



Community Agriculture Alliance
Executive Committee
October 15, 2008
Wells Fargo Bank of Steamboat Springs

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The Executive Committee of the Community Agriculture Alliance was called to order by co-chair Medora Fralick on October 15, 2008 at noon in the conference room at Wells Fargo Bank of Steamboat Springs. Present were:

Medora Fralick	Tammie Delaney
Brett Mason	Carl Herold
Vonnie Frentress	Lyman Orton
Sandra Sherrod	Marsha Daughenbaugh

Not present were Katie Brown and Lori Jazwick

ADMINISTRATIVE

It was moved by Sandra, seconded by Carl and unanimously approved that the Executive Committee **minutes from July 16th and 28th, 2008** meetings be approved as written.

The Executive Committee confirmed the appointment of Sandra Sherrod as **treasurer** for a one-year term per an email vote taken after the August 13, 2008 Board of Directors Meeting.

The Executive Committee reviewed and approved a **job description for an administrative assistant** for Ag Alliance. Marsha was instructed to begin the search process and have the position filled no later than December 1. (See attachment #1).

The Executive Committee made the following **committee chair appointments**:

Value Added Products	Tammie Delaney and Carl Herold
Community Relations & Education	Katie Brown and Lori Jazwick
Finance	Sandra Sherrod
Land Stewardship Network	Lyman Orton

Lyman was asked to convene the LSN Committee and make a recommendation for the co-chair position based on interest from the committee.

Marsha asked for recommendations of outstanding community members that could be nominated for **upcoming local awards**. The Executive Committee submitted the following:

New Pioneers	Brett Mason and Travis Bruggink	Bio-diesel Operation
Leckenby Award:	Lorene Workman	
Stanley Larson Award:	Forrest Frentress or Chuck Fulton	

The next regularly scheduled Board of Directors and Advisors meeting is Wednesday, November 12 at 5:30 PM in South Routt. The Executive Committee recommended that we meet in Oak Creek and asked Marsha to arrange a place and a meal. It was decided that we tour Brett's bio-diesel operation and have presentations by the NWCP Board, Deep Roots Board and CHT Steering Committee to allow the Board of Directors and Advisors the opportunity to gain first hand knowledge of their efforts.

It was decided that **Community Agriculture Alliance would celebrate its 10-year anniversary** at the 2009 Cayuse Classic and the Executive Committee asked Medora to structure the event around this concept. Cayuse Classic is tentatively scheduled for Saturday June 13, 2009.

It was decided that Community Agriculture Alliance would prepare a “rack-card” for our new **membership pamphlet**. We are completely out of the previously printed brochures and since Ag Alliance is in a state of program reorganization, it was felt that a full print of a larger pamphlet should be delayed until a later time.

Marsha informed the Executive Committee that Western Petroleum has renewed the **Ag Alliance office lease** for one year, October 1, 2008 through September 30, 2009. The City of Steamboat Springs donated a computer monitor, keyboard and hard-drive to Community Agriculture Alliance which is now being utilized by Nancy Kramer.

Marsha informed the Executive Committee that Ag Alliance has been contacted by Yampatika to determine our interest in co-leasing space at the **Legacy Ranch**. Marsha has informed them that we are not interested in utilizing the buildings for office space at this time, but would be willing to write a letter of support for them plus consider how we could partner some of our programs at the location, if they are to move forward with their proposal.

Marsha informed the Executive Committee that she has been asked to serve on the **Steamboat Springs Economic Development Council** and the Executive Committee encouraged her to do so. They also agreed to allow her to resign from the Chamber of Steamboat Springs Marketing Committee when she accepts the appointment to the EDC.

COMMITTEE ISSUES

The report from the **Community Relations-Education Committee** was tabled.

Lyman reported that the **Land Stewardship Network Committee** has not met but assured the Executive Committee that he would have a meeting before the November 12 Board of Directors meeting.

Value Added Products Committee report was given by Tammie, Carl and Marsha:

1. Northwest Colorado Products continues to move forward with its mission and has been pro-active in the development of the “**Deep Roots of NW Colorado Local Food Trust**” program. The Executive Committee discussed the goals of this group and agreed that it should be housed with the Community Agriculture Alliance to further develop the possibilities of local food production. They also hope that people involved with Deep Roots will become members of Ag Alliance recognizing the value of our organization.
2. Northwest Colorado Products and Routt County Woolens are hosting the annual **HomeTown Holidays** on Wednesday, November 19th at the Steamboat Springs Community Center. NWCP is the administering the vendors, who are required to be members of NWCP or pay higher registration fees.
3. Community Agriculture Alliance has received notification that we are recipients of a \$33,000 grant from the Colorado Historical Fund. Matching funds will be forthcoming from over 25 organizations in Routt, Rio Blanco, Moffat and Jackson Counties. The funds are to be utilized for the organization and implementation of the **Cultural Heritage Program** in Northwest Colorado. A separate checking account will be opened for CHT.

The **Finance Committee Report** was reviewed:

Community Ag Alliance at Wells Fargo	\$ 3,487.53
YVCF Endowment Fund	<u>\$25,152.74</u>
	\$28,640.27

2008 Membership = \$21,198.16 from 125 individuals/businesses
2008 NWCP Membership = \$1,200 from 20 producers + 2 retail

1. Marsha presented a proposal to the Executive Committee regarding Nancy B Kramer, dba NBKramer LLC, and recommended that Nancy be changed from a contract labor agreement to a **salaried position** with Community Agriculture Alliance. Nancy is the project coordinator for NWCP and would like to assume the same role for CHT. The Committee discussed the various options and agreed that Nancy would best serve both CHT and NWCP efforts if she can work jointly on them. It was moved by Sandra, seconded by Lyman and unanimously approved that Nancy be offered a salaried position of 32 hours per week, for 44 weeks at \$20.00 per hour, with no benefits.
2. Discussion was held regarding the **current economic situation**, the partial loss of funding from the City of Steamboat Springs and the expected loss of funding from Routt County. The Executive Committee instructed Marsha to move forward with Ag Alliance programs and projects, remaining cognizant of the situation and to keep the Executive Committee apprised of any concerns.
3. Sandra and Medora will meet in December to draft a **2009 budget**, to be presented to the Board of Directors in February.
4. The Executive Committee instructed Sandra to develop an **audit program** to assure that Community Agriculture Alliance funds are being utilized and retained in appropriate manners. Brett will work with Sandra on this.

ADJOURNMENT

The meeting adjourned at 1:45 PM.

Vonnie Frentress
Secretary

Marsha Daughenbaugh
Recording Secretary

**THE NEXT REGULARLY SCHEDULED EXECUTIVE COMMITTEE MEETING WILL BE:
WEDNESDAY, JANUARY 21, 2009
NOON
WELLS FARGO BANK OF STEAMBOAT SPRINGS**