



**Consent Agenda Items for Review
for Tuesday, November 21, 2023 Board Meeting**



FY24 Interim Financial Report For the Month Ending October 31, 2023

Prepared for the Board, November 15, 2023 by Will Everitt with assistance from Jeff Fetterer

The financial reports are as of 10/31/2023. We are seven months (58%) into our fiscal year. Operating income totals \$696k (51% of budget), expenses total 693k (50% of budget), and the resulting in a surplus of 3k; this surplus is 233k better than budgeted and 39k less than last year. As we enter calendar-year-end giving, our fiscal year-end projected income and expenses will come into clearer focus. While operating income is more than last year, so too, are our expenses as we are at higher staffing. As we begin buildout of our new office space (which we hope to move into in February or March 2024), our expenses will soon become even higher than past years at year-end. We are watching income and expenses closely.

FY24 Revenue Highlights:

Operating income is \$86k more than budgeted and 36k more than last year at this time. Moving our operating cash to money market and certificate of deposit (CD) accounts has earned us \$13,000 in interest when last year at this time we earned \$180 in interest.

Gifts from Individuals total \$231k, which is 67k more than budgeted and is 40k more than last year at this time. This does not include a verbal pledge of \$50k, 25k of which is for our new lab buildout, which we should receive in November. We raised an additional \$15k for the Climate Change and Casco Bay Fund (not part of our operating income).

Corporate gifts total 13k, which is 3k less than budgeted and the 5k more than last year at this time.

Foundation grants total 71k, which is 7k less than budgeted and 15k less than last year at this time.

Government revenue is 76k, which is 7k less than budgeted and 11k less than last year at this time. Last year, we received a Maine Outdoor Heritage Fund grant that we cannot apply for this year. We are less than budgeted at this time, in part, because we ended our pumpout season slightly earlier than planned.

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 265k which is on budget.

FY24 Expenditure Highlights:

Operating expenses total \$693k which is 147k less than budgeted. The budget assumed that we would begin to pay for the build out of our new office beginning in September 2023. Paying for this buildout will likely begin in November. At this point in time, we project that our compensation expenses, while significantly higher than last year because of our increase in staff, will *remain under budget* through this fiscal year as we continue our search for a new Communications Coordinator (formerly Staff Writer). We also project that our Casco Bay Monitoring expenses will remain under budget through the fiscal year as we have needed to purchase less equipment than we originally anticipated.

Capital Activity:

At the end of October, **operating** cash totaled \$522k, and that with Accounts Receivable of 74k (not including Climate Change Fund pledges of 34k) together total 596k as compared to 617k at this time last year.

Funds at Maine Community Foundation

Our third quarter statements from MCF are attached. With two wars in oil producing regions and political instability, the market continues its ups and downs. MCF's primary portfolio is down -1.3% but still outperformed its benchmark.

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

1:43 PM
 11/13/2023
 Accrual Basis

	Oct 23	Budget	\$ Over Budget	Apr - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Unrestricted Contributions							
Individuals							
All Gifts from Individuals	18,410.30	23,000.00	-4,589.70	246,472.17	164,000.00	82,472.17	480,000.00
Less Restricted Climate Fund	-585.00			-15,070.00			
Less Restricted for Program	-100.00			-4,125.00			
Total Individuals	17,725.30	23,000.00	-5,274.70	227,277.17	164,000.00	63,277.17	480,000.00
Corporations							
All Gifts from Corporations	568.00	2,000.00	-1,432.00	13,098.55	15,800.00	-2,701.45	55,000.00
Less Restricted for Climate Fun	0.00			-100.00			
Less Restricted for Program	0.00			-5,500.00			
Total Corporations	568.00	2,000.00	-1,432.00	7,498.55	15,800.00	-8,301.45	55,000.00
Foundations							
All Foundation Gifts	6,179.48			70,557.48			
Less Restricted for Program	0.00			-1,678.00			
Foundations - Other	0.00	10,000.00	-10,000.00	0.00	77,500.00	-77,500.00	155,000.00
Total Foundations	6,179.48	10,000.00	-3,820.52	68,879.48	77,500.00	-8,620.52	155,000.00
Government & Quasi Governmental							
All Governmental Revenue	11,050.53	10,000.00	1,050.53	75,580.69	82,505.00	-6,924.31	100,000.00
Less Restricted for Program	-11,050.53			-75,580.69			
Total Government & Quasi Governmental	0.00	10,000.00	-10,000.00	0.00	82,505.00	-82,505.00	100,000.00
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	0.00	0.00	0.00	2,540.35	5,000.00	-2,459.65	10,000.00
Total Unrestricted Contributions	24,472.78	45,000.00	-20,527.22	306,195.55	344,805.00	-38,609.45	800,000.00
Releases							

	Oct 23	Budget	\$ Over Budget	Apr - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
Releases of Restrctd Net Assets							
Releases Unrestricted Gifts	0.00	0.00	0.00	73,000.00	73,000.00	0.00	223,000.00
Releases for Programs	10,525.00	10,525.00	0.00	131,150.00	131,150.00	0.00	171,800.00
Releases for CMS Data & Commnty	8,750.00	8,750.00	0.00	61,250.00	61,250.00	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	19,275.00	19,275.00	0.00	265,400.00	265,400.00	0.00	558,116.00
Less Restricted	-19,275.00			-192,400.00			
Total Releases	0.00	19,275.00	-19,275.00	73,000.00	265,400.00	-192,400.00	558,116.00
Restricted Revenue							
Restricted Revenue - Program							
Climate Fund CMS Data Community	8,750.00			61,250.00			
Continuous Monitorng Sta op	3,505.00			24,535.00			
Baykeeping	10,525.00			134,528.00			
Water Quality Monitoring	100.00			1,225.00			
Pumpout - DEP	7,545.53			51,045.69			
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	30,425.53			279,533.69			
Total Restricted Revenue	30,425.53			279,533.69			
Earned Income							
Pumpout Fees	10.00			525.00			
Special Events							
Sponsored Event - Film Festival	9,680.00			23,510.00			
Total Special Events	9,680.00			23,510.00			
Total Earned Income	9,690.00			24,035.00			
Other Operating Income							
Other Operating Income							
Interest - operating accounts	2,979.12			13,229.12			

	<u>Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Apr - Oct 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Total Other Operating Income	2,979.12			13,229.12			
Total Other Operating Income	2,979.12			13,229.12			
Total Income	67,567.43	64,275.00	3,292.43	695,993.36	610,205.00	85,788.36	1,358,116.00
Gross Profit	67,567.43	64,275.00	3,292.43	695,993.36	610,205.00	85,788.36	1,358,116.00
Expense							
Compensation							
Salaries - Gross	51,092.28	58,087.00	-6,994.72	401,744.28	430,469.00	-28,724.72	714,000.00
Payroll Taxes	3,795.42	4,477.00	-681.58	30,012.72	33,172.00	-3,159.28	55,000.00
Benefits	7,544.79	7,478.00	66.79	60,834.16	56,086.00	4,748.16	97,000.00
Total Compensation	62,432.49	70,042.00	-7,609.51	492,591.16	519,727.00	-27,135.84	866,000.00
Program Expenses							
Baykeeping Program	3,392.28	5,539.61	-2,147.33	33,320.47	38,777.27	-5,456.80	66,475.00
Boat and Vehicle Expenses	859.19	2,454.16	-1,594.97	12,665.71	17,179.12	-4,513.41	29,450.00
Casco Bay Monitoring	367.96	10,925.00	-10,557.04	63,731.15	120,475.00	-56,743.85	175,100.00
Pumpout Program	445.04	1,595.83	-1,150.79	10,820.65	11,170.81	-350.16	19,150.00
Total Program Expenses	5,064.47	20,514.60	-15,450.13	120,537.98	187,602.20	-67,064.22	290,175.00
Management and Administration							
Occupancy	1,551.67	3,583.34	-2,031.67	12,413.36	25,083.38	-12,670.02	43,000.00
Contingency Office Relocation	0.00	3,750.00	-3,750.00	0.00	26,250.00	-26,250.00	45,000.00
Office and Management	3,699.77	5,583.34	-1,883.57	35,647.25	39,083.38	-3,436.13	66,994.00
Board Expenditures	47.25	208.34	-161.09	1,266.24	1,458.38	-192.14	2,500.00
Financing Costs	5.00	60.00	-55.00	175.00	420.00	-245.00	720.00
Total Management and Administration	5,303.69	13,185.02	-7,881.33	49,501.85	92,295.14	-42,793.29	158,214.00
Fund Raising Expenses							
Special Events Expenses							
Film Festival Expenses	511.56			3,807.19			
Total Special Events Expenses	511.56			3,807.19			
House Party & Similar Events	0.00	1,845.84	-1,845.84	10,423.99	12,920.88	-2,496.89	22,150.00
Fund Raising Expenses	4,451.95	2,933.82	1,518.13	15,914.01	20,536.74	-4,622.73	35,206.00
Total Fund Raising Expenses	4,963.51	4,779.66	183.85	30,145.19	33,457.62	-3,312.43	57,356.00
Contingency Expense	0.00	1,000.00	-1,000.00	0.00	7,000.00	-7,000.00	12,000.00

	Oct 23	Budget	\$ Over Budget	Apr - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
Total Expense	77,764.16	109,521.28	-31,757.12	692,776.18	840,081.96	-147,305.78	1,383,745.00
Net Ordinary Income	-10,196.73	-45,246.28	35,049.55	3,217.18	-229,876.96	233,094.14	-25,629.00

Other Income/Expense

Other Income

Capital Activity

Activity in Capital Funds

Climate Change & Casco Bay Fund

Climate Fund Gifts 585.00 15,170.00

Climate Funds at MCF 0.00 5,381.19

Climate Fund Interest 0.78 17.66

Gain (-Loss) Stock Gifts 0.00 -173.03

Total Climate Change & Casco Bay Fund 585.78 20,395.82

Baykeeping Fund Net Activity 0.00 8,167.29

Boats Fund Net Activity

Net Earnings (Loss) BoatsFd MCF 0.00 971.19

Total Boats Fund Net Activity 0.00 971.19

Advocacy Fund Net Activity

Net Earnings (Loss) Advocacy Fd 0.00 411.41

Total Advocacy Fund Net Activity 0.00 411.41

Total Activity in Capital Funds 585.78 29,945.71

Total Capital Activity 585.78 29,945.71

Total Other Income 585.78 29,945.71

Other Expense

Depreciation

Depreciation - BK Boats 1,955.90 13,691.30

Depreciation - WQ Equipment 2,397.62 16,783.34

Depreciation - Pumpout 1,506.89 10,548.23

Depreciation - M&A 419.51 2,936.57

Total Depreciation 6,279.92 43,959.44

Capital Activity - Expenditures

Release Net Assets - Programs 10,525.00 131,150.00

	<u>Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Apr - Oct 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Release Net Assets - Unrestr	0.00			73,000.00			
Release of Climate Funds	8,750.00			61,250.00			
Total Capital Activity - Expenditures	19,275.00			265,400.00			
Total Other Expense	25,554.92			309,359.44			
Net Other Income	-24,969.14			-279,413.73			
Net Income	<u>-35,165.87</u>	<u>-45,246.28</u>	<u>10,080.41</u>	<u>-276,196.55</u>	<u>-229,876.96</u>	<u>-46,319.59</u>	<u>-25,629.00</u>

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

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Nov 13, 2023
Accrual Basis

	Apr - Oct 23	Apr - Oct 22	\$ Change
Ordinary Income/Expense			
Income			
Unrestricted Contributions			
Individuals			
All Gifts from Individuals	246,472.17	191,359.35	55,112.82
Less Restricted Climate Fund	(15,070.00)	(265.00)	(14,805.00)
Less Restricted Capital Gifts	0.00	(1,000.00)	1,000.00
Less Restricted for Program	(4,125.00)	(12,492.00)	8,367.00
Total Individuals	227,277.17	177,602.35	49,674.82
Corporations			
All Gifts from Corporations	13,098.55	8,064.98	5,033.57
Less Restricted for Climate Fun	(100.00)	0.00	(100.00)
Less Restricted for Program	(5,500.00)	(450.00)	(5,050.00)
Total Corporations	7,498.55	7,614.98	(116.43)
Foundations			
All Foundation Gifts	70,557.48	85,813.22	(15,255.74)
Less Restricted for Program	(1,678.00)	0.00	(1,678.00)
Total Foundations	68,879.48	85,813.22	(16,933.74)
Government & Quasi Governmental			
All Governmental Revenue	75,580.69	86,892.08	(11,311.39)
Less Restricted for Program	(75,580.69)	(86,892.08)	11,311.39
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	(250.00)	0.00	(250.00)
Total Nonprofits	2,540.35	8,219.63	(5,679.28)
Total Unrestricted Contributions	306,195.55	279,250.18	26,945.37
Releases			
Releases of Restrctd Net Assets			
Releases Unrestricted Gifts	73,000.00	121,668.00	(48,668.00)
Releases for Programs	131,150.00	54,439.00	76,711.00
Releases for CMS Data & Commnty	61,250.00	62,419.00	(1,169.00)
Releases from Baykeeping Fund	0.00	22,351.00	(22,351.00)
Total Releases of Restrctd Net Assets	265,400.00	260,877.00	4,523.00
Less Restricted	(192,400.00)	(139,209.00)	(53,191.00)
Total Releases	73,000.00	121,668.00	(48,668.00)
Restricted Revenue			
Restricted Revenue - Program			
Climate Fund CMS Data Community	61,250.00	62,419.00	(1,169.00)
Continuous Monitorng Sta op	24,535.00	22,535.31	1,999.69
Baykeeping	134,528.00	77,340.00	57,188.00

	Apr - Oct 23	Apr - Oct 22	\$ Change
Water Quality Monitoring	1,225.00	1,835.00	(610.00)
Nitrogen	0.00	10,915.00	(10,915.00)
Boats Operations	0.00	1,000.00	(1,000.00)
Pumpout - DEP	51,045.69	64,356.77	(13,311.08)
Pumpout - Contributed Gifts	250.00	0.00	250.00
Water Reporter	5,000.00	0.00	5,000.00
Volunteer Efforts	1,700.00	4,055.00	(2,355.00)
Total Restricted Revenue - Program	<u>279,533.69</u>	<u>244,456.08</u>	<u>35,077.61</u>
Total Restricted Revenue	279,533.69	244,456.08	35,077.61
Earned Income			
Pumpout Fees	525.00	0.00	525.00
Special Events			
Sponsored Event - Film Festival	23,510.00	14,250.00	9,260.00
Total Special Events	<u>23,510.00</u>	<u>14,250.00</u>	<u>9,260.00</u>
Sales of Merchandise	0.00	35.00	(35.00)
Total Earned Income	<u>24,035.00</u>	<u>14,285.00</u>	<u>9,750.00</u>
Other Operating Income			
Other Operating Income			
Interest - operating accounts	13,229.12	180.40	13,048.72
Gain (Loss) Sale Donated Stock	0.00	(189.24)	189.24
Total Other Operating Income	<u>13,229.12</u>	<u>(8.84)</u>	<u>13,237.96</u>
Total Other Operating Income	13,229.12	(8.84)	13,237.96
Total Income	<u>695,993.36</u>	<u>659,650.42</u>	<u>36,342.94</u>
Gross Profit	695,993.36	659,650.42	36,342.94
Expense			
Compensation			
Salaries - Gross	401,744.28	396,687.25	5,057.03
Payroll Taxes	30,012.72	30,122.84	(110.12)
Benefits	60,834.16	50,458.58	10,375.58
Total Compensation	<u>492,591.16</u>	<u>477,268.67</u>	<u>15,322.49</u>
Program Expenses			
Baykeeping Program	33,320.47	26,059.46	7,261.01
Boat and Vehicle Expenses	12,665.71	15,656.52	(2,990.81)
Casco Bay Monitoring	63,731.15	12,580.22	51,150.93
Pumpout Program	10,820.65	19,118.65	(8,298.00)
Total Program Expenses	<u>120,537.98</u>	<u>73,414.85</u>	<u>47,123.13</u>
Management and Administration			
Occupancy	12,413.36	12,413.36	0.00
Office and Management	35,647.25	28,796.73	6,850.52
Board Expenditures	1,266.24	1,015.78	250.46
Financing Costs	175.00	320.00	(145.00)
Total Management and Administration	<u>49,501.85</u>	<u>42,545.87</u>	<u>6,955.98</u>
Fund Raising Expenses			
Special Events Expenses			

	Apr - Oct 23	Apr - Oct 22	\$ Change
Film Festival Expenses	3,807.19	759.07	3,048.12
Total Special Events Expenses	3,807.19	759.07	3,048.12
House Party & Similar Events	10,423.99	4,805.00	5,618.99
Fund Raising Expenses	15,914.01	18,970.18	(3,056.17)
Total Fund Raising Expenses	30,145.19	24,534.25	5,610.94
Total Expense	692,776.18	617,763.64	75,012.54
Net Ordinary Income	3,217.18	41,886.78	(38,669.60)
Other Income/Expense			
Other Income			
Capital Activity			
Activity in Capital Funds			
Climate Change & Casco Bay Fund			
Climate Fund Gifts	15,170.00	265.00	14,905.00
Climate Funds at MCF	5,381.19	(55,051.58)	60,432.77
Climate Fund Interest	17.66	71.28	(53.62)
Gain (-Loss) Stock Gifts	(173.03)	0.00	(173.03)
Total Climate Change & Casco Bay Fund	20,395.82	(54,715.30)	75,111.12
Baykeeping Fund Net Activity			
Net Earnings (Loss) BKEndow MCF	8,167.29	(83,556.03)	91,723.32
Transfers to Baykeeping Program	0.00	(22,351.00)	22,351.00
Total Baykeeping Fund Net Activity	8,167.29	(105,907.03)	114,074.32
Boats Fund Net Activity			
Net Earnings (Loss) BoatsFd MCF	971.19	(10,417.24)	11,388.43
Total Boats Fund Net Activity	971.19	(10,417.24)	11,388.43
Advocacy Fund Net Activity			
Net Earnings (Loss) Advocacy Fd	411.41	(4,210.12)	4,621.53
Total Advocacy Fund Net Activity	411.41	(4,210.12)	4,621.53
Total Activity in Capital Funds	29,945.71	(175,249.69)	205,195.40
Total Capital Activity	29,945.71	(175,249.69)	205,195.40
Total Other Income	29,945.71	(175,249.69)	205,195.40
Other Expense			
Depreciation			
Depreciation - BK Boats	13,691.30	0.00	13,691.30
Depreciation - WQ Equipment	16,783.34	0.00	16,783.34
Depreciation - Pumpout	10,548.23	0.00	10,548.23
Depreciation - M&A	2,936.57	0.00	2,936.57
Total Depreciation	43,959.44	0.00	43,959.44
Capital Activity - Expenditures			
Release Net Assets - Programs	131,150.00	54,439.00	76,711.00
Release Net Assets - Unrestr	73,000.00	121,668.00	(48,668.00)
Release of Climate Funds	61,250.00	62,419.00	(1,169.00)
Total Capital Activity - Expenditures	265,400.00	238,526.00	26,874.00
Total Other Expense	309,359.44	238,526.00	70,833.44
Net Other Income	(279,413.73)	(413,775.69)	134,361.96

	Apr - Oct 23	Apr - Oct 22	\$ Change
Net Income	(276,196.55)	(371,888.91)	95,692.36

Friends of Casco Bay / Casco Baykeeper
Balance Sheet Prev Year Comparison
As of October 31, 2023

1:55 PM
Nov 13, 2023
Accrual Basis

	Oct 31, 23	Oct 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Operating Cash			
Key - Checking	60,046.50	30,052.95	29,993.55
Petty Cash	300.00	300.00	0.00
Post Office Permit	596.75	3,003.25	(2,406.50)
Total Operating Cash	60,943.25	33,356.20	27,587.05
Savings and Contingency Cash			
Key Business Interest Savings	24,088.18	522,391.53	(498,303.35)
M&T Savings	204,541.32	0.00	204,541.32
Bangor Savings Money Market	176.77	0.00	176.77
Certificate of Deposit 3 BSB	201,895.17	0.00	201,895.17
Certificate of Deposit 9 BSB	50,000.00	0.00	50,000.00
Due from Climate Fund for Ops	66,250.00	62,419.00	3,831.00
Due to Climate Fund	(265.22)	(265.22)	0.00
Due from (to) Baykeeping Fund	(85,920.00)	(68,569.00)	(17,351.00)
Due from (to) Boats Fund	0.00	(5,915.00)	5,915.00
Total Savings and Contingency Cash	460,766.22	510,061.31	(49,295.09)
Total Checking/Savings	521,709.47	543,417.51	(21,708.04)
Accounts Receivable			
Contributions Receivable			
Pledges Receivable	0.00	55,000.00	(55,000.00)
Board Pledges Receivable	6,625.00	1,750.00	4,875.00
Contributions Receivable	11,338.20	7,500.00	3,838.20
Total Contributions Receivable	17,963.20	64,250.00	(46,286.80)
Contract and Grant Receivables			
Receivable from CBEP	3,505.00	3,219.33	285.67
Receivable from DEP	46,045.69	5,236.18	40,809.51
Total Contract and Grant Receivables	49,550.69	8,455.51	41,095.18
Sponsorships Receivable	6,000.00	500.00	5,500.00
Climate Change Fund Pledges Rec	34,055.00	69,805.00	(35,750.00)
Total Accounts Receivable	107,568.89	143,010.51	(35,441.62)
Other Current Assets			
Climate Change & Casco Bay Fund			
Climate Fund Money Mkt TDBank	18,295.79	250,226.14	(231,930.35)
Climate Fund Checking TDBank	2,763.21	2,293.21	470.00
Certificate of Deposit TD 6	102,127.46	0.00	102,127.46
Certificate of Deposit TD 12	180,971.12	0.00	180,971.12
Due from Operating Account	265.22	265.22	0.00
Due to Ops from Climate Fund	(66,250.00)	(62,419.00)	(3,831.00)

	Oct 31, 23	Oct 31, 22	\$ Change
Climate Fund at MCF			
Climate Fund Principal at MCF	500,000.00	500,000.00	0.00
Climate Fd Int Divs Gains MCF	72,612.30	36,589.66	36,022.64
Climate Fd Unrealized MCF	(58,201.12)	(67,341.43)	9,140.31
Climate Fd Fees MCF	(20,202.26)	(11,681.40)	(8,520.86)
Total Climate Fund at MCF	494,208.92	457,566.83	36,642.09
Total Climate Change & Casco Bay Fund	732,381.72	647,932.40	84,449.32
Baykeeping Fund			
Baykeeping Fund at MCF			
Baykeeping Fund Gifts Received	752,267.59	752,267.59	0.00
BK Fund Earnings Net of Fees	180,465.01	138,742.14	41,722.87
Unrealized Gain/Loss Mkt Value	965,544.49	951,722.63	13,821.86
Transfers from Baykeeping Fund	(1,148,237.09)	(1,148,237.09)	0.00
Total Baykeeping Fund at MCF	750,040.00	694,495.27	55,544.73
Baykeeping Fund due from Ops	85,920.00	68,569.00	17,351.00
Total Baykeeping Fund	835,960.00	763,064.27	72,895.73
Boats Fund			
Boats Fund at MCF			
Boats Fd Gifts Received	116,952.98	116,952.98	0.00
Boats Fd Earnings Net of Fees	13,521.01	8,545.40	4,975.61
Unrealized Gain/Loss Market Val	48,744.57	46,999.50	1,745.07
Transfers from Boats Fund	(90,000.00)	(85,915.00)	(4,085.00)
Total Boats Fund at MCF	89,218.56	86,582.88	2,635.68
Boats Fund due from Ops	0.00	5,915.00	(5,915.00)
Total Boats Fund	89,218.56	92,497.88	(3,279.32)
Advocacy Fund			
Advocacy Fund at MCF			
Emeritus Fund Gifts	79,668.49	79,668.49	0.00
Emeritus Earnings Net of Fees	5,653.74	3,549.84	2,103.90
Unrealized Gain/Loss Market Val	18,910.62	18,211.49	699.13
Transfers from Advocacy Fund	(66,432.00)	(66,432.00)	0.00
Total Advocacy Fund at MCF	37,800.85	34,997.82	2,803.03
Total Advocacy Fund	37,800.85	34,997.82	2,803.03
Prepaid Expenses	0.00	500.00	(500.00)
Total Other Current Assets	1,695,361.13	1,538,992.37	156,368.76
Total Current Assets	2,324,639.49	2,225,420.39	99,219.10
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	415,534.66	415,534.66	0.00
Vehicle	31,440.84	31,440.84	0.00

	Oct 31, 23	Oct 31, 22	\$ Change
Equipment			
Equipment - Office	70,234.84	70,234.84	0.00
Equipment - Water Quality	143,857.04	143,857.04	0.00
Total Equipment	214,091.88	214,091.88	0.00
Total Boats and Equipment	661,067.38	661,067.38	0.00
Accumulated Depreciation	(468,076.58)	(348,758.20)	(119,318.38)
Total Fixed Assets	192,990.80	312,309.18	(119,318.38)
Total Fixed Assets	192,990.80	312,309.18	(119,318.38)
TOTAL ASSETS	2,517,630.29	2,537,729.57	(20,099.28)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Payroll Liabilities			
MaineShare Withholding	4.00	4.00	0.00
Total Payroll Liabilities	4.00	4.00	0.00
Funds Held for Others			
On behalf of Oil Spill Seminar	1,207.70	1,207.70	0.00
On behalf YardScaping & SoPo	795.29	795.29	0.00
Total Funds Held for Others	2,002.99	2,002.99	0.00
Accrued Vacation Liability	41,635.73	28,804.92	12,830.81
Total Other Current Liabilities	43,642.72	30,811.91	12,830.81
Total Current Liabilities	43,642.72	30,811.91	12,830.81
Total Liabilities	43,642.72	30,811.91	12,830.81
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	31,562.60	31,562.60	0.00
Equity in Fixed Assets	204,845.39	204,845.39	0.00
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	1,831,508.74	1,986,105.74	(154,597.00)
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	(276,196.55)	(371,888.91)	95,692.36

	Oct 31, 23	Oct 31, 22	\$ Change
Total Equity	2,473,987.57	2,506,917.66	(32,930.09)
TOTAL LIABILITIES & EQUITY	<u>2,517,630.29</u>	<u>2,537,729.57</u>	<u>(20,099.28)</u>



Maine
Community Foundation

Bringing people and resources together to build a
better Maine.

Oct. 19, 2023

Dear Friends,

The crisp air and flaming leaves of October are a refreshing reminder to slow down and enjoy Maine's autumn beauty after a whirlwind summer. We hope you can take a moment to grab a hot mug of cider and flip through the 2022-2023 Annual Report, which honors 40 years of the foundation and looks ahead to its future.

Starting Monday, Oct. 23, MaineCF will host five Community Conversations during which all are encouraged to lend their voice to help inform how we can be most helpful to your communities. We encourage you to attend the conversation for your region.

MaineCF's primary pool portfolio returned -1.3% to outperform the policy benchmark by +1%. In the U.S, the S&P 500 rose early in the third quarter to its highest level since March 2022. But rising global bond yields, inflation fears and concerns about a future economic slowdown all pulled equities down to a negative quarterly return (S&P 500 - 3.27%). Internationally, disappointing economic data in Europe and in China stoked regional recession fears, and equities declined (MSCI EAFE -4.11%; MSCI Emerging Markets -2.93%).

MaineCF's primary pool is built to steward and grow capital in all investing environments, and the Investment Committee is confident the portfolio will continue to realize these twin goals.

Through your continued partnership, we will continue to boldly invest in Maine – together.

With gratitude,

Deborah Ellwood
President and CEO

**Our custom benchmark consists of 60% MSCI All Country World Index (N); 25% HFRI Fund of Funds Composite Index; and 15% Bloomberg US Government TR.*



**CASC- Friends of Casco Bay
Climate Change Fund**
Statement of Activity
Period: 01/01/2023 to 09/30/2023

Fund Established: 5/24/2021
Fund Type: Agency
Spending Type: Invested/Inc & Prncpl-SPECIAL
Questions? Contact: fundstatement@mainecf.org

CAS3

Fund Activity	3rd Quarter	Calendar YTD	Other information included in Ending Balance
Beginning Balance	\$501,369.16	\$468,345.20	(will not total ending balance)
Contributions	\$0.00	\$0.00	• Amount Available For Distribution \$33,580.00 Includes 2023 Grant Budget
Fundraising Revenues	\$0.00	\$0.00	
Other Revenues and Grant Refunds	\$0.00	\$0.00	
Total Receipts	\$0.00	\$0.00	
Interest & Dividends	\$464.08	\$1,882.66	• Impact Investing Balance N/A (not available for grantmaking)
Realized Gains (Losses)	\$10,599.95	\$30,112.70	
Unrealized Gains (Losses)	(\$15,895.67)	\$348.96	• Historic Gift Value \$500,000.00 (not applicable for Income & Principal spending type)
Investment Cost*	(\$1,298.60)	(\$3,475.60)	
Total Investment Activity	(\$6,130.24)	\$28,868.72	
Grants & Scholarships	\$0.00	\$0.00	
Special Program Expenses	\$0.00	\$0.00	
MaineCF Administrative Fees	(\$1,030.00)	(\$3,005.00)	
Total Disbursements	(\$1,030.00)	(\$3,005.00)	
Interfund Transfers - In(Out)	\$0.00	\$0.00	
Ending Balance on 09/30/2023:	\$494,208.92	\$494,208.92	

YTD Details of Contributions	YTD Details of Grants
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*Investment cost is estimated using available information. To learn more, please go to www.mainecf.org/financials.
For a line-by-line explanation of the fund statement, please go to www.mainecf.org/financials to find the fund statement narrative.



Maine
Community Foundation

**CASC - Friends of Casco Bay
Endowment Fund**
Statement of Activity
Period: 01/01/2023 to 09/30/2023

Fund Established: 11/1/2001
Fund Type: Agency
Spending Type: Invested/Inc & Prncpl-SPECIAL
Questions? Contact: fundstatement@mainecf.org

CASC

Fund Activity	3rd Quarter	Calendar YTD	Other information included in Ending Balance
Beginning Balance	\$760,906.59	\$710,787.17	(will not total ending balance)
Contributions	\$0.00	\$0.00	<ul style="list-style-type: none"> • Amount Available For Distribution \$49,990.00 Includes 2023 Grant Budget
Fundraising Revenues	\$0.00	\$0.00	
Other Revenues and Grant Refunds	\$0.00	\$0.00	
Total Receipts	\$0.00	\$0.00	
Interest & Dividends	\$704.32	\$2,857.23	<ul style="list-style-type: none"> • Impact Investing Balance N/A (not available for grantmaking)
Realized Gains (Losses)	\$16,087.09	\$45,700.76	
Unrealized Gains (Losses)	(\$24,124.17)	\$529.61	<ul style="list-style-type: none"> • Historic Gift Value \$696,754.06 (not applicable for Income & Principal spending type)
Investment Cost*	(\$1,970.83)	(\$5,274.77)	
Total Investment Activity	(\$9,303.59)	\$43,812.83	
Grants & Scholarships	\$0.00	\$0.00	
Special Program Expenses	\$0.00	\$0.00	
MaineCF Administrative Fees	(\$1,563.00)	(\$4,560.00)	
Total Disbursements	(\$1,563.00)	(\$4,560.00)	
Interfund Transfers - In(Out)	\$0.00	\$0.00	
Ending Balance on 09/30/2023:	\$750,040.00	\$750,040.00	

YTD Details of Contributions	YTD Details of Grants
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*Investment cost is estimated using available information. To learn more, please go to www.mainecf.org/financials.
For a line-by-line explanation of the fund statement, please go to www.mainecf.org/financials to find the fund statement narrative.



CASC - Friends of Casco Bay
Boats Fund
Statement of Activity
Period: 01/01/2023 to 09/30/2023

Fund Established: 6/20/2013
Fund Type: Agency
Spending Type: Invested/Inc & Prncpl-SPECIAL
Questions? Contact: fundstatement@mainecf.org

CASI

Fund Activity	3rd Quarter	Calendar YTD	Other information included in Ending Balance	
Beginning Balance	\$90,511.25	\$88,622.80	<i>(will not total ending balance)</i>	
Contributions	\$0.00	\$0.00	• Amount Available For Distribution Includes 2023 Grant Budget	\$2,445.00
Fundraising Revenues	\$0.00	\$0.00		
Other Revenues and Grant Refunds	\$0.00	\$0.00		
Total Receipts	\$0.00	\$0.00		
Interest & Dividends	\$83.78	\$340.37	• Impact Investing Balance <i>(not available for grantmaking)</i>	N/A
Realized Gains (Losses)	\$1,913.58	\$5,438.38		
Unrealized Gains (Losses)	(\$2,869.62)	\$81.53		
Investment Cost*	(\$234.43)	(\$628.52)	• Historic Gift Value <i>(not applicable for Income & Principal spending type)</i>	\$86,864.21
Total Investment Activity	(\$1,106.69)	\$5,231.76		
Grants & Scholarships	\$0.00	(\$4,085.00)		
Special Program Expenses	\$0.00	\$0.00		
MaineCF Administrative Fees	(\$186.00)	(\$551.00)		
Total Disbursements	(\$186.00)	(\$4,636.00)		
Interfund Transfers - In(Out)	\$0.00	\$0.00		
Ending Balance on 09/30/2023:	\$89,218.56	\$89,218.56		

YTD Details of Contributions

YTD Details of Grants

01/11/2023	Friends of Casco Bay	\$4,085.00
Total Grants		\$4,085.00

*Investment cost is estimated using available information. To learn more, please go to www.mainecf.org/financials.
For a line-by-line explanation of the fund statement, please go to www.mainecf.org/financials to find the fund statement narrative.



Maine
Community Foundation

**CASC - Friends of Casco Bay
Emeritus Fund for Advocacy**

Statement of Activity

Period: 01/01/2023 to 09/30/2023

Fund Established: 3/27/2015

CAS2

Fund Type: Agency

Spending Type: Invested/Inc & Prncpl-SPECIAL

Questions? Contact: fundstatement@mainecf.org

Fund Activity	3rd Quarter	Calendar YTD	Other information included in Ending Balance
Beginning Balance	\$38,348.73	\$35,822.74	(will not total ending balance)
Contributions	\$0.00	\$0.00	<ul style="list-style-type: none"> • Amount Available For Distribution \$2,900.00 Includes 2023 Grant Budget
Fundraising Revenues	\$0.00	\$0.00	
Other Revenues and Grant Refunds	\$0.00	\$0.00	
Total Receipts	\$0.00	\$0.00	
Interest & Dividends	\$35.50	\$144.00	<ul style="list-style-type: none"> • Impact Investing Balance N/A (not available for grantmaking)
Realized Gains (Losses)	\$810.77	\$2,303.25	
Unrealized Gains (Losses)	(\$1,215.82)	\$26.70	
Investment Cost*	(\$99.33)	(\$265.84)	<ul style="list-style-type: none"> • Historic Gift Value \$35,110.81 (not applicable for Income & Principal spending type)
Total Investment Activity	(\$468.88)	\$2,208.11	
Grants & Scholarships	\$0.00	\$0.00	
Special Program Expenses	\$0.00	\$0.00	
MaineCF Administrative Fees	(\$79.00)	(\$230.00)	
Total Disbursements	(\$79.00)	(\$230.00)	
Interfund Transfers - In(Out)	\$0.00	\$0.00	
Ending Balance on 09/30/2023:	\$37,800.85	\$37,800.85	

YTD Details of Contributions

YTD Details of Grants

*Investment cost is estimated using available information. To learn more, please go to www.mainecf.org/financials.
For a line-by-line explanation of the fund statement, please go to www.mainecf.org/financials to find the fund statement narrative.

Friends of Casco Bay
Board Meeting – Minutes
Hybrid Meeting: In-person at GMRI and Online via Zoom
Tuesday, October 17, 2023, 5:30 p.m.

In Attendance

Board: Sandy, Malcolm, Kirsten, Mark, Pat, Anthony, Ellen, Janna, Deb (online), Peter (online)
Staff: Will, Heather, Sara, Ivy

Welcome – President Sandy Marsters

Sandy welcomed Anthony Moffa and Janna Rearick to the Board of Directors! Board members did a round of introductions.

Minute for the Bay: Board members shared their thoughts on the need for cruise ships and how they need to adhere to environmental regulations when they are in the Harbor. Ivy shared that there is movement to build infrastructure dockside so that cruise ships can plug into Maine's electrical grid when they are docking.

Action Item: Acceptance of Consent Agenda

Ellen moved, Malcolm seconded, PASSED

Community Engagement Committee Update and Important Water Reporter Update – Vice President Kirsten Piacentini

At the last CEC meeting we discussed the Water Reporter program and the problem that the Water Reporter app is being phased out. Water Reporter is our observational data program where our members upload photos. We found out that Water Reporter is going away and it will be dead on people's phones in March 2024. It was specially developed for Waterkeeper Alliance organizations like ours. Initially we were disappointed, but we see a silver lining as the app is not intuitive to use. We are looking at other options including a Friends of Casco Bay branded app. We have met with a nonprofit app developer called the Commons and we have another meeting with them October 26 about a timeline and price estimate. Tomorrow we are sending out an email announcement to Water Reporters to keep them in the loop. We should have firmer news by the Water Reporter appreciation event. We think that the estimate will be approximately \$8,000 and we will know more next week; because we did not end up switching donor databases we have technology funds we can put toward this.

Kirsten also shared that we are bringing back the gift membership program. Sarah sent out an email. Remember to give her names. Board members were reminded about the upcoming Film Fest and Donor Appreciation Event.

Governance: Update on Board Recruitment – President Sandy Marsters and Ellen Grant

Sandy, Ellen, and Will met last month to talk about board development. We are proud to welcome Janna and Anthony aboard at this meeting and we recognize that it is an ongoing process. Board members received an email about the next four people that we are evaluating for proper fit with our organization given the skills, experience, and backgrounds we hope to have on our board. Last month we reviewed an assessment about what current board attributes are so we can recruit where there are gaps. We hope to have two new prospects by January. Anytime you have new ideas to nominate, please speak up. We want a pipeline of people who will fill those gaps.

6:17 – 6:25 Executive Director Update – Executive Director Will Everitt

Will shared, with Chris Gilday's permission, that Chris, our Pumpout Coordinator was diagnosed with colon cancer. He ended the season with us early and is getting treatment. Given this terrible news, our

thoughts are with Chris. This means that our end of season boat maintenance will be done by the marinas we work with rather than by Chris.

In preparation for our discussion about advocacy, Will shared that we see climate change and stormwater pollution as the two biggest threats to the Bay. These threats are interrelated: as our climate changes, it will continue to bring larger storms and more precipitation to our region. Without improving our stormwater rules, regulations, and protections, stormwater pollution will increase. We have built a great team over the past few years. We have added capacity in both our science and Baykeeping by adding Heather Kenyon's position, the Science and Advocacy Associate, to our team. This position fulfills the promise we made to build capacity in these areas through our Climate Change and Casco Bay Fund. We have a full-time Community Organizer and Volunteer Coordinator. We know it takes a community to take care of the Bay and Sara Freshley's work is to help us engage our supporters in engaging in our most important advocacy efforts.

Will shared that overall, we are in good financial shape. We are ahead of budget on income and below budget on expenses. That said, we are behind in foundation giving and in government support. The foundation giving may be a matter of timing. There are numerous foundations that we will not know their support until the end of November. Please stay tuned and know we are looking at the finances closely as we enter year end giving. We have good news on the Film Fest line item: we just got word that TD Bank is aboard as a \$5,000 sponsor, after initially telling us no, so we have exceeded our \$10k sponsorship goal and are on track with ticket sales.

Will also shared that we are close to securing 65 West Commercial Street, Suite 301 as our new home. This is a mix of open-concept and closed-door office spaces that work well for how we do our work. A major plus for this space is its location. Another major plus is the free parking spaces, a virtually unheard-of perk on the peninsula here. On Monday, we met with JB Brown's maintenance folks, the landlord. We have received the okay to build a lab space in part of the office space and we will soon have an estimate from our contractor, Sean Cooper, on the lab build-out, painting, and new flooring in part of the office space. We have a draft lease that Sandy, Pat, and Malcolm have helped comment on. We have also engaged Beth Boepple [Bep-Lee], a land use and real estate attorney with Murray, Plumb, and Murray as a pro-bono lawyer who will help us with technical parts of the lease. The lease negotiations are going well. Will said that he has news on the move: he met with one of our largest supporters. The donor committed to making her "normal" \$25,000 gift and is giving us an additional \$25,000 for the lab build-out and the move. This is great news. We will continue to fundraise for our move.

We have received more than 30 applications for our Communications Coordinator position so far, some of them look promising. The application deadline is by November 5, so we will keep you posted!

The Baykeeping and advocacy conversation was postponed to next board meeting.

The official board meeting was adjourned at 6:25 p.m. and the board entered executive session so board members could openly share any thoughts they had.

Friends of Casco Bay
Community Engagement Committee Minutes
Tuesday, November 7, 5:30-6:30 p.m.
Meeting in person at GMRI Conference Room and
via online Zoom

Attendance, board: Kirsten Piacentini (chair), Pat Ianni, Sandy Marsters, Seb Milardo, Malcolm Poole (via Zoom)

Staff: Will Everitt, Sara Freshley, Sarah Lyman

Kirsten welcomed everyone to the meeting.

Event Debrief: Film Festival for Casco Bay

We held a debrief to collect ideas to improve our events moving forward. Kirsten asked each attendee to share at least one example of what worked well and what we could we do better or differently. The responses included:

- Best Film Fest yet! The event so much fun. The event felt flawless. Sandy bought tickets for friends and neighbors who also thought it was fantastic. It was a larger audience than last year/normal compared to pre-pandemic, which helped create that energy.
- Remove Membership and Bar form upstairs because the number of people up there is too low.
- Malcolm shared that Patti Poole helped with parking and most folks did not know how to complete the process.
- Shorten the event by one film. Get folks out by 6 p.m. Clarify the parking outcome.
- This was the best Film Fest we have had. Films were good but the atmosphere was what really worked. It was well organized. The oysters and kelp were great additions.
- Parking is an unneeded impedance.
- Hand out pencils with programs so folks can complete them throughout the films.
- This was our 14th Film Fest and there was concern about “fest exhaustion” as Maine Outdoor Film Fest hosted a number of events around the state before ours, but it was not an issue for sales.
- Our lineup is different from a traditional MOFF event.
- Parking is an issue.
- The event comes together well in set up. The volunteer orientation worked really well!
- The event felt 30 minutes too long, cut films.
- The buzz was great! People loved the seaweed and oysters.
- Move the trash barrels right at entrance of the auditorium.
- Have multiple water stations not at Bar.
- Maybe add something sweet?
- Will shared that part of going over time was because filmmaker Max Armstrong could attend the event, which was not originally part of the plan. Our goal this year was to make the event more festive and hosting Max was one way to do that.
- The event was a wonderful marketing advertisement of Friends of Casco Bay, because folks leave feeling good about *Friends*. \
- Sarah shared some metrics of the event:
 - Sponsorship: \$15,600 (\$10,000 budgeted)
 - Event Tickets: \$10,865 (360 sold)
 - Raffle Tickets: \$3,705 (741 tickets)
 - Gross: \$29,715 (\$22,000 budgeted)
 - At least 335 in attendance, 413 tickets accounted for, at least 20 new to us people purchased tickets plus new guests.

3. Update on Water Reporter

Will and Sara shared that we gave our new app wish list to The Commons, the creators of the original/current Water Reporter app. They can meet ~85% of the wish list for \$7,000. Program, Community, and Communications Staff met today to talk about the vision for the program moving forward and discuss the options presented by The Commons for a new app. Our next steps are meeting with partners with observation programs to better understand and evaluate what apps they use. We are also meeting with tech experts to vet The Commons's proposal and help us navigate the decision making process. The proposed \$7,000 would cover the buildout and allows us to trial it with volunteers before making final changes. If we do this, overall we will have more control of the app.

4. Reminder about Friends, Neighbors, and Colleagues Gift Membership Program

Sarah asked who are some friends, neighbors, and/or colleagues you think *should* be *Friends* of the Bay? We will give them a gift membership! Board Members are asked to think of five to ten names of people who should be members. The requested deadline is November 30. Email them to Sarah Lyman, slyman@cascobay.org.

At this time, we just need names, but you can share addresses if you like. Staff will check if they are currently members. If they are not, we will send them a gift membership in December. There is no cost to Board Members. 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.

There is are no criteria for the gift memberships — there are simply circles of people that you know that our organization does not but would like to.

Sandy will send a reminder this week to board members ahead of the board meeting challenging people to think of at least 10 people!

5. Donor Appreciation Event, Tuesday, December 5, 5-7:30 p.m. (12 minutes)

Staff shared the invitation list for the Donor Appreciation Event at the meeting (and emailed to Zoom attendees). Sarah asked, who do you know and if you would you be willing to call, text, or email the donor to thank them for their support and encourage them to attend? We are really excited for this event and the Cumberland Club is excited to host us. The invitations were dropped in the mail today. This event is just to thank folks and give them an update about our work. There is no donation ask in the invitation. The invite list to people who have made major gifts in the last year. There will be a bar and hors d'oeuvres. We plan to have a limited bar. The plan is to have Will, Sandy, and Ivy speak at the event.

6. Reminder about Water Reporter Appreciation Event on Thursday, November 9

Sara reminded those in attendance that the event is this Thursday at Maine Beer Company. We have a private room. The event is to celebrate our Water Reporters, how their work has impacted our work, and share the new directions the program is headed. To date, 56 people have RSVPed. Many folks that have RSVPed are not active Water Reporters, which bodes well for the future of the program.

Kirsten adjourned the meeting at 6:30 p.m.

Friends of Casco Bay
Minutes: Environmental Justice, Diversity, Equity & Inclusion (EJDEI) Committee Meeting
Monday, November 13, 2023, 4pm via Zoom

Attendance, board: Pat Ianni (chair), Deb Debiegun, Sandy Marsters
Staff: Will Everitt, Sara Freshley, Ivy Frignoca

1. Updates from Staff and Board Committee members since our last meeting

Should we continue to meet at this time and date - yes. This time works for everyone.

Sara shared that she is beginning to do high school and college student group engagement work, contacting environmental clubs to invite them to be a part of our work for the Bay. Sara invited students to participate in Film Fest by giving away some tickets to SMCC and USM students.

Ivy shared that there are two areas where we are deepening our EJ work. First, as we begin working on improving the state's stormwater rules, (Chapter 500), Ivy will serve on the stakeholder group to draft the rule revisions. Sara is going to do EJ watershed mapping in Casco Bay to identify areas between environmental justice populations and stormwater pollution in preparation for eventually engage those communities in this process. We are using stormwater maps and the EPA EJ databases. This work will happen next year.

Secondly, DMR is holding a series of conversations with shellfish harvesters and aquaculturists, which are open to the public. Sara will attend the first of these meetings tomorrow. We will also be going to the Fishermen's Forum to hear more from lobstermen. This is part of our work to better understand the concerns of those who depend on our coastal waters for their work.

Sandy shared that Ellen and Will are meeting with Samantha Bengs to discuss about Sam's potential board service. Sam meets many of our desired skills, experiences, and backgrounds we wish to see on the board but we need to evaluate her fit.

2. Brief review of our EJDEI Statement

EJDEI Statement (v9) was presented to Board at the 9/19/2023 meeting and adopted by unanimous vote. This statement can now be found at the bottom every page of website (as of 10/4/2023) via a link to "[Our Statement on Environmental Justice](#)." There were two comments made by board members prior to the adoption of the Statement:

- How will we hold ourselves accountable? Per the minutes of the 9/19/2023 meeting, we responded that we will hold ourselves accountable by frequently revisiting our goals made in the Statement, namely assessing our progress on the six "actions" listed in the Statement and the goals set forth in our Strategic Plan (2023-2028).
- We should be alert to "going around in circles"? We responded that we hope to avoid this by adhering to the Operating Plan, following the guidelines of the Strategic Plan, and sticking to the budget. We also hope that our EJDEI goals will be used to inform and steer our governance and board recruitment processes.

Ivy suggested creating a matrix to keep track of what we are doing and to measure progress. It can be a summary and shared frequently. Will offered to take a first stab at it and will pass it around the next meeting.

3. Discussion about our planned future work with Cross Cultural Community Services (CCCS)

As part of our comment to EJDEI, we are hiring CCCS (see MOU attached) to help us with three things:

1. Provide a board and staff training on the immigrant experience in Maine so we are better educated and prepared to have conversations with potential new partners and do outreach. This training will take place April 30, 5pm-8pm and will be for Board and staff. We will debrief the training at our May EJDEI committee meeting.
2. Help us with relationship building: CCCS will introduce us to organizations we are not currently working with who may have intersecting concerns with us.
3. Provide advice and consultation on EJDEI work at an operational level. Staff leadership is meeting with CCCS on January 23.

There was a discussion on how engaging the immigrant community in Portland and ensuring that it connects to our work to protect the Bay.

4. Discuss our ongoing Board work to effectuate the EJDEI actions enumerated in our Statement

Pat shared that we previously discussed initially focusing on Board recruitment. How do we build relationships with new partners and new segments of the community to diversify our board in terms of age, experience, race, country of origin, etc.? Can CCCS help us reach out to new colleagues and partners?

Before we get to a more diverse board we can focus on other actions like networking and building relationships. It was acknowledged that a lot of this is going to fall onto staff to lead.

Ellen and Sandy have been leading the board recruitment process. We had one person of color on our potential board recruitment list so far. There was a discussion of adding people with more diverse backgrounds to this list. By laying a foundation and relationships within more diverse groups, our networks will naturally become more diverse and this will take time. We should keep this in mind with gift memberships. Another idea was meeting with leaders in our community who are also people of color or represent other diverse groups, for example Jill Dusen and Pious Ali, to find out if they know people who may be interested in our work. Perhaps we should consider writing articles and publishing them in other neighborhood newspaper to reach a wider audience. We will continue to consider these questions and add to the matrix as they come up.

5. Other Next Steps

There was a short discussion about potentially reviewing governance documents and practices including by laws, committees, meeting format (in person, zoom, hybrid, etc.) for inclusivity.

Will shared that we operate a lot more openly than our bylaws read and he hopes that we make those things match up one day. Due to time, this conversation was kept short.

The meeting was adjourned at 5:03 p.m.



**CROSS CULTURAL
COMMUNITY SERVICES**

Cross Cultural Community Services
Equality Community Center
15 Casco St.
Portland, ME 04101
207.200.6261

www.crossculturalcommunityservices.org

**Cross Cultural Community Services (CCCS) &
Friends of Casco Bay
Memorandum of Understanding (MOU)**

This agreement aims to determine the roles and responsibilities between CCCS & Friends of Casco Bay regarding their work on racial equity.

Friends of Casco Bay is an organization that exists to protect the environmental health of Casco Bay. In our environmental protection work, we collect data, advocate for the health of the waters, and engage the community in our advocacy work. We collect data continuously to monitor the bay in our continuous monitoring stations, seasonal sampling, and algal bloom tracking. Using data collected by staff and volunteers, in our Bay-keeping Program, we advocate to protect and maintain the health of our waters. We engage the community by educating people on the issues affecting the bay and calling them to action.

Cross Cultural Community Services is a non-profit organization run and owned by three women of color who have trained community members and organizations on cultural differences, US customs and norms, and policies to promote an inclusive society. They have vast knowledge, education, and expertise in refugees, immigrants, and persons of color. They work tirelessly in their own communities to partner and actively advocate for the social and racial rights of all. Through CCCS, they work with individuals and organizations to help them reach both their personal and professional goals to ensure organizations are more equitable.

CCCS will help Friends of Casco Bay by doing the below and engaging the community in the importance of protecting the bay and showing them that Casco Bay belongs to everyone. Therefore, CCCS will provide:

Staff Consultation:

- CCCS will consult with staff one-on-one or in groups with a focus on integrating DEI into their day-to-day operations and organizational practices.

Training

Resettlement and Assimilation:

- Review the immigration/arrival status of refugees and immigrants, discuss their plight in the US, the trauma endured, and assimilation and acculturation from living in a refugee camp and resettling in the US. We will also provide information on the

immigrant experience specifically within the greater Portland area and the larger Casco Bay watershed.

- Debrief: TBD

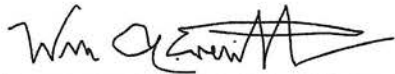
Post Training Session: Community Connections and Relationship Building:

- CCCS will develop a plan with Friends of Casco Bay to connect them to racially diverse community organizations in order to help them connect to and build relationships around environmental issues, including the protection of Casco Bay.
- In order to reflect the populations of the watershed, CCCS will take a look at Friends of Casco Bay's recruiting and hiring practices. CCCS will also provide recommendations for board members in order to diversify and also ...

CCCS will charge Friends of Casco Bay \$1500 for each 3 hour training session and \$500 per hour for each debrief, recommended after each session. For any one-on-one coaching outside of the training sessions and debriefs are \$300 per hour. CCCS asks that 25% of the total estimated amount be paid upfront, upon the signature of this contract, with the remaining balance distributed in quarterly increments. Both parties agree that if there is any additional work requested beyond the above, both parties will determine a process and price to complete the additional work.

CCCS and Friends of Casco Bay can withdraw from this agreement under and/or if any extenuating circumstances exist by giving written notice of intent to withdraw at least thirty (30) calendar days before the effective withdrawal date. The withdrawal of a signatory shall not in any way alter or rescind contractual obligations that have already been completed. An amendment signature shall provide notice of any withdrawal or termination of this contract by all parties.

By signing this MOU, each party agrees to the contents written, knowing it can be amended at any time if the revisions are done in writing with both parties agreeing to the new agreement.



Will Everitt, Executive Director

9/27/2023

Date



Cross Cultural Community Services

10/29/23

Date