4,907.95	5,616.00	-708.05	8,652.00
Total Program Expenses	6,614.99	13,581.00	-6,966.01	29,358.50	58,988.00	-29,629.50	91,242.00
Management and Administration							
Occupancy	1,671.66	1,583.00	88.66	9,622.78	9,652.00	-29.22	19,900.00
Contingency Office Relocation	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Office and Management	4,415.15	9,338.00	-4,922.85	16,823.41	35,682.00	-18,858.59	48,960.00
Board Expenditures	50.17	140.00	-89.83	1,426.21	840.00	586.21	1,680.00
Financing Costs	0.00	30.00	-30.00	150.00	180.00	-30.00	360.00
Total Management and Administration	6,136.98	11,091.00	-4,954.02	28,022.40	46,354.00	-18,331.60	90,900.00
Fund Raising Expenses							
Special Events Expenses	2,329.59	2,500.00	-170.41	5,132.63	10,000.00	-4,867.37	23,300.00
Fund Raising Expenses	749.94	1,503.00	-753.06	16,047.58	18,620.00	-2,572.42	27,638.00
Total Fund Raising Expenses	3,079.53	4,003.00	-923.47	21,180.21	28,620.00	-7,439.79	50,938.00
Uncollectible Pledges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contingency Expense	0.00	1,000.00	-1,000.00	0.00	6,000.00	-6,000.00	12,000.00
Total Expense	66,555.92	80,147.00	-13,591.08	393,930.47	463,890.00	-69,959.53	877,080.00
Net Ordinary Income	-33,093.09	-30,637.00	-2,456.09	-72,301.95	-141,927.00	69,625.05	4,920.00
Other Income/Expense							
Other Income							
Capital Activity							
Capital Contributions	0.00			170,000.00			
Activity in Capital Funds							
Baykeeping Fund Net Activity							
Net Earnings (Loss) BKEndow MCF	0.00	0.00	0.00	11,456.04	0.00	11,456.04	0.00
Transfers to Baykeeping Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BK Interest (not at MCF)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Baykeeping Fund Net Activity	0.00	0.00	0.00	11,456.04	0.00	11,456.04	0.00
Boats Fund Net Activity							

**Friends of Casco Bay / Casco Baykeeper
Profit & Loss Budget Performance
September 2018**

	ACTUAL Sept 2018	BUDGET Sept 2018	Over (-Under) Budget	ACTUAL YTD Apr-Sept 2018	BUDGET YTD Apr-Sept 2018	Over (-Under) Budget	FY19 TOTAL ANNUAL BUDGET
Net Earnings (Loss) BoatsFd MCF	0.00	0.00	0.00	1,651.59	0.00	1,651.59	0.00
Boats Fund Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers to Boat Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Boats Fund Net Activity	0.00	0.00	0.00	1,651.59	0.00	1,651.59	0.00
Advocacy Fund Net Activity							
Net Earnings (Loss) Advocacy Fd	0.00	0.00	0.00	887.41	0.00	887.41	0.00
Transfers for Advocacy Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Advocacy Fund Net Activity	0.00	0.00	0.00	887.41	0.00	887.41	0.00
Total Activity in Capital Funds	0.00	0.00	0.00	13,995.04	0.00	13,995.04	0.00
Total Capital Activity	0.00	0.00	0.00	183,995.04	0.00	183,995.04	0.00
Total Other Income	0.00	0.00	0.00	183,995.04	0.00	183,995.04	0.00
Other Expense							
Capital Activity - Expenditures							
Transfers fr TempRestrNetAssets	0.00	0.00	0.00	550.00	0.00	550.00	0.00
Fixed Asset Acquisitions							
New Pumpout Boat	0.00			170,000.00			
Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fixed Asset Acquisitions	0.00	0.00	0.00	170,000.00	0.00	170,000.00	0.00
Total Capital Activity - Expenditures	0.00	0.00	0.00	170,550.00	0.00	170,550.00	0.00
Total Other Expense	0.00	0.00	0.00	170,550.00	0.00	170,550.00	0.00
Net Other Income	0.00	0.00	0.00	13,445.04	0.00	13,445.04	0.00
Net Income	-33,093.09	-30,637.00	-2,456.09	-58,856.91	-141,927.00	83,070.09	4,920.00

Friends of Casco Bay / Casco Baykeeper
Profit & Loss Prev Year Comparison
 April through September 2018

	<u>Apr - Sep 18</u>	<u>Apr - Sep 17</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Unrestricted Contributions			
Individuals			
All Gifts from Individuals	120,689.42	124,707.27	(4,017.85)
Less Restricted for Program	(6,875.00)	(11,370.00)	4,495.00
Less Income for Special Events	0.00	(2,702.00)	2,702.00
Less Restricted Capital Gifts	0.00	(100.00)	100.00
Total Individuals	<u>113,814.42</u>	<u>110,535.27</u>	<u>3,279.15</u>
Corporations			
All Gifts from Corporations	5,670.70	2,352.52	3,318.18
Less Restricted for Program	(150.00)	(25.00)	(125.00)
Total Corporations	<u>5,520.70</u>	<u>2,327.52</u>	<u>3,193.18</u>
Foundations			
All Foundation Gifts	89,278.17	73,755.57	15,522.60
Less Restricted for Program	(12,000.00)	(8,000.00)	(4,000.00)
Total Foundations	<u>77,278.17</u>	<u>65,755.57</u>	<u>11,522.60</u>
Government & Quasi Governmental			
All Governmental Revenue	262,423.15	56,360.04	206,063.11
Less Restricted for Program	(73,291.29)	(56,360.04)	(16,931.25)
Less Restricted new PO Boat	(170,000.00)	0.00	(170,000.00)
Total Government & Quasi Governmental	<u>19,131.86</u>	<u>0.00</u>	<u>19,131.86</u>
Nonprofits			
All Nonprofit Revenue	6,201.04	4,197.07	2,003.97
Total Nonprofits	<u>6,201.04</u>	<u>4,197.07</u>	<u>2,003.97</u>
Total Unrestricted Contributions	<u>221,946.19</u>	<u>182,815.43</u>	<u>39,130.76</u>
Releases			
Temp Restr Net Assets Released	550.00	8,375.00	(7,825.00)
Less Restricted	0.00	(6,875.00)	6,875.00
Total Releases	<u>550.00</u>	<u>1,500.00</u>	<u>(950.00)</u>
Transfers			
Transfer fr Retirement SetAside	0.00	21,623.00	(21,623.00)
Total Transfers	<u>0.00</u>	<u>21,623.00</u>	<u>(21,623.00)</u>
Restricted Revenue			
Restricted Revenue - Program			
Acidification Work	3,008.50	900.00	2,108.50
Education and Outreach	10,000.00	3,125.00	6,875.00
Nitrogen	4,721.00	0.00	4,721.00
Pumpout	47,339.69	50,577.24	(3,237.55)
Water Quality Monitoring	8,347.10	22,722.80	(14,375.70)
Volunteer Efforts	18,900.00	5,305.00	13,595.00
Total Restricted Revenue - Program	<u>92,316.29</u>	<u>82,630.04</u>	<u>9,686.25</u>
Total Restricted Revenue	<u>92,316.29</u>	<u>82,630.04</u>	<u>9,686.25</u>
Earned Income			

**Friends of Casco Bay / Casco Baykeeper
 Profit & Loss Prev Year Comparison
 April through September 2018**

	<u>Apr - Sep 18</u>	<u>Apr - Sep 17</u>	<u>\$ Change</u>
Pumpout Fees	470.00	830.00	(360.00)
Special Events			
25/22 Event Milholland & CSWQMs	0.00	2,702.00	(2,702.00)
Sponsored Event - Film Festival	0.00	0.00	0.00
Total Special Events	0.00	2,702.00	(2,702.00)
Raffle Ticket Sales	4,010.00	1,728.63	2,281.37
Sales of Merchandise	2,020.00	0.00	2,020.00
Sales of Boats Parts	0.00	1.00	(1.00)
Total Earned Income	6,500.00	5,261.63	1,238.37
Other Operating Income	316.04	(242.49)	558.53
Total Income	321,628.52	293,587.61	28,040.91
Expense			
Compensation			
Salaries - Gross	263,211.82	288,518.48	(25,306.66)
Payroll Taxes	19,841.40	21,611.99	(1,770.59)
Benefits	34,518.86	39,214.21	(4,695.35)
Accrued Vacation Adjustment	(2,202.72)	(12,236.13)	10,033.41
Total Compensation	315,369.36	337,108.55	(21,739.19)
Program Expenses			
Baykeeping Program	6,414.28	8,715.09	(2,300.81)
Boat and Vehicle Expenses	9,810.26	6,868.62	2,941.64
Casco Bay Monitoring	8,226.01	7,245.05	980.96
Pumpout Program	4,907.95	4,410.81	497.14
Total Program Expenses	29,358.50	27,239.57	2,118.93
Management and Administration			
Occupancy	9,622.78	9,580.53	42.25
Office and Management	16,823.41	13,862.35	2,961.06
Board Expenditures	1,426.21	(615.79)	2,042.00
Financing Costs	150.00	150.00	0.00
Total Management and Administration	28,022.40	22,977.09	5,045.31
Fund Raising Expenses			
Special Events Expenses	5,132.63	10,849.33	(5,716.70)
Fund Raising Expenses	16,047.58	11,876.95	4,170.63
Total Fund Raising Expenses	21,180.21	22,726.28	(1,546.07)
Total Expense	393,930.47	410,051.49	(16,121.02)
Net Ordinary Income	(72,301.95)	(116,463.88)	44,161.93
Other Income/Expense			
Other Income			
Capital Activity			
Capital Contributions			
State Pumpout Revenue PO Boat	170,000.00	0.00	170,000.00
Total Capital Contributions	170,000.00	0.00	170,000.00
Activity in Capital Funds			
Baykeeping Fund Net Activity			

**Friends of Casco Bay / Casco Baykeeper
 Profit & Loss Prev Year Comparison
 April through September 2018**

	<u>Apr - Sep 18</u>	<u>Apr - Sep 17</u>	<u>\$ Change</u>
Net Earnings (Loss) BKEndow MCF	11,456.04	38,730.94	(27,274.90)
BK Interest (not at MCF)	0.00	256.30	(256.30)
Total Baykeeping Fund Net Activity	11,456.04	38,987.24	(27,531.20)
Boats Fund Net Activity			
Net Earnings (Loss) BoatsFd MCF	1,651.59	5,771.40	(4,119.81)
Total Boats Fund Net Activity	1,651.59	5,771.40	(4,119.81)
Advocacy Fund Net Activity			
Gifts to Emeritus Advocacy Fund	0.00	100.00	(100.00)
Net Earnings (Loss) Advocacy Fd	887.41	3,323.16	(2,435.75)
Total Advocacy Fund Net Activity	887.41	3,423.16	(2,535.75)
Total Activity in Capital Funds	13,995.04	48,181.80	(34,186.76)
Total Capital Activity	183,995.04	48,181.80	135,813.24
Total Other Income	183,995.04	48,181.80	135,813.24
Other Expense			
Capital Activity - Expenditures			
Transfers fr TempRestrNetAssets	550.00	8,375.00	(7,825.00)
Fixed Asset Acquisitions			
New Pumpout Boat	170,000.00	0.00	170,000.00
Total Fixed Asset Acquisitions	170,000.00	0.00	170,000.00
Total Capital Activity - Expenditures	170,550.00	8,375.00	162,175.00
Total Other Expense	170,550.00	8,375.00	162,175.00
Net Other Income	13,445.04	39,806.80	(26,361.76)
Net Income	<u>(58,856.91)</u>	<u>(76,657.08)</u>	<u>17,800.17</u>

Friends of Casco Bay / Casco Baykeeper Balance Sheet Prev Year Comparison

As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Operating Cash			
Key - Checking	33,063.90	35,738.49	(2,674.59)
Petty Cash	300.00	300.00	0.00
Post Office Permit	63.43	85.83	(22.40)
Total Operating Cash	33,427.33	36,124.32	(2,696.99)
Savings and Contingency Cash			
Key Business Interest Savings	121,579.39	24,351.07	97,228.32
Due to Emeritus Adv Fund fr Ops	0.00	(100.00)	100.00
Due fr BK Retirement Investment	0.00	66,621.92	(66,621.92)
Revenue for PO Boat Construct	84,300.00	0.00	84,300.00
Total Savings and Contingency Cash	205,879.39	90,872.99	115,006.40
Total Checking/Savings	239,306.72	126,997.31	112,309.41
Accounts Receivable			
Contributions Receivable			
Pledges Receivable	0.00	4,500.00	(4,500.00)
Board Pledges Receivable	10,750.00	6,000.00	4,750.00
Total Contributions Receivable	10,750.00	10,500.00	250.00
Contract and Grant Receivables			
Receivable from CBEP	8,713.86	0.00	8,713.86
Receivable from DEP	37,800.31	17,989.33	19,810.98
Total Contract and Grant Receivables	46,514.17	17,989.33	28,524.84
Sponsorships Receivable	3,800.00	0.00	3,800.00
Other Accounts Receivable			
Pumpout Fees Receivable	480.00	865.00	(385.00)
Less Allowance Doubtful Accts	(180.00)	(330.00)	150.00
Total Other Accounts Receivable	300.00	535.00	(235.00)
Total Accounts Receivable	61,364.17	29,024.33	32,339.84
Other Current Assets			
Funds BKRetirement Liability			
T&C FCU CD #88675	0.00	24,039.62	(24,039.62)
BH S&L CD	0.00	47,781.91	(47,781.91)
T&C FCU Account	0.00	25.00	(25.00)
Due to Ops for Retirement Pymts	0.00	(66,621.92)	66,621.92
Total Funds BKRetirement Liability	0.00	5,224.61	(5,224.61)
Baykeeping Fund at MCF			
Baykeeping Fund Gifts Received	752,267.59	752,267.59	0.00
BK Fund Earnings Net of Fees	61,668.58	65,201.88	(3,533.30)
Unrealized Gain/Loss Mkt Value	848,503.21	811,230.58	37,272.63
Transfers BK Program Support	(908,111.09)	(865,143.09)	(42,968.00)
Total Baykeeping Fund at MCF	754,328.29	763,556.96	(9,228.67)
Boats Fund at MCF			

**Friends of Casco Bay / Casco Baykeeper
 Balance Sheet Prev Year Comparison
 As of September 30, 2018**

	<u>Sep 30, 18</u>	<u>Sep 30, 17</u>	<u>\$ Change</u>
Boats Fd Gifts Received	116,952.98	116,952.98	0.00
Boats Fd Earnings Net of Fees	(1,301.44)	(783.94)	(517.50)
Unrealized Gain/Loss Market Val	33,118.66	27,627.46	5,491.20
Transfers for Boat Operations	(40,000.00)	(30,000.00)	(10,000.00)
Total Boats Fund at MCF	108,770.20	113,796.50	(5,026.30)
Advocacy Fund at MCF			
Emeritus Fund Gifts	77,098.49	76,998.49	100.00
Emeritus Earnings Net of Fees	(618.12)	(330.54)	(287.58)
Unrealized Gain/Loss Market Val	11,933.61	8,849.68	3,083.93
Transfers for Advocacy	(30,000.00)	(20,000.00)	(10,000.00)
Due from Operating Account	0.00	100.00	(100.00)
Total Advocacy Fund at MCF	58,413.98	65,617.63	(7,203.65)
Prepaid Expenses	11,069.87	13,680.80	(2,610.93)
Total Other Current Assets	932,582.34	961,876.50	(29,294.16)
Total Current Assets	1,233,253.23	1,117,898.14	115,355.09
Fixed Assets			
Fixed Assets			
Boats and Equipment			
Boats, Trailers, Improvements			
Boat AJ 28	234,707.66	234,707.66	0.00
Other Boats and Trailers	50,123.68	50,123.68	0.00
Total Boats, Trailers, Improvements	284,831.34	284,831.34	0.00
Vehicle	31,440.84	31,440.84	0.00
Equipment			
Equipment - Office	46,814.38	46,814.38	0.00
Equipment - Water Quality	28,278.29	28,278.29	0.00
Total Equipment	75,092.67	75,092.67	0.00
Total Boats and Equipment	391,364.85	391,364.85	0.00
Accumulated Depreciation	(249,248.83)	(215,973.64)	(33,275.19)
Total Fixed Assets	142,116.02	175,391.21	(33,275.19)
Total Fixed Assets	142,116.02	175,391.21	(33,275.19)
TOTAL ASSETS	<u>1,375,369.25</u>	<u>1,293,289.35</u>	<u>82,079.90</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	84,300.00	(5.00)	84,305.00
Total Accounts Payable	84,300.00	(5.00)	84,305.00
Other Current Liabilities			
Payroll Liabilities			
MaineShare Withholding	48.00	12.00	36.00
Total Payroll Liabilities	48.00	12.00	36.00
Deferred Event Income			
Deferred Sponsorship Revenue	12,300.00	12,825.00	(525.00)

Friends of Casco Bay / Casco Baykeeper Balance Sheet Prev Year Comparison

As of September 30, 2018

	<u>Sep 30, 18</u>	<u>Sep 30, 17</u>	<u>\$ Change</u>
Deferred Grand Drawing Revenue	0.00	285.50	(285.50)
Deferred Ticket Revenue	10,680.00	110.00	10,570.00
Total Deferred Event Income	22,980.00	13,220.50	9,759.50
Funds Held for Others			
On behalf of MOCA	3.00	0.00	3.00
On behalf of Oil Spill Seminar	1,207.70	1,207.70	0.00
On behalf Back Cove YardScaping	795.29	795.29	0.00
Total Funds Held for Others	2,005.99	2,002.99	3.00
Accrued Vacation Liability	33,028.42	25,903.17	7,125.25
BK Emeritus Retirement Payable	0.00	4,879.91	(4,879.91)
Total Other Current Liabilities	58,062.41	46,018.57	12,043.84
Total Current Liabilities	142,362.41	46,013.57	96,348.84
Total Liabilities	142,362.41	46,013.57	96,348.84
Equity			
Unrestricted Net Assets			
Unrestricted			
Unrestricted Undesignated	131,528.70	129,740.11	1,788.59
Board Designated Contingency	76,566.00	76,566.00	0.00
Board Designated Legal BK Fund			
Board Designated Legal Issues	31,562.60	31,562.60	0.00
Total Board Designated Legal BK Fund	31,562.60	31,562.60	0.00
Total Unrestricted	239,657.30	237,868.71	1,788.59
Equity in Fixed Assets	142,116.02	175,391.21	(33,275.19)
Total Unrestricted Net Assets	381,773.32	413,259.92	(31,486.60)
Temp. Restricted Net Assets			
Baykeeper Program Fund	742,872.25	726,828.37	16,043.88
Boats Fund	107,118.61	108,025.10	(906.49)
Advocacy Fund	57,526.57	62,194.47	(4,667.90)
Restricted for Programs & Ops	2,573.00	13,625.00	(11,052.00)
Total Temp. Restricted Net Assets	910,090.43	910,672.94	(582.51)
Net Income	(58,856.91)	(76,657.08)	17,800.17
Total Equity	1,233,006.84	1,247,275.78	(14,268.94)
TOTAL LIABILITIES & EQUITY	<u>1,375,369.25</u>	<u>1,293,289.35</u>	<u>82,079.90</u>