

**Choctawhatchee Basin Alliance**  
**Advisory Board Meeting Minutes**  
**June 6, 2007**

***In Attendance:*** Al Wenstrand, Ross Hamilton, Holly Booyse, Jerry Najarian, Dan Robeen, Mitch Shank, Mark Shaeffer, Commissioner John Jannazo, Julie Terrell, Alison McDowell, Sarah Kalinoski, and Lauren Nowling.

**1. Opening Remarks:**

- a) Chairman Wenstrand called the advisory board meeting of the Choctawhatchee Basin Alliance to order at 4:06 p.m., Wednesday, June 6, 2007.

**2. Review of April Meeting Minutes:**

- a) Minutes were distributed to the advisory board members prior to the meeting.
- b) Jerry Najarian motioned to approve the meeting minutes from April.
- c) Holly Booyse seconded the motion.
- d) The April meeting minutes were approved unanimously.

**3. Budget Report Update:**

- a) Ross Hamilton was introduced to give an update of the CBA budget.
- b) The budget was accepted as presented.
- c) Mr. Hamilton explained to the advisory board that CBA has received the last two payments for the third and fourth quarter of the first year NPDES contract with Walton County. CBA has also received the first quarter payment for the second year NPDES contract with Walton County.
- d) Julie Terrell stated that CBA has renewed both NPDES contracts for a second year with Walton County and the City of Fort Walton Beach. The Walton County contract will only extend to September 30, 2007, so when CBA renews for a third year, we will be on the Walton County fiscal year schedule. Ms. Terrell also reported that Walton County has rolled CBA's Coastal Dune Lake and NPDES projects into one contract.

**4. Community Membership Campaign:**

- a) Julie Terrell was introduced to give a brief overview of the status of the community membership campaign.
- b) Ms. Terrell explained that Holly Booyse helped CBA write a membership renewal letter to send out to all of our lapsed members since the year 2000. CBA mailed 225 membership renewal letters on May 31<sup>st</sup> and June 1<sup>st</sup>.
- c) To date, CBA has received 4 membership renewals in response to this community campaign.
- d) Julie and Holly asked the advisory board to help compile a list of potential individuals or businesses that should be solicited for membership or large donations.
- e) Mitch Shank stated that he feels it would be beneficial for CBA to put together a presentation exclusively for this purpose of solicitation to larger donors. He also feels that it would be a good idea for CBA to eventually try to appeal to the larger agencies such as NOAA or DEP as funding sources.

**5. CBA Bylaw Amendments:**

- a) The amended bylaws were distributed to the advisory board prior to the meeting and Al Wenstrand went over the proposed amendments with the advisory board at this time.
- b) Proposed changes to the bylaws include removing the lifetime membership category and clarifying a statement regarding the bylaws by replacing the word 'they' with 'bylaws'.
- c) Mitch Shank motioned to approve the amended CBA bylaws.
- d) Jerry Najarian seconded the motion.
- e) The amended bylaws were approved unanimously.

**6. CBA Letterhead, Stickers & T-Shirts:**

- a) Julie Terrell was introduced to show the advisory board the new CBA letterhead, envelopes, stickers, and t-shirts that were printed.
- b) Ms. Terrell reported that CBA incorporated its partnership with the Mattie M. Kelly Cultural & Environmental Institute at OWC in the design of these items.
- c) Examples of the letterhead and envelopes were shown to the advisory board members and CBA stickers and t-shirts were passed out to those present.

**7. CBA Overview – Presentation by Julie Terrell and Alison McDowell:**

- a) Julie Terrell was introduced to give a brief overview of CBA to the advisory board. Julie stated that CBA has 3 main ‘arms’: Water Chemistry Monitoring, Restoration Projects, and NPDES partnerships. Julie continued to explain the first two ‘arms’ of CBA in detail.
- b) Alison McDowell was introduced to inform the advisory board of CBA’s NPDES partnerships with Walton County and the City of Fort Walton Beach. Alison gave a brief overview of the 6 minimum compliance measures of the NPDES permit and how CBA helps its partners fulfill these requirements.

**8. New Business:**

- a) Mitch Shank mentioned that he, as a new advisory board member, still has a bit to learn about CBA. He stated that he went to the CBA office at OWC and met with Julie Terrell to get some background information about CBA. Mitch said that he is going to begin to attend the Executive Advisory Board Meetings as well as the full meetings to get some more insight into CBA and to help with the strategic plan.
- b) Al Wenstrand reported that the July Executive Advisory Board meeting has been cancelled due to the 4<sup>th</sup> of July holiday and rescheduling conflicts.
- c) Julie Terrell informed the advisory board that Brooke Saari has been hired to fill Phillip Ellis’ position of CBA Project Specialist. Brooke will begin full-time with CBA on August 1, 2007, but will be part-time until that date.
- d) Julie also reported that Dr. Allison Beauregard has been hired to fill the Mattie M. Kelly Cultural & Environmental Teaching Chair position at OWC. Julie told the board that Dr. Beauregard is very interested in CBA’s projects and we hope to work closely with her.

**9. Meeting Adjourned:**

- a) Chairman Wenstrand adjourned the advisory board meeting at 6:00 p.m.