

**Tri-Valley Conservancy
Board Meeting Agenda**

**THURSDAY
October 8, 2009
7:00 p.m. **

**Livermore Public Library – Community Room A
1188 S. Livermore Avenue, Livermore, CA**

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|---|---|-----------|
| 1 | Call to Order | 7:00 p.m. |
| 2 | Agenda Review - <i>At this time TVC Board may consider reordering or continuing agenda items</i> | |
| 3 | Minutes - <i>Review and Accept Public Meeting Minutes August 13, 2009</i> | 7:05 p.m. |
| 4 | Open Forum – <i>An opportunity for members of the audience to speak on an item not listed on the agenda. Each speaker is limited to five minutes</i> | 7:08 p.m. |
| 5 | TVC Committee Reports | 7:10 p.m. |
| | A. Finance Committee - August & September Finance Report | |
| | B. Land Conservation Committee Report | |
| | C. Resource Development Committee Report | |
| | D. Board Governance Committee Report | |
| 6 | Adjourn to Closed Session | 8:00 p.m. |
| | Discussion of retreat report submitted by Liz Callahan of the CBO Center | |
| 7 | Matters Initiated by Staff and Directors | 9:00 p.m. |
| | A. Staff | |
| | B. Board of Directors | |
| 8 | Adjournment | 9:30 p.m. |

Tri-Valley Conservancy Board Meeting Minutes

October 8, 2009

Robert Livermore Community Center
4444 East Avenue, Livermore 94550

Board Members Present:

Rik Hansen–Chair
Jean King -Vice Chair
Mary Roberts - Secretary
Karl Wente – Treasurer
Mark Eaton
Kathy Farrell
Miriam Miller
Jim Perry
Michael Princevalle
Bill Thomson

TVC Staff

Sharon Burnham

Public

1) Call to Order

The meeting was called to order at 7:00 pm by Chair Rik Hansen

2) Agenda Review

None

3) Review and Accept Public Meeting Minutes August 13, 2009

Roberts stated on page 3 under #3 2009-2010 Board Meetings the months the BOD meetings will be held showed August when it should have been July.

Wente made a motion, seconded by Miller to approve the minutes with the correction.

Yes: 9

Abstain: Perry

4) Open Forum - none

5) TVC Committee Reports

A. Finance Committee – August and September 2009 Financial Reports

Wente reviewed the August and September 2009 financial reports with the Board. Discussion included Market gains. Roberts asked what the acquisition expenses of over \$20,000 were in August. Burnham explained that was for the Bobba closing.

Wente reminded the BOD that the Finance Committee will be reviewing a draft budget at its November 18 meeting and will present the budget to the Board in December.

A motion was made, seconded and accepted to approve the August and September 2009 financial reports as presented.

A. Land Conservation Committee

Thomson stated that TVC closed on the Bobba property on August 27, 2009. TVC has signed a grazing lease with Charles Crohare for six months to graze the bottom 35 acres. This will help with weed abatement and fire hazard.

TVC is in the process of getting LARPD to sign a right of entry so they may go on the property and mow the current roads.

Discussion ensued on the best way to proceed to transfer the property to LARPD with a conservation easement on it. Land Conservation committee is scheduled to meet on November 11. They will discuss the Bobba transfer and North Livermore Resource Conservation study and how to proceed.

B. Resource Development Committee

Farrell reviewed with the BOD the donations through September 2009 identifying an increase in the number of donors but the average of the donation per donor is less compared to previous years.

Farrell stated that the Jeans & Jewels event attracted less people this year (133 attendees' vs 198 in 2008). The Live Auction made 19% more than last year (\$15,000 vs. \$12,163). We are still finalizing numbers but it looks like we will net around \$20,000 compared to \$25,000 in 2008.

Discussion ensued regarding the event and having Supervisor Haggerty as auctioneer. Everyone thought Haggerty did a splendid job and that the evening was an overall success.

Farrell reminded the Board that the Resource Development committee will meet the second Thursday in November (11/12) to support the Financial Committee meeting on November 18.

C. Board Governance Committee

Perry reported that Burnham and he have met with 4 candidates for the Board and have three more meetings set for next week. The candidates will be reviewed at the Board Governance Committee meeting in November and then presented to the Board in December.

- 6) Adjourn to Closed Session 7:35 p.m.**
Resumed to Open Session 8:40 p.m.

7) Matters initiated by Staff and Directors

1. Burnham updated the BOD about the FOV tour of North Livermore on September 26. Both she and Michael Princevalle spoke at the tour. Miller said she had good reports on the tour. King said she thought it went very well.
2. Roberts stated she thought the board should make a decision if it would have a separate all day retreat next year or just use the workshop time instead. She said the Board needs to talk about fundraising – big money.
3. Eaton asked that board members contact Burnham or he with subjects that they would like to discuss at the BOD workshops next year.
4. Burnham reminded the board that money from the State will not be forthcoming for a while. This economic crisis has everyone tightening their belts.

8) Adjournment

General consensus was made to adjourn the meeting at 8:50 p.m.

**Operating Account Recap
Monthly YTD vs. Budget**

	May-09 Actual	Jun-09 Actual	Jul-09 Actual	Aug-09 Actual	Sep-09 Actual	YTD 2009 Actual	2009 Budget Approved	2008 Actual
Account Summary								
Capital Fund - OPEN	\$ 5,718,674	\$ 5,822,059	\$ 5,822,649	\$ 5,895,333	\$ 6,021,963			
Capital Fund - CLOSE	\$ 5,822,059	\$ 5,822,649	\$ 5,895,333	\$ 6,021,963	\$ 6,029,772			
Monthly Change in Value	\$ 103,384	\$ 590	\$ 72,684	\$ 126,630	\$ 7,809			
Account Statement from Below	\$ (61,026)	\$ (3,866)	\$ (75,663)	\$ 10,109	\$ (59,813)			
Market Loss and Extraordinary?	\$ 164,411	\$ 4,456	\$ 148,348	\$ 116,521	\$ 67,622			
Endowment Fund - OPEN	\$ 5,491,156	\$ 5,767,119	\$ 5,818,588	\$ 6,102,205	\$ 6,280,545			
Endowment Fund - CLOSE	\$ 5,767,119	\$ 5,818,588	\$ 6,102,205	\$ 6,280,545	\$ 6,467,827			
Monthly Change in Value	\$ 275,963	\$ 51,470	\$ 283,617	\$ 178,340	\$ 187,281			
Account Statement from Below	\$ 29,052	\$ 26,480	\$ 21,847	\$ 25,417	\$ 37,647			
Market Loss and Extraordinary?	\$ 246,911	\$ 24,989	\$ 261,770	\$ 152,923	\$ 149,634			
Checking - OPEN	\$ 32,412	\$ 69,700	\$ 38,744	\$ 74,305	\$ 27,230			
Checking - CLOSE	\$ 69,700	\$ 38,744	\$ 74,305	\$ 27,230	\$ 72,709			
Monthly Change in Value	\$ 37,288	\$ (30,956)	\$ 35,561	\$ (47,075)	\$ 45,478			
Account Statement from Below	\$ 36,570	\$ (30,181)	\$ 35,424	\$ (48,221)	\$ 46,131			
	\$ 718	\$ (775)	\$ 136	\$ 1,146	\$ (652)			
Net Variance	\$ 416,635	\$ 21,104	\$ 391,862	\$ 257,895	\$ 240,569			
Capital Account								
Income								
Dividend Income	\$ 725	\$ 2,450	\$ 745	\$ 770	\$ 2,204	\$ 13,508		\$ 26,515
Interest Income	\$ 23,249	\$ 8,683	\$ 8,592	\$ 24,338	\$ 22,983	\$ 177,574		\$ 317,085
Mitigation (Pleasanton, Ruby Hills)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,801		\$ 60,189
Mitigation (Pleasanton Transition)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 20,655
Investment Income - Class Action	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,622
Total Income	\$ 23,974	\$ 11,134	\$ 9,337	\$ 25,109	\$ 25,187	\$ 193,883	\$ -	\$ 428,067
Expense								
Transfer to Operating Account	\$ 70,000	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	\$ 350,000	\$ 420,000	\$ 420,000
Transfer to Endowment Account	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 135,000	\$ 180,000	\$ 180,000
Total Expense	\$ 85,000	\$ 15,000	\$ 85,000	\$ 15,000	\$ 85,000	\$ 485,000	# \$ 600,000	\$ 600,000
Net Income / Expense Variance	\$ (61,026)	\$ (3,866)	\$ (75,663)	\$ 10,109	\$ (59,813)	\$ (291,117)	# \$ (600,000)	\$ (171,933)
Endowment Account								
Income								
Dividend income	\$ 1,110	\$ 4,024	\$ 1,222	\$ 1,548	\$ 3,661	\$ 22,253		\$ 38,238
Interest Income	\$ 12,941	\$ 7,456	\$ 5,625	\$ 8,869	\$ 18,985	\$ 94,873		\$ 129,881
Transfer from Capital Fund	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 135,000	\$ 180,000	\$ 180,000
Total Income	\$ 29,052	\$ 26,480	\$ 21,847	\$ 25,417	\$ 37,647	\$ 252,126	\$ 180,000	\$ 348,119
Net Income / Expense Variance	\$ 29,052	\$ 26,480	\$ 21,847	\$ 25,417	\$ 37,647	\$ 252,126	# \$ 180,000	\$ 348,119
Operating Account								
Income								
Donations	\$ 492	\$ 1,662	\$ 1,542	\$ 922	\$ 547	\$ 11,849	\$ 40,000	\$ 25,474
Special Events	\$ -	\$ -	\$ -	\$ 4,800	\$ 7,620	\$ 13,970	\$ 60,000	\$ 46,857
Education	\$ 550	\$ 10	\$ -	\$ -	\$ -	\$ 1,290	\$ 2,000	\$ 1,725
Grants	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 9,000
Checking Account Interest	\$ 54	\$ 45	\$ 32	\$ 20	\$ 24	\$ 400	\$ 1,200	\$ 1,371
Refunds/Rebates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ 720	\$ 720	\$ -	\$ -
Stewardship	\$ -	\$ -	\$ -	\$ -	\$ 3,301	\$ 8,086	\$ 5,000	\$ 5,143
TRANSFER from CAPITAL	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 350,000	\$ 410,150	\$ 420,000
Total Income	\$ 71,096	\$ 1,717	\$ 71,574	\$ 5,742	\$ 87,212	\$ 391,315	\$ 523,350	\$ 509,570
Expenses								
Accounting/Bookkeeping	\$ 1,185	\$ -	\$ -	\$ -	\$ -	\$ 9,600	\$ 10,000	\$ 9,450
Acquisition Expenses	\$ 360	\$ 1,200	\$ 880	\$ 20,480	\$ 352	\$ 28,913	\$ 10,000	\$ 33,295
Automobile Expense	\$ -	\$ 278	\$ -	\$ -	\$ -	\$ 526	\$ 600	\$ 602
Business Promo and Ad	\$ 1,780	\$ 4,598	\$ 2,903	\$ 603	\$ 4,441	\$ 23,387	\$ 34,500	\$ 41,870
Conferences/Seminars/Training	\$ 868	\$ 349	\$ 332	\$ 1,011	\$ 3,134	\$ 11,273	\$ 18,500	\$ 13,717
Dues and Subscriptions	\$ -	\$ 350	\$ -	\$ -	\$ 350	\$ 1,318	\$ 5,000	\$ 5,187
Fundraising	\$ 256	\$ 277	\$ 1,447	\$ 3,179	\$ 252	\$ 6,791	\$ 32,100	\$ 38,897
Information Services	\$ 583	\$ 283	\$ 208	\$ 1,921	\$ 261	\$ 4,468	\$ 7,800	\$ 6,870
Insurance	\$ 270	\$ -	\$ -	\$ -	\$ 4,462	\$ 4,732	\$ 9,000	\$ 8,686
Land Conservation Plan Project	\$ -	\$ -	\$ 159	\$ 499	\$ 5,440	\$ 16,259	\$ 65,000	\$ 50,027
Legal	\$ 476	\$ -	\$ 496	\$ 92	\$ -	\$ 2,440	\$ 10,000	\$ 6,177
Legislative Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Office Expense	\$ 2,294	\$ 2,076	\$ 2,318	\$ 2,223	\$ 623	\$ 15,792	\$ 28,500	\$ 40,645
Payroll & Benefits	\$ 22,958	\$ 22,383	\$ 23,952	\$ 22,341	\$ 21,682	\$ 202,392	\$ 257,600	\$ 259,806
Professional Fees	\$ 2,898	\$ -	\$ 3,201	\$ -	\$ -	\$ 9,116	\$ 16,000	\$ 15,381
Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Stewardship Expenses	\$ 597	\$ 106	\$ 253	\$ 1,613	\$ 82	\$ 2,996	\$ 16,750	\$ 6,486
Total Operating Expenses	\$ 34,526	\$ 31,897	\$ 36,150	\$ 53,963	\$ 41,081	\$ 340,003	\$ 523,350	\$ 547,096
Net Income / Expense Variance	\$ 36,570	\$ (30,181)	\$ 35,424	\$ (48,221)	\$ 46,131	\$ 51,312	\$ -	\$ (37,526)