



Consent Agenda Items for Review
for Tuesday, October 17, 2023 Board Meeting



FY24 Interim Financial Report For the Month Ending September 30, 2023

Prepared for the Board, October 10, 2023 by Will Everitt with assistance from Jeff Fetterer

The financial reports are as of 9/30/2023. We are six months (50%) into our fiscal year. Operating income totals \$628k (46% of budget), expenses total 615k (44% of budget), and the resulting in a surplus of 13k; this is 198k better than budgeted and 31k less than last year.

FY24 Revenue Highlights:

Operating income is \$82k more than budgeted and 45k more than last year at this time. Note that diversifying our bank accounts to remain below the FDIC insurance limits and moving our operating cash to money market and certificate of deposit (CD) accounts has earned us \$10,000 in interest when last year at this time we earned \$157 in total in interest.

Gifts from Individuals total 214k, which is 73k more than budgeted and is 39k more than last year at this time. We raised an additional \$14k for the Climate Change and Casco Bay Fund (not part of our operating income).

Corporate gifts total 13k, which is 1k less than budgeted and the 5k more than last year at this time.

Foundation grants total 64k, which is 4k less than budgeted and 14k less than last year at this time.

Government revenue is 65k, which is 8k less than budgeted and 14k less than last year at this time. We are waiting to hear about a City of South Portland grant for our pumpout program (\$5k) which came in this year.

Nonprofit revenue is 3k, which is 2k less than budgeted and 5k less than last year at this time.

Releases of funds for use in operations total 246k which is on budget.

FY24 Expenditure Highlights:

Operating expenses total \$615k which is 116k less than budgeted, mostly due to timing differences. Please note that we begin this year at full staff capacity. The budget also assumed that we would begin to pay for the build out of our new office beginning in September 2023. This may not happen until later this fiscal year.

Capital Activity:

At the end of September, **operating** cash totaled \$574k, and that with Accounts Receivable of 61k (not including Climate Change Fund pledges of 34k) together total 635k. Our total unrestricted and undesignated cash (without donor restrictions) is \$382k.

Friends of Casco Bay is the fiscal sponsor for a BayScaping-like project that City of South Portland is overseeing, "100 Resilient Yards." In May 2023, this project received a \$18,322 grant from Davis Conservation Fund, which for a short amount of time will sit in our operations bank account. These funds show as a liability on our balance sheet under the header "YardScaping/South Portland Yards." The additional \$800 in that line item is for fiscal sponsorship of Portland's YardScaping demonstration site.

Funds at Maine Community Foundation

We have not yet received this quarter's statements from MCF.

Friends of Casco Bay / Casco Baykeeper
Profit & Loss Budget Performance
September 2023

2:40 PM
10/06/2023
Accrual Basis

	<u>Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Apr - Sep 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
Unrestricted Contributions							
Individuals							
All Gifts from Individuals	18,310.76	12,000.00	6,310.76	227,941.87	141,000.00	86,941.87	480,000.00
Less Restricted Climate Fund	-110.00			-14,485.00			
Less Restricted for Program	-1,000.00			-4,025.00			
Total Individuals	<u>17,200.76</u>	<u>12,000.00</u>	<u>5,200.76</u>	<u>209,431.87</u>	<u>141,000.00</u>	<u>68,431.87</u>	<u>480,000.00</u>
Corporations							
All Gifts from Corporations	50.00	5,000.00	-4,950.00	12,530.55	13,800.00	-1,269.45	55,000.00
Less Restricted for Climate Fun	0.00			-100.00			
Less Restricted for Program	0.00			-5,500.00			
Total Corporations	<u>50.00</u>	<u>5,000.00</u>	<u>-4,950.00</u>	<u>6,930.55</u>	<u>13,800.00</u>	<u>-6,869.45</u>	<u>55,000.00</u>
Foundations							
All Foundation Gifts	2,500.00			64,378.00			
Less Restricted for Program	0.00			-1,678.00			
Foundations - Other	0.00	10,000.00	-10,000.00	0.00	67,500.00	-67,500.00	155,000.00
Total Foundations	<u>2,500.00</u>	<u>10,000.00</u>	<u>-7,500.00</u>	<u>62,700.00</u>	<u>67,500.00</u>	<u>-4,800.00</u>	<u>155,000.00</u>
Government & Quasi Governmental							
All Governmental Revenue	9,213.08	16,000.00	-6,786.92	64,530.16	72,505.00	-7,974.84	100,000.00
Less Restricted for Program	-9,213.08			-64,530.16			
Total Government & Quasi Governmental	<u>0.00</u>	<u>16,000.00</u>	<u>-16,000.00</u>	<u>0.00</u>	<u>72,505.00</u>	<u>-72,505.00</u>	<u>100,000.00</u>
Nonprofits							
All Nonprofit Revenue	0.00	0.00	0.00	2,790.35	5,000.00	-2,209.65	10,000.00
Less Restricted for Program	0.00			-250.00			
Total Nonprofits	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,540.35</u>	<u>5,000.00</u>	<u>-2,459.65</u>	<u>10,000.00</u>
Total Unrestricted Contributions	<u>19,750.76</u>	<u>43,000.00</u>	<u>-23,249.24</u>	<u>281,602.77</u>	<u>299,805.00</u>	<u>-18,202.23</u>	<u>800,000.00</u>
Releases							

	<u>Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Apr - Sep 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Releases of Restrctd Net Assets							
Releases Unrestricted Gifts	50,000.00	50,000.00	0.00	73,000.00	73,000.00	0.00	223,000.00
Releases for Programs	10,525.00	10,525.00	0.00	120,625.00	120,625.00	0.00	171,800.00
Releases for CMS Data & Commnty	8,750.00	8,750.00	0.00	52,500.00	52,500.00	0.00	105,000.00
Releases from Baykeeping Fund	0.00	0.00	0.00	0.00	0.00	0.00	38,316.00
Releases from Boats Fund	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Releases from Emer Advocacy Fd	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Total Releases of Restrctd Net Assets	<u>69,275.00</u>	<u>69,275.00</u>	<u>0.00</u>	<u>246,125.00</u>	<u>246,125.00</u>	<u>0.00</u>	<u>558,116.00</u>
Less Restricted	<u>-19,275.00</u>			<u>-173,125.00</u>			
Total Releases	<u>50,000.00</u>	<u>69,275.00</u>	<u>-19,275.00</u>	<u>73,000.00</u>	<u>246,125.00</u>	<u>-173,125.00</u>	<u>558,116.00</u>
Restricted Revenue							
Restricted Revenue - Program							
Climate Fund CMS Data Community	8,750.00			52,500.00			
Continuous Monitorng Sta op	3,505.00			21,030.00			
Baykeeping	11,525.00			124,003.00			
Water Quality Monitoring	0.00			1,125.00			
Pumpout - DEP	5,708.08			43,500.16			
Pumpout - Contributed Gifts	0.00			250.00			
Water Reporter	0.00			5,000.00			
Volunteer Efforts	0.00			1,700.00			
Total Restricted Revenue - Program	<u>29,488.08</u>			<u>249,108.16</u>			
Total Restricted Revenue	<u>29,488.08</u>			<u>249,108.16</u>			
Earned Income							
Pumpout Fees	15.00			515.00			
Special Events							
Sponsored Event - Film Festival	5,140.00			13,950.00			
Total Special Events	<u>5,140.00</u>			<u>13,950.00</u>			
Total Earned Income	<u>5,155.00</u>			<u>14,465.00</u>			
Other Operating Income							
Other Operating Income							
Interest - operating accounts	2,050.37			10,250.00			

	<u>Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Apr - Sep 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Total Other Operating Income	2,050.37			10,250.00			
Total Other Operating Income	2,050.37			10,250.00			
Total Income	106,444.21	112,275.00	-5,830.79	628,425.93	545,930.00	82,495.93	1,358,116.00
Gross Profit	106,444.21	112,275.00	-5,830.79	628,425.93	545,930.00	82,495.93	1,358,116.00
Expense							
Compensation							
Salaries - Gross	53,684.28	58,087.00	-4,402.72	350,652.00	372,382.00	-21,730.00	714,000.00
Payroll Taxes	3,993.70	4,477.00	-483.30	26,217.30	28,695.00	-2,477.70	55,000.00
Benefits	8,035.65	7,478.00	557.65	53,289.37	48,608.00	4,681.37	97,000.00
Total Compensation	65,713.63	70,042.00	-4,328.37	430,158.67	449,685.00	-19,526.33	866,000.00
Program Expenses							
Baykeeping Program	1,461.06	5,539.61	-4,078.55	29,928.19	33,237.66	-3,309.47	66,475.00
Boat and Vehicle Expenses	2,268.23	2,454.16	-185.93	11,806.52	14,724.96	-2,918.44	29,450.00
Casco Bay Monitoring	10,450.10	10,925.00	-474.90	63,363.19	109,550.00	-46,186.81	175,100.00
Pumpout Program	995.08	1,595.83	-600.75	10,375.61	9,574.98	800.63	19,150.00
Total Program Expenses	15,174.47	20,514.60	-5,340.13	115,473.51	167,087.60	-51,614.09	290,175.00
Management and Administration							
Occupancy	1,551.67	3,583.34	-2,031.67	10,861.69	21,500.04	-10,638.35	43,000.00
Contingency Office Relocation	0.00	3,750.00	-3,750.00	0.00	22,500.00	-22,500.00	45,000.00
Office and Management	13,110.49	5,583.34	7,527.15	31,947.48	33,500.04	-1,552.56	66,994.00
Board Expenditures	539.48	208.34	331.14	1,218.99	1,250.04	-31.05	2,500.00
Financing Costs	5.00	60.00	-55.00	170.00	360.00	-190.00	720.00
Total Management and Administration	15,206.64	13,185.02	2,021.62	44,198.16	79,110.12	-34,911.96	158,214.00
Fund Raising Expenses							
Special Events Expenses							
Film Festival Expenses	2,786.46			3,295.63			
Total Special Events Expenses	2,786.46			3,295.63			
House Party & Similar Events	2,450.00	1,845.84	604.16	10,423.99	11,075.04	-651.05	22,150.00
Fund Raising Expenses	563.45	2,933.82	-2,370.37	11,462.06	17,602.92	-6,140.86	35,206.00
Total Fund Raising Expenses	5,799.91	4,779.66	1,020.25	25,181.68	28,677.96	-3,496.28	57,356.00
Contingency Expense	0.00	1,000.00	-1,000.00	0.00	6,000.00	-6,000.00	12,000.00

	<u>Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Apr - Sep 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Total Expense	101,894.65	109,521.28	-7,626.63	615,012.02	730,560.68	-115,548.66	1,383,745.00
Net Ordinary Income	4,549.56	2,753.72	1,795.84	13,413.91	-184,630.68	198,044.59	-25,629.00

Other Income/Expense

Other Income

Capital Activity

Activity in Capital Funds

Climate Change & Casco Bay Fund

Climate Fund Gifts	110.00		14,585.00
Climate Funds at MCF	0.00		12,541.43
Climate Fund Interest	0.75		16.88
Gain (-Loss) Stock Gifts	0.00		-173.03

Total Climate Change & Casco Bay Fund 110.75 26,970.28

Baykeeping Fund Net Activity

Net Earnings (Loss) BKEndow MCF 0.00 19,033.88

Total Baykeeping Fund Net Activity 0.00 19,033.88

Boats Fund Net Activity

Net Earnings (Loss) BoatsFd MCF 0.00 2,263.88

Total Boats Fund Net Activity 0.00 2,263.88

Advocacy Fund Net Activity

Net Earnings (Loss) Advocacy Fd 0.00 959.29

Total Advocacy Fund Net Activity 0.00 959.29

Total Activity in Capital Funds 110.75 49,227.33

Total Capital Activity 110.75 49,227.33

Total Other Income 110.75 49,227.33

Other Expense

Depreciation

Depreciation - BK Boats 1,955.90 11,735.40

Depreciation - WQ Equipment 2,397.62 14,385.72

Depreciation - Pumpout 1,506.89 9,041.34

Depreciation - M&A 419.51 2,517.06

Total Depreciation 6,279.92 37,679.52

	<u>Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Apr - Sep 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Capital Activity - Expenditures							
Release Net Assets - Programs	10,525.00			120,625.00			
Release Net Assets - Unrestr	50,000.00			73,000.00			
Release of Climate Funds	8,750.00			52,500.00			
Total Capital Activity - Expenditures	<u>69,275.00</u>			<u>246,125.00</u>			
Total Other Expense	<u>75,554.92</u>			<u>283,804.52</u>			
Net Other Income	<u>-75,444.17</u>			<u>-234,577.19</u>			
Net Income	<u><u>-70,894.61</u></u>	<u><u>2,753.72</u></u>	<u><u>-73,648.33</u></u>	<u><u>-221,163.28</u></u>	<u><u>-184,630.68</u></u>	<u><u>-36,532.60</u></u>	<u><u>-25,629.00</u></u>

Friends of Casco Bay / Casco Baykeeper
Profit & Loss Prev Year Comparison
April through September 2023

2:48 PM
 Oct 6, 2023
 Accrual Basis

	<u>Apr - Sep 23</u>	<u>Apr - Sep 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Unrestricted Contributions			
Individuals			
All Gifts from Individuals	227,941.87	175,293.35	52,648.52
Less Restricted Climate Fund	(14,485.00)	(265.00)	(14,220.00)
Less Restricted Capital Gifts	0.00	(1,000.00)	1,000.00
Less Restricted for Program	<u>(4,025.00)</u>	<u>(12,342.00)</u>	<u>8,317.00</u>
Total Individuals	209,431.87	161,686.35	47,745.52
Corporations			
All Gifts from Corporations	12,530.55	7,789.98	4,740.57
Less Restricted for Climate Fun	(100.00)	0.00	(100.00)
Less Restricted for Program	<u>(5,500.00)</u>	<u>(450.00)</u>	<u>(5,050.00)</u>
Total Corporations	6,930.55	7,339.98	(409.43)
Foundations			
All Foundation Gifts	64,378.00	78,313.22	(13,935.22)
Less Restricted for Program	<u>(1,678.00)</u>	<u>0.00</u>	<u>(1,678.00)</u>
Total Foundations	62,700.00	78,313.22	(15,613.22)
Government & Quasi Governmental			
All Governmental Revenue	64,530.16	78,436.57	(13,906.41)
Less Restricted for Program	<u>(64,530.16)</u>	<u>(78,436.57)</u>	<u>13,906.41</u>
Total Government & Quasi Governmental	0.00	0.00	0.00
Nonprofits			
All Nonprofit Revenue	2,790.35	8,219.63	(5,429.28)
Less Restricted for Program	<u>(250.00)</u>	<u>0.00</u>	<u>(250.00)</u>
Total Nonprofits	<u>2,540.35</u>	<u>8,219.63</u>	<u>(5,679.28)</u>
Total Unrestricted Contributions	281,602.77	255,559.18	26,043.59
Releases			
Releases of Restrctd Net Assets			
Releases Unrestricted Gifts	73,000.00	105,001.00	(32,001.00)
Releases for Programs	120,625.00	46,662.00	73,963.00
Releases for CMS Data & Commnty	52,500.00	53,502.00	(1,002.00)
Releases from Baykeeping Fund	<u>0.00</u>	<u>19,158.00</u>	<u>(19,158.00)</u>
Total Releases of Restrctd Net Assets	246,125.00	224,323.00	21,802.00
Less Restricted	<u>(173,125.00)</u>	<u>(119,322.00)</u>	<u>(53,803.00)</u>
Total Releases	73,000.00	105,001.00	(32,001.00)
Restricted Revenue			
Restricted Revenue - Program			
Climate Fund CMS Data Community	52,500.00	53,502.00	(1,002.00)
Continuous Monitorng Sta op	21,030.00	19,315.98	1,714.02
Baykeeping	124,003.00	66,370.00	57,633.00

	Apr - Sep 23	Apr - Sep 22	\$ Change
Water Quality Monitoring	1,125.00	1,835.00	(710.00)
Nitrogen	0.00	10,915.00	(10,915.00)
Boats Operations	0.00	1,000.00	(1,000.00)
Pumpout - DEP	43,500.16	59,120.59	(15,620.43)
Pumpout - Contributed Gifts	250.00	0.00	250.00
Water Reporter	5,000.00	0.00	5,000.00
Volunteer Efforts	1,700.00	3,905.00	(2,205.00)
Total Restricted Revenue - Program	<u>249,108.16</u>	<u>215,963.57</u>	<u>33,144.59</u>
Total Restricted Revenue	249,108.16	215,963.57	33,144.59
Earned Income			
Pumpout Fees	515.00	0.00	515.00
Special Events			
Sponsored Event - Film Festival	13,950.00	7,030.00	6,920.00
Total Special Events	<u>13,950.00</u>	<u>7,030.00</u>	<u>6,920.00</u>
Sales of Merchandise	0.00	35.00	(35.00)
Total Earned Income	<u>14,465.00</u>	<u>7,065.00</u>	<u>7,400.00</u>
Other Operating Income			
Other Operating Income			
Interest - operating accounts	10,250.00	157.48	10,092.52
Gain (Loss) Sale Donated Stock	0.00	(189.24)	189.24
Total Other Operating Income	<u>10,250.00</u>	<u>(31.76)</u>	<u>10,281.76</u>
Total Other Operating Income	10,250.00	(31.76)	10,281.76
Total Income	<u>628,425.93</u>	<u>583,556.99</u>	<u>44,868.94</u>
Gross Profit	628,425.93	583,556.99	44,868.94
Expense			
Compensation			
Salaries - Gross	350,652.00	347,060.53	3,591.47
Payroll Taxes	26,217.30	26,329.06	(111.76)
Benefits	53,289.37	40,249.19	13,040.18
Total Compensation	<u>430,158.67</u>	<u>413,638.78</u>	<u>16,519.89</u>
Program Expenses			
Baykeeping Program	29,928.19	23,929.79	5,998.40
Boat and Vehicle Expenses	11,806.52	15,019.99	(3,213.47)
Casco Bay Monitoring	63,363.19	12,500.27	50,862.92
Pumpout Program	10,375.61	17,883.80	(7,508.19)
Total Program Expenses	<u>115,473.51</u>	<u>69,333.85</u>	<u>46,139.66</u>
Management and Administration			
Occupancy	10,861.69	10,861.69	0.00
Office and Management	31,947.48	29,529.50	2,417.98
Board Expenditures	1,218.99	826.84	392.15
Financing Costs	170.00	275.00	(105.00)
Total Management and Administration	<u>44,198.16</u>	<u>41,493.03</u>	<u>2,705.13</u>
Fund Raising Expenses			
Special Events Expenses			

	Apr - Sep 23	Apr - Sep 22	\$ Change
Film Festival Expenses	3,295.63	395.63	2,900.00
Total Special Events Expenses	3,295.63	395.63	2,900.00
House Party & Similar Events	10,423.99	2,235.00	8,188.99
Fund Raising Expenses	11,462.06	12,463.31	(1,001.25)
Total Fund Raising Expenses	25,181.68	15,093.94	10,087.74
Total Expense	615,012.02	539,559.60	75,452.42
Net Ordinary Income	13,413.91	43,997.39	(30,583.48)
Other Income/Expense			
Other Income			
Capital Activity			
Activity in Capital Funds			
Climate Change & Casco Bay Fund			
Climate Fund Gifts	14,585.00	265.00	14,320.00
Climate Funds at MCF			
Climate Fd Int DivsGains at MCF	18,084.75	9,446.74	8,638.01
Climate Fd Unrealized MCF	(3,511.18)	(60,411.43)	56,900.25
Climate Fd Fees MCF	(2,032.14)	(4,086.89)	2,054.75
Total Climate Funds at MCF	12,541.43	(55,051.58)	67,593.01
Climate Fund Interest	16.88	60.65	(43.77)
Gain (-Loss) Stock Gifts	(173.03)	0.00	(173.03)
Total Climate Change & Casco Bay Fund	26,970.28	(54,725.93)	81,696.21
Baykeeping Fund Net Activity			
Net Earnings (Loss) BKEndow MCF	19,033.88	(83,556.03)	102,589.91
Transfers to Baykeeping Program	0.00	(19,158.00)	19,158.00
Total Baykeeping Fund Net Activity	19,033.88	(102,714.03)	121,747.91
Boats Fund Net Activity			
Net Earnings (Loss) BoatsFd MCF	2,263.88	(10,417.24)	12,681.12
Total Boats Fund Net Activity	2,263.88	(10,417.24)	12,681.12
Advocacy Fund Net Activity			
Net Earnings (Loss) Advocacy Fd	959.29	(4,210.12)	5,169.41
Total Advocacy Fund Net Activity	959.29	(4,210.12)	5,169.41
Total Activity in Capital Funds	49,227.33	(172,067.32)	221,294.65
Total Capital Activity	49,227.33	(172,067.32)	221,294.65
Total Other Income	49,227.33	(172,067.32)	221,294.65
Other Expense			
Depreciation			
Depreciation - BK Boats	11,735.40	0.00	11,735.40
Depreciation - WQ Equipment	14,385.72	0.00	14,385.72
Depreciation - Pumpout	9,041.34	0.00	9,041.34
Depreciation - M&A	2,517.06	0.00	2,517.06
Total Depreciation	37,679.52	0.00	37,679.52
Capital Activity - Expenditures			
Release Net Assets - Programs	120,625.00	46,662.00	73,963.00
Release Net Assets - Unrestr	73,000.00	105,001.00	(32,001.00)

	Apr - Sep 23	Apr - Sep 22	\$ Change
Release of Climate Funds	52,500.00	53,502.00	(1,002.00)
Total Capital Activity - Expenditures	246,125.00	205,165.00	40,960.00
Total Other Expense	283,804.52	205,165.00	78,639.52
Net Other Income	(234,577.19)	(377,232.32)	142,655.13
Net Income	(221,163.28)	(333,234.93)	112,071.65

Friends of Casco Bay / Casco Baykeeper
Balance Sheet Prev Year Comparison
As of September 30, 2023

2:53 PM
Oct 6, 2023
Accrual Basis

	<u>Sep 30, 23</u>	<u>Sep 30, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Operating Cash			
Key - Checking	32,673.94	39,705.79	(7,031.85)
Petty Cash	300.00	300.00	0.00
Post Office Permit	554.39	1,507.32	(952.93)
Total Operating Cash	<u>33,528.33</u>	<u>41,513.11</u>	<u>(7,984.78)</u>
Savings and Contingency Cash			
Key Business Interest Savings	64,027.22	552,368.61	(488,341.39)
M&T Savings	253,765.54	0.00	253,765.54
Bangor Savings Money Market	176.77	0.00	176.77
Certificate of Deposit 3 BSB	200,753.45	0.00	200,753.45
Certificate of Deposit 9 BSB	50,000.00	0.00	50,000.00
Due from Climate Fund for Ops	57,500.00	53,502.00	3,998.00
Due to Climate Fund	(265.22)	(265.22)	0.00
Due from (to) Baykeeping Fund	(85,920.00)	(71,762.00)	(14,158.00)
Due from (to) Boats Fund	0.00	(5,915.00)	5,915.00
Total Savings and Contingency Cash	<u>540,037.76</u>	<u>527,928.39</u>	<u>12,109.37</u>
Total Checking/Savings	<u>573,566.09</u>	<u>569,441.50</u>	<u>4,124.59</u>
Accounts Receivable			
Contributions Receivable			
Pledges Receivable	0.00	55,000.00	(55,000.00)
Board Pledges Receivable	6,937.50	1,750.00	5,187.50
Contributions Receivable	4,750.00	4,000.00	750.00
Total Contributions Receivable	<u>11,687.50</u>	<u>60,750.00</u>	<u>(49,062.50)</u>
Contract and Grant Receivables			
Receivable from CBEP	3,505.00	3,219.33	285.67
Receivable from DEP	43,500.16	9,142.80	34,357.36
Total Contract and Grant Receivables	<u>47,005.16</u>	<u>12,362.13</u>	<u>34,643.03</u>
Sponsorships Receivable	2,300.00	500.00	1,800.00
Climate Change Fund Pledges Rec	34,175.00	69,925.00	(35,750.00)
Total Accounts Receivable	<u>95,167.66</u>	<u>143,537.13</u>	<u>(48,369.47)</u>
Other Current Assets			
Climate Change & Casco Bay Fund			
Climate Fund Money Mkt TDBank	18,295.01	250,215.51	(231,920.50)
Climate Fund Checking TDBank	2,763.21	2,293.21	470.00
Certificate of Deposit TD 6	101,709.48	0.00	101,709.48
Certificate of Deposit TD 12	180,388.44	0.00	180,388.44
Due from Operating Account	265.22	265.22	0.00
Due to Ops from Climate Fund	(57,500.00)	(53,502.00)	(3,998.00)

	<u>Sep 30, 23</u>	<u>Sep 30, 22</u>	<u>\$ Change</u>
Climate Fund at MCF			
Climate Fund Principal at MCF	500,000.00	500,000.00	0.00
Climate Fd Int Divs Gains MCF	61,548.27	36,589.66	24,958.61
Climate Fd Unrealized MCF	(42,305.45)	(67,341.43)	25,035.98
Climate Fd Fees MCF	(17,873.66)	(11,681.40)	(6,192.26)
Total Climate Fund at MCF	<u>501,369.16</u>	<u>457,566.83</u>	<u>43,802.33</u>
Total Climate Change & Casco Bay Fund	747,290.52	656,838.77	90,451.75
Baykeeping Fund			
Baykeeping Fund at MCF			
Baykeeping Fund Gifts Received	752,267.59	752,267.59	0.00
BK Fund Earnings Net of Fees	167,207.43	138,742.14	28,465.29
Unrealized Gain/Loss Mkt Value	989,668.66	951,722.63	37,946.03
Transfers from Baykeeping Fund	(1,148,237.09)	(1,148,237.09)	0.00
Total Baykeeping Fund at MCF	<u>760,906.59</u>	<u>694,495.27</u>	<u>66,411.32</u>
Baykeeping Fund due from Ops	<u>85,920.00</u>	<u>71,762.00</u>	<u>14,158.00</u>
Total Baykeeping Fund	846,826.59	766,257.27	80,569.32
Boats Fund			
Boats Fund at MCF			
Boats Fd Gifts Received	116,952.98	116,952.98	0.00
Boats Fd Earnings Net of Fees	11,944.08	8,545.40	3,398.68
Unrealized Gain/Loss Market Val	51,614.19	46,999.50	4,614.69
Transfers from Boats Fund	(90,000.00)	(85,915.00)	(4,085.00)
Total Boats Fund at MCF	<u>90,511.25</u>	<u>86,582.88</u>	<u>3,928.37</u>
Boats Fund due from Ops	<u>0.00</u>	<u>5,915.00</u>	<u>(5,915.00)</u>
Total Boats Fund	90,511.25	92,497.88	(1,986.63)
Advocacy Fund			
Advocacy Fund at MCF			
Emeritus Fund Gifts	79,668.49	79,668.49	0.00
Emeritus Earnings Net of Fees	4,985.80	3,549.84	1,435.96
Unrealized Gain/Loss Market Val	20,126.44	18,211.49	1,914.95
Transfers from Advocacy Fund	(66,432.00)	(66,432.00)	0.00
Total Advocacy Fund at MCF	<u>38,348.73</u>	<u>34,997.82</u>	<u>3,350.91</u>
Total Advocacy Fund	38,348.73	34,997.82	3,350.91
Prepaid Expenses	<u>0.00</u>	<u>500.00</u>	<u>(500.00)</u>
Total Other Current Assets	<u>1,722,977.09</u>	<u>1,551,091.74</u>	<u>171,885.35</u>
Total Current Assets	2,391,710.84	2,264,070.37	127,640.47
Fixed Assets			
Fixed Assets			
Boats and Equipment			
Boats, Trailers, Improvements			
Boat AJ 28	234,707.66	234,707.66	0.00
Boat Pumpout	180,827.00	180,827.00	0.00
Total Boats, Trailers, Improvements	<u>415,534.66</u>	<u>415,534.66</u>	<u>0.00</u>
Vehicle	31,440.84	31,440.84	0.00

	<u>Sep 30, 23</u>	<u>Sep 30, 22</u>	<u>\$ Change</u>
Equipment			
Equipment - Office	70,234.84	70,234.84	0.00
Equipment - Water Quality	143,857.04	143,857.04	0.00
Total Equipment	<u>214,091.88</u>	<u>214,091.88</u>	<u>0.00</u>
Total Boats and Equipment	661,067.38	661,067.38	0.00
Accumulated Depreciation	<u>(461,796.66)</u>	<u>(348,758.20)</u>	<u>(113,038.46)</u>
Total Fixed Assets	<u>199,270.72</u>	<u>312,309.18</u>	<u>(113,038.46)</u>
Total Fixed Assets	199,270.72	312,309.18	(113,038.46)
TOTAL ASSETS	<u>2,590,981.56</u>	<u>2,576,379.55</u>	<u>14,602.01</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Funds Held for Others			
On behalf of Oil Spill Seminar	1,207.70	1,207.70	0.00
On behalf YardScaping & SoPo	19,117.29	795.29	18,322.00
Total Funds Held for Others	<u>20,324.99</u>	<u>2,002.99</u>	<u>18,322.00</u>
Accrued Vacation Liability	<u>41,635.73</u>	<u>28,804.92</u>	<u>12,830.81</u>
Total Other Current Liabilities	<u>61,960.72</u>	<u>30,807.91</u>	<u>31,152.81</u>
Total Current Liabilities	<u>61,960.72</u>	<u>30,807.91</u>	<u>31,152.81</u>
Total Liabilities	61,960.72	30,807.91	31,152.81
Equity			
Net Assets			
NA Without Donor Restrictions			
Unrestricted Undesignated	166,839.18	166,884.18	(45.00)
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	<u>31,562.60</u>	<u>31,562.60</u>	<u>0.00</u>
Equity in Fixed Assets	<u>204,845.39</u>	<u>204,845.39</u>	<u>0.00</u>
Total NA Without Donor Restrictions	479,813.17	479,858.17	(45.00)
NA With Donor Restrictions			
Restricted for Programs & Ops	66,275.00	136,275.00	(70,000.00)
Baykeeping Fund	827,793.06	868,972.06	(41,179.00)
Boats Fund	88,247.21	102,915.21	(14,668.00)
Advocacy Fund	37,388.81	39,206.81	(1,818.00)
Climate Change & Casco Bay Fund	811,804.66	838,736.66	(26,932.00)
Total NA With Donor Restrictions	<u>1,831,508.74</u>	<u>1,986,105.74</u>	<u>(154,597.00)</u>
Total Net Assets	2,311,321.91	2,465,963.91	(154,642.00)
Unrestricted net fr prior year	438,862.21	412,842.66	26,019.55
Net Income	<u>(221,163.28)</u>	<u>(333,234.93)</u>	<u>112,071.65</u>
Total Equity	<u>2,529,020.84</u>	<u>2,545,571.64</u>	<u>(16,550.80)</u>
TOTAL LIABILITIES & EQUITY	<u>2,590,981.56</u>	<u>2,576,379.55</u>	<u>14,602.01</u>

Friends of Casco Bay
Board Meeting – Minutes
Hybrid Meeting: In-person at GMRI and Online via Zoom
Tuesday, September 19, 2023, 5:30 p.m.

In Attendance

Board: Board: Sandy Marsters (President), Steve Bushey, Deb Debiegun (via Zoom), Ellen Grant, Mark Green, David Kaufman, Peter LeBourdais (via Zoom), Pat Ianni, Kirsten Piacentini, Malcolm Poole

Staff: Mike Doan, Will Everitt, Sara Freshley, Heather Kenyon, Sarah Lyman

Welcome – President Sandy Marsters

Sandy asked the group the check-in question: *What would you like to see the board accomplish in the coming year?*

Answers included:

- New office
- Reaching people in new ways
- Diversify board
- Supporting ED and Baykeeper
- Formalized process for recruiting new board members
- Expansion of membership
- More people visit the website and more articles published in various media
- Help Mike deal with equipment issues
- Strategic plan, at least 20% of the way there!
- Continue to have meetings with good substance

Action Item: Acceptance of Consent Agenda

Malcom moved, Seb seconded, PASSED

Action Items Nominations to the Board of Directors:

Nomination of Anthony Moffa to Board of Directors

Discussion: Will and Sandy met Athhony in August. Will noted that Anthony has a business degree and spent time looking over Friends of Casco Bay’s budget. Sandy summarized his letter of interest.

Pat moved, Seb seconded, PASSED unanimously.

Nomination of Janna Rearick to Board of Directors

Discussion: Janna was introduced to Will and Sandy by Kirsten. She is an inhouse attorney at Unum. Sandy summarized her letter of intent. Kirsten added that Janna works for Kirsten’s husband and noted that Unum is a generous to the community and a good corporate citizen.

Seb moved, David seconded, PASSED unanimously.

Action Item: Approval of Ellen Grant as an At-Large member of the Executive Committee

Ellen has background in governance work and looks forward to helping us develop our board recruitment process. David moved, Malcolm seconded, PASSED unanimously.

Executive Director Update – *Executive Director Will Everitt*

Will said the science presentation tonight is important because so much of what we do for the Bay flows from our scientific data. Reflecting on the summer, in many ways, this summer has been our most “normal summer” in years. This summer we:

- Organized six in person get-togethers and trainings for our Water Reporters
- We had our first house party in four years
- We held our first-ever Casco Bay day with the Freeport Oyster Bar
- We had our Members Annual Meeting at Spring Point, our first annual meeting on the SMCC campus in years and years and our first event right there at Spring Point.
- We passed 1 million data points in CMS data!
- Did our first collection of PFAS samples

This was a summer reconnecting with our supporters and volunteers. On the financial side, we have held our own throughout the spring and summer and things have looked on target for us budget-wise. The big fundraising push is October through January. He expressed appreciation to Sarah Lyman and Susan Bosco. We launched a search for Communications Coordinator; we have already had a lot of applications for that.

In October the Board will have two advocacy deep dives. On October 5 from 5-6:30 Ivy has organized a tour of the Back Cove storage conduit for the Board and we will discuss our strategies for reducing stormwater into Casco Bay. This is one of our top advocacy priorities as stormwater is the largest source of pollution into our waters by volume. Reducing local sources of pollution like this helps the health of the Bay, obviously, but it also can help make our waters more resilient to the global impacts of Climate Change that we, as a community, cannot control. Then at next Months’ board meeting, we will focus on our advocacy efforts and priorities, giving you an inside peek at our challenges and opportunities. We are proud that Ivy was re-nominated to the Coastal and Marine Working Group with the Maine Climate Council.

Will explained the banking resolution. For more than a decade, we have paid KeyBank \$300 a year for a \$50,000 line of credit we have never used. Two years ago, looking at our balance sheet and the other banks we do business with, our controller recommended that we not renew that line of credit because our other banks will give us ones should we need it. So in 2022 we canceled that line of credit. This month, however, we received a \$600 bill for the line of credit for last year and for this year. KeyBank apologized and said that since our Board President Bud Higgins opened that line of credit, we cannot close it without a board resolution. So this resolution will let us officially close a line of credit we thought we closed two years ago.

Action Item: *Resolution to close Key Bank Line of Credit: At the request of Key Bank: Let the minutes of the meeting of the Board of Directors of Friends of Casco Bay on September 19, 2023 reflect our vote in the affirmative to have Will Everitt, Executive Director, close the Key Bank Lending line of credit of \$50,000 immediately.*

Stephen moved, Pat seconded, PASSED unanimously.

Will shared that he is cautiously optimistic that we may have found our new office space. We sent a Letter of Interest on a 2,000 square foot 3rd floor space in the Star Match Building at 65 West Commercial Street, Portland. J.B.Brown and Company owns the building. The space has a lot going for it. Most of it is an open concept, giving us flexibility with how we use it. It’s a great location, right across from Portland Yacht Services and has plenty of free parking. Staff have seen it and like it. There is not a lab in it, so we need to explore building out a lab. The tenant will be there until December. If things move forward, build out would begin in January. We do not have a lease yet and we will keep the board posted.

There was a discussion of the office space as the Board asked Will questions about it. He clarified it's smaller than our current space and given how we work now, with only five to six staff at the office at the same time. We rarely have our entire staff in the office except for staff meetings. Looking at how we operate now, we don't need as much space as we currently have. The space we are looking at would allow for three closed off office spaces with a lot of "hot desks." There is a small conference room for common space and meetings. The budgetary implications are that the office space will be a lot more than we are currently paying: We now pay \$18,000/year. The market is \$20/square foot, so our rent will be in the \$40,000 range. We have been budgeting for increased rent for the last three years. We are interested in a five-year lease that is then renewable for another five. The buildout estimate is in our current budget. *Could we include green energy (or a heat pump)?* Will said we don't have green energy because we don't own the building but Malcolm said that he suspects JB Brown may be willing to work with us. Malcolm shared that our reserves can be used to invest in something such as a lab space that we want for the next decade. *What kind of staff expansion can this space adjust to?* Will estimates 10 people working there. During the strategic planning process, we discussed maintaining this staff size through the strategic plan. This space supports the hybrid way we work right now, and assumes that we will continue the hybrid model. *What is the SMCC office space timeline?* The former president gave us till July of next year and that president, Joe Cassidy, left in August to be president of St. Joseph's College. SMCC has an interim president. SMCC Staff has walked through our office, planning for what they will use it for next.

Community Engagement Committee Update – Vice President Kirsten Piacentini

Kirsten reported that we had a well-attended meeting on September 5. There are new times for the CEC: First Tuesday of every month. The first Tuesday of December is the same time as the donor appreciation event so we will likely cancel that meeting. The Donor Appreciation Event is Tuesday, December 5, we hope you can be there. The Film Fest for Casco Bay: Raffle items in by tonight! Sara passed around a volunteer signup sheet for Board volunteer opportunities at the event. The Water Reporter Appreciation event has been postponed to November. We also debriefed the Oyster Bar event which turned out to be a great event, in part because it was a lower price point that CEC had recommended at prior meetings. This is a great example of CEC at work!

Environmental Justice, Diversity, Equity, and Inclusion Committee update – Committee Chair Pat Ianni

EJDEI has been working really hard on the statement - we are at Version 9! We started meeting last fall and EJDEI has ebbed and flowed with Howard, Joanie and Robby stepping off, but Deb is a wonderful addition and staff has provided wonderful input. Staff Member Sara joined the committee. We put together a revised statement. The intent is to post it on the web with more potential uses going forward. We decided it would be a full organization statement (as opposed to just the board or staff). In July we sent it to the full board and staff for comments. Pat and Will then tried to incorporate the comments as best they could. Pat and Will edited the statement we are considering tonight based on those comments. Board and staff comments were genuine, insightful, and thoughtful. We are also continuing to meet monthly, the second Monday of each month - online only. Sandy reiterated that board and staff input was valuable and the document currently has had a lot of input and we have been very careful to get that input into the various revisions.

How will we hold ourselves accountable? Do the next steps include this? The committee will hold ourselves accountable and revisit where we are on these goals. Accountability is in part from our commitments in the

strategic and operating plans. Malcolm encouraged us to be alert to going around in circles. This can be avoided through good management through the operating plan, strategic plan, and the budget process. Pat pointed out that a lot of our actions in the statement overlap with governance and board recruitment so we can weigh in on these points using the EJDEI statement.

Action Item: *Approval of EJDEI Statement*

Ellen moved, Seb seconded, PASSED unanimously

Discussion of Board Self-Assessment Survey and Recruitment of Future Board Members –*President Sandy Marsters and Ellen Grant*

Ellen and Sandy shared that we are trying to standardize board practices and recruitment through identifying gaps and skills we want on the Board. Board has prioritized qualities and qualifications of potential board members. Sandy shared that Ellen will be helping us as we move forward. Ellen has 30 years of experience, partly at the Institute for Civic Leadership where she trained nonprofit boards and matched board members to organizations.

Will shared a history of how we got here. During the early part of the pandemic we did not recruit new board members. In the past year, during our strategic planning process we delayed bringing on a new board member so we did not have to bring them up to speed. Over the summer we asked Board and Staff for potential board members nominees. We received 18-20 candidates. We can continue to look at and add to this list.

Ellen reflected that Friends of Casco Bay is in great shape and has a strong board but like any nonprofit there's always little pieces and parts that we want to improve. We want to do three things tonight: get reactions to the survey, share our plans, and decide where we might go forward and hear thoughts, and what are next steps. Over the next few months we would plan to recruit two to three new board members. Each year we would have a process by which we generate new board nominees based on our needs and gaps, which will lead to a really solid board. The goal is to have a pipeline. We never want to just be filling seats, we want to have a group of possible people and figure out who the best person is at any given moment. We want to be attentive to what we currently have on the board and what we need.

There was a discussion about the self-assessment survey. Board members noted that the experienced categories are balanced currently.

Some felt that the assessment list is too simplistic. There are a few things that are very objective, such as gender and these are actionable gaps. It's very relevant to this work. There are qualities like leadership, management, organization that are not reflected here. This was not a survey of our board's strengths and weaknesses. Seb reflected that the board needs to do an assessment of ourselves as a group. Sandy shared that is a conversation that we should have at a future meeting.

Board members noted that on the whole, many on the Board are in the older age brackets. There is an opportunity to recruit young people. Our board is white there is opportunity to increase diversity. Board members commented that diversity includes race/ethnicity and professional and socioeconomic background. Ellen proposes that we don't redo the assessment at this time because we have plenty to work on from this one. We talked about doing this annually so the tool will only get better. We will have many opportunities to improve on this.

Ellen noted that what was apparent from the assessment to Sandy, Will, and her was in gender: we have a majority of males so this is an actionable area to move forward. We want to recruit more women. And as we recruit, we want to identify nominees that fill in multiple categories that are 'weak' on this self assessment chart. It was noted that Malcolm is in his last term and he is treasurer. Does someone on the board already possess this skill? We do not have much experience in advocacy.

Ellen shared that we want to bring Board Members on in small cohorts of two to three people. Ellen, Will and Sandy will look at the nominee list and see who fills the gaps, then come up with a list of four. They will then send names to the board and make sure that there are no reservations about anybody (confidentiality). Then we will start the process of interviewing them. We will not automatically invite people on the board, but weigh qualifications and interests with our identified gaps.

What did we see and do this summer? A discussion about our field season *Staff Scientist Mike Doan and Science and Policy Associate Heather Kenyon*

Heather reviewed the basics of ongoing monitoring programs: Our Continuous Monitoring Program has three stations that are in the water collecting data every 15 minutes, year-round. For seasonal monitoring, we visit twenty-two sites across the Bay every three weeks. Heather then showed us the seasonal monitoring map online. You can go to any one of these and see the most recent data. We still have one more seasonal sampling event to go in early October. Because we still have one more event and total nitrogen samples are still at the lab, we will do deeper analysis after the season is over.

Heather explained how staff took extra samples in Maquoit Bay, which is not looking as bad as last year as far as water quality. We took these extra samples because we have been working with the town of Brunswick to implement a task force to do a water quality study of Maquoit Bay. They are using an independent contractor to look at baseline water quality and also look at land use. The parameters that staff test for are: chlorophyll, dissolved oxygen, salinity, water depth, Secchi depth (water clarity), temperature, total nitrogen turbidity, and pH (acidity). Depending on the site, we sample at the surface or do "profiles," sampling top to bottom of the water column.

It has been a quiet year, there have not a lot of major nuisance algal blooms. Some blooms did occur but not as frequent as past year. They have been occurring in the midcoast.

Heather shared that we partnered with Chris Aeppli at Bigelow Labs to take PFAS samples at all of the sites. The analyzer Bigelow has is brand new so we do not have results yet. Bigelow has just started to run the samples and they will share that with us when they get results. We are working with Chris to increase and expand this effort going into next year. Chris got a grant through the EPA Coastal Watersheds Program to increase PFAS sampling. This is going to require a lot more time from us as staff because we will take sediment samples which will be the first sediment samples from Maine for PFAs. We want this to help regulators, users, decision makers make a connection from what is coming off the land into the water. We will gather together stakeholders to identify sites and decide how often samples will be taken.

Over the course of five Fridays this summer Heather went out to six sites in Back Cove and took total nitrogen samples because of all of the rain. The total nitrogen samples are still at the lab.

Mike then showed us a photo of the “cage of science,” made up of a data sonde, a multi-parameter instrument, which we also use for seasonal sampling, and a partial pressure carbon dioxide sensor (pCO₂ sensor). We increased data collection from every hour to every fifteen minutes year round this year. As you know, the carbon dioxide sensor has been discontinued. But, if you have two of the four carbonate parameters you can calculate the other two, so we are looking for other ways to get to all four parameters. We have been working with University of New Hampshire to process total alkalinity samples as our replacement parameter for the carbon dioxide data. Mike shared that we passed 1 million data points in continuous data!

Mike explained that the website has data from all three stations. You can click on each station and look at the current year's data compared to historical data. It gives you the daily means. You can see we had a warm winter. We also set some records at the end of July but it was not our warmest summer. Last summer was warmer. We are above average water temperature this summer. Salinity was low throughout the summer. It takes a lot of rain to nudge salinity down. Snow and ice melting will do that but rarely a large storm will do much with our salinity data until this year, so this is extremely notable this year. Dissolved oxygen is also low this year.

We also look at the daily mean calculations for all three sites and compare them against one another. Portland harbor consistently has colder water than other sites. Harpswell has lower salinity because of Kennebec's influence.

The offshore algal bloom wasn't persistently present in Casco Bay; it might have dipped in here and there. It's a dinoflagellate that is not toxic. The concern is it dying and decomposing in the water. Others up the coast others did not see the influence of the bloom either.

Mike gave an update on the “sensor squad” which is a Friends of Casco Bay, Wells National Estuarine Research Reserve, and University of New Hampshire collaboration. We test equipment and sensors and make sure they are as accurate as possible. The Broad Reach grant gave us the support we need to make this collaboration happen. We do a lot of comparison of instruments and test different methods for getting more quality and accuracy out of the data.

Mike went into more detail about the carbonate parameters, specifically total alkalinity calculation and why it is important. We are working on using other parameters on our sonde along with total alkalinity which then we can calculate the other carbonate (or “ocean acidification”) parameters. Improving our techniques here will allow other groups like ours to do this work statewide. Our work is being looked at as a model.

Other than making sure our data is the best that we can get, the “sensor squad” is going to share our techniques and data with all of the institutions that are part of the Maine Ocean Climate Collaborative. This is exciting because a lot of people use the same instruments as we do and it will increase the accuracy statewide.

Adjourn: Sandy adjourned the meeting at 7:32pm.

**Friends of Casco Bay
Community Engagement Committee
Minutes Tuesday, October 3, 5:30-6:30 p.m.
Meeting held via Zoom**

In attendance

Board: Kirsten Piacintini (Chair), Steve Bushey, Ellen Grant, Pat Ianni, Sandy Marsters, Seb Milardo, Malcolm Poole

Staff: Will Everitt, Sara Freshley, Sarah Lyman

1. Welcome and check-in question: What is your favorite thing about Fall?

2. Important fall updates:

- **Film Festival, Saturday, November 4, 2-6 p.m.**
 - Staff thanked Board for all the ways you are helping with this event. From procuring and donating raffle items, to helping with Sponsorship, to volunteering day of. We are showing 12 films with a variety of content. We are playing up the “fest” this year: We expect to have oysters, a seaweed product (perhaps a kelp smoothie), and Starbucks drinks. We also expect to have a key partner or two to table to allow for new connections.
 - Sponsorships: Huge Media support from WCLZ and from Ocean Navigator. Right now we are at \$9,600, just under our goal of \$10,000.
 - Tickets sold to date:159. This is low compared to pre-COVID times Board can help us promote the event by sharing the emails with friends, family and colleagues. You can forward an email that we have already sent or we can give you additional content. You can also pass out posters.
 - If you want to have a role or job at the event and have not already signed up, let Sara Freshley know. If you still have raffle items, contact Sarah Lyman to sort pick up or drop off.
 - Question from CEC: are there ways to promote it that we have not? Sarah mentioned that CLZ is going to ramp up promotions. We also may connect to groups now that we know which films. For example, we are showing a unicycle film, can we connect with a bike group?
 - CEC thinks that partnership tabling is a great idea. Slow ticket sales may be in part due to a hot September. Last year folks could stream the films but we are not doing that this year because MOFF is not offering it. We are having a Film Fest viewing for our volunteers in advance of film fest. Board members are invited to this if they are volunteering during Film Fest.

- **Annual Fund and Special Appeal letters**
 - The letters are printed, Will will be signing them this week.
 - The Annual Fund effort is essential to our development work and raises upwards of \$50,000 per year. This twice a year mailing helps us capture donors that our

membership cycle does not capture. The Board does an incredible job signing these - thank you! We do Annual Fund twice a year so you did do this in the spring and we are now asking you to do this again.

- Susan Bosco is preparing packets of Annual Fund letters to you to pen notes on. This is an important way you support our work every year.
 - Each of you will receive 75-100 letters. This is a little different than we have done in prior years. Instead of asking how many you want to do, we have separated them into 100 chunks. Please commit to 75. If you can do 100, awesome.
 - If you cannot accept this many, let us know.
 - Please expect the packets to be hand delivered to you late this week or early next week. Let us know when they are complete. Have them ready for pick up by Monday October 23.
- Communications Coordinator position
 - We have received more than 20 applicants so far. Hoping to have someone by the end of the year.
 - Donor Appreciation event, Tuesday, December 5, 5:30-7:30 p.m at the Cumberland Club
 - Mark your calendar and join us to thank our biggest supporters.
 - We will be sending out prior talking points to you on what to chat with donors about: things were hoping for in the coming year, big news in the last year. You can talk to our donors about what excites you the most about our work.

3. Changes coming to Water Reporter and what it means for engaging our community

Will shared that the Water Reporter app as we know it is going away in early 2024. The organization that developed it for Waterkeepers is no longer going to be updating the app and already we learned that it is not available in the Google Play store. We have long wanted improvements to the app so the silver lining of this news is that it gives us the opportunity to develop a Friends of Casco Bay branded app that is similar and does a lot of things that we wish Water Reporter did. We will be talking to the Commons (a nonprofit app developer) about a custom app that would be easier to use. We want one that users could stay logged in (right now they cannot). We also want the observational data connected to a relational database instead of in spreadsheet form: imagine us being able to easily sort every post by volunteer, region, or issue area. Right now, we cannot easily do that with Water Reporter. We are looking at other improvements and enhancements.

We have worked for five years to get 475 people to identify as Water. We want to make sure we have a really good communications plan between now and January 1, 2024, to make sure volunteers know what's going on and what's going to happen. The question for the committee is what things do we want to make sure we communicate and tell to make sure 475 Water Reporters.

There was a robust discussion about this issue. Board asked how easy or difficult will it be to build and maintain an app? The developer is looking to build a product (with Glide and Airtable) that would make it easier for us to make changes as we move forward on our side. One thing we have learned through this process is that technology changes so frequently. This is true with all technologies that we use including our donor database.

Board members shared that they think this is not going to come as bad news to everybody. We need a new product is going to be better than the old product. We do not launch another version of this that does not fix the headaches that volunteers have with it.

Board members shared that this is really good positive opportunity. A good communication plan on this gives us a chance to reconnect with existing volunteers and new ones. Everyone is starting fresh and new together. We should invite volunteers to say what changes they would like to see. We should use a subset of volunteers to pilot the new app and give feedback that can be rolled into official rollout..

In the communication plan, assume that over communicating is better than under communicating. Keep telling people it is happening. Awareness builds understanding.

Board members asked about the expected cost. We have not signed an MOU but initial estimates are in the \$7,000 range. We have technology funds we can allocate to this.

Some expressed concern that there is a short timeline between the old app going down and new app going up. We need to choose a programmer with the ability to stick with a timeline. We do not want a late development because it risks losing volunteers.

Will shared that the plan is to convert our existing observational data into the new app so we don't lose it. No matter what, we will not lose our existing data because we can definitely extract our data, which we will do before the app goes away.

A board member asked if there are other similar citizen science observation apps in use in the state of Maine. Staff answered yes and that we are evaluating those tools. There are a lot of apps around sea level rise and other specific issues. Right now, we like the concept of Water Reporter because of its versatility. Volunteers can report back on a broad array of issues and observations, not just sea level rise. The program team shared that versatility is valuable.

A board member shared that GMRI received a Packard Foundation grant to build a platform that could be used by others. The goal was a shared platform that could be collecting data of all sorts. Program Officer of Packard really loved GMRI's approach. Sarah shared that we have had multiple conversations with GMRI over the years about their sea level rise app. Separately CBEP pulled together orgs like ours that are using apps to show to local municipalities. We learned about a lot of different apps and tools that are out there. We are going to revisit the tools that are available out there.

For the communication plan, it is important to do it well to maintain trust with volunteers. Sharing this early with volunteers is important. Communicate more than you think you need to. Keep volunteers informed. Kirsten shared the L.L.Bean mantra: crawl, walk, run. Limit the scope for a first release. Get the basic bare minimum in first.

4. Friends, Neighbors, and Colleagues Gift Membership Program: Who are some friends, neighbors, and/or colleagues that you think should be Friends of the Bay? We will give them a gift membership!

This membership effort is based off of our operating plan and the goals that we set out. One way that we plan to grow support is through giving gift memberships. Board members can offer a one-year gift membership to friends, family, and colleagues. We will work to renew those memberships the the following year. Friends of Casco bay is covering the cost. Board members are not responsible for the payment of the gift membership. A year after a person receives their gift membership, we will follow up with them and invite them to continue to be a member with us by giving a membership donation.

The Board was asked to share names by emailing Sarah Lyman. We will see if they are already members, so you do not need to know if they are or not. There is not a criteria for the gift memberships: there are circles of people that you know that our organization does not.

Board were asked to think of five to ten names by the board meeting. At this time, we just need names, not addresses.

Kirsten adjourned the meeting at 6:31 p.m.