



GREAT LAKES UNITED

October 2, 1992

TO: Board of Directors

FROM: Staff

SUBJECT: September Activity Report

The following is the first halting step to the development of a monthly staff report to the Board of Directors. Each staff person is responsible for drafting a brief paragraph for inclusion in the report. The paragraphs are unedited.

Terry Yonker, Executive Director

The month of September was a month of continuing adjustment by me to a new staff and a new administration. I am carefully analyzing the way the office functions, how time is utilized, and how dollars are allocated. My goal is to recommend some adjustments in administration before FY 1993 begins. The following are brief highlights for the month:

- > Six days were spent on meetings of the IJC Lake Level Study. A set of options for reducing damages from variable Great Lakes water levels will be the subject of four public meetings at the beginning of December. GLU needs to respond.
- > Five days were spent working with staff on grant reporting, administration, and the preparation of proposals, including the submission of two grants to the Gund Foundation (GLU continuation and Lake Erie Alliance). A detailed report (spread sheet) showing the status of each grant will be prepared monthly.
- > Five days were devoted to general administration including staff meetings, benefits review, personnel policy, mail, etc.
- > Three days were spent on issues, legislation, and related communication with the staff, board, staff, media, and general public. Issues included the Kodak permit, water diversions, ship ballast exchange, paper mills, zero discharge, etc.
- > Two days on public relations, including a meeting with local press and a presentation to the National Association of Conservation Districts in Rochester.

An international organization dedicated to conserving and protecting the Great Lakes and St. Lawrence River
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Reg Gilbert -- September 1992

Finished writing and desktop publishing the latest issue of the Bulletin of Pollution Prevention, which was 12 pages long, up from its usual 4 pages. Response from pesticide activists has been excellent. The full-page "Instant Reference to Pesticides and Their Effects" on page 2 was very time-consuming, but I think worth it; it is the only resource of its kind, as far as I know. Thank you correspondence for help with the issue ran 50 pieces.

Helped with Glen's Alton Jones pesticide report: modified some of the desktop-published pesticide tables for the bulletin made other tables and a few pie charts, and read and summarized source material for Glen to use.

In the last third of the month I took up the editing and desktop publishing of the citizens guides to pollution prevention in RAPS and to pollution prevention and the community.

Carried out the usual computer hardware and software support activities.

Karen Murphy
Month of September Work Summary

1. National Pollutant Release Inventory -- Canada
Developed fact sheet for public distribution. Research on industrial accident reporting requirements -- U.S. and internationally. Reviewed and commented on use issue paper. Prepared for workshop on NPRI in Thunder Bay.
2. Kodak Discharge Permit
Reviewed ASLF comments. Prepared press release and compiled background paper for press. Distributed press stuff. Drafted brief support letter and comments on Kodak permit.
3. GLU Technical Advisory Committee
Worked with Sean to solicit members for technical advisory committee. Focussed on RAP and contaminated sediment technical advisors (12 people all confirmed).
4. St. Marys RAP
Ongoing communication to sort out problems.
5. Lake Superior Bi-National Forum
Participated in forum as John's alternate.
6. Miscellaneous
Information requests. Spoke to Tonawanda Rotary Club. Periodic advice to Sean on media workshop. Communicate with SECC on other media workshop being held in December. Participate with Tony on EDF toxic use reduction task force.
7. Administrative
Drafted Board Retreat notes. Drafted segment of Alton Jones Report. Figured out status of RAP PAC News. Donor meeting with Dotty. Staff meetings.

Sean M. Enright - September

- ⊙ approx. 30%-35% of time organizing Media Skills Workshop which GLU and the Safe Energy Communication Council will be sponsoring in Stella Niagara in November. Work consisted of designing and sending invitations and calling back key organizations who might attend. (During the month of October the amount of time spent on this project will decrease significantly, as the bulk of the work required before November is done now.)
- ⊙ approx. 25%-30% of time spent helping get out the W. Alton Jones Foundation report and the Gund Foundation report. Work included typing, compiling appendices, editing and some writing.
- ⊙ Approx. 2% of my time was spent working with volunteers. One volunteer has begun to dedicate regular hours to help with data entry for our mail list database.
- ⊙ The remainder of my time is spent with general administrative duties, primarily answering phones and responding to information requests, playing hacky sack and aiding Michelle whenever possible with whatever is bogging her down.

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To: Terry
From: Bruce
Re: Summary of September 1992 activities

- ▶ Kenosha Diversion: SUCCESS! Our campaign got them to halt it on Sept. 15. Wi.DNR admitted wrongdoings. Investigations by Wi. State Senate and Mich. Atty-General continuing. Wrote letter clarifying what we want out of the investigations.
- ▶ Anniversary Commemorative Book: Wrote, edited, proofed manuscript, obtained photos, coordinated with firm; due late Oct.
- ▶ Pesticide Report: Proofed, assisted writing and analysis
- ▶ Newsletter: Obtaining and editing articles; due in Nov.
- ▶ Lake Erie Alliance: helping organize it, committee met
- ▶ Ashtabula RAP: Met to plan Stage II RAP stage
- ▶ Gund Foundation Grant: wrote the 1993 proposal and mailed
- ▶ Wetlands: Co-chair and reviewed documents for Western NY Wetlands Roundtable (effort to devise regional permit to serve as a national model) and Canadian Wetlands Action Plan committee (Canada's strategy for protecting Great Lakes wetlands)
- ▶ Drinking Water: SUCCESS in getting Buffalo ordinance passed requiring annual report on safety tests of public water supply. Now pushing for similar law for County.
- ▶ Annual Resolutions Book: helped devise mailing list for it

MONTHLY WORK SUMMARY FOR SEPTEMBER 1992

- by Tony Luppino, Pollution Prevention Coordinator

My work during the month of September has generally consisted of the following:

1. Commemorative Book - I finished phoning organizations/individuals that owe us money for ads in the book, and followed-up the phone calls with invoices where needed.
2. Organizational Membership Renewals - During September, I organized phoning of organizations with memberships that expired during 1990 and 1991. There are 51 such organizations. I asked Board members to phone organizations on the list in their areas (if you were not asked to phone, there are none in your area, or another Board member took them all). Board members are phoning about 30 of the 50. About 5 of the remaining 20 organizations are UAW locals, and will be sent a special letter signed by UAW representatives on the GLU Board. I've been phoning the other 15 organizations. After three rounds of calls, there are still several organizations that I have been unable to track down (a bad sign). Also, I have yet to call Board members back to find out the amount of success they have achieved in their phoning. When I have the final results, I will prepare a written report for the Board. However, I don't expect the results to be that great, based on the calls I have done myself. Many organizations on the list are now defunct or virtually bankrupt. My recommendation on membership renewals is for us to phone overdue organizations shortly after they receive written notice from us regarding their expired memberships.
3. Labor & Environment Task Force - I finished the mailing for the Task Force Planning Meeting, scheduled for Saturday, October 17, 1992, at UAW's Solidarity House in Detroit. I have begun follow-up phoning of organizations on the mailing list to get solid commitments.
4. I responded to 3 requests for pollution prevention information.

Michelle Downey
September 92' Report

My time for the month of September consisted of varied duties which are:

- * During the first week of September membership renewal letters were sent out.
- * Thank-you letters were sent out to members who had renewed.
- * Provided assistance to Glen for his pesticide report.
- * Mailed out newsletters to Canada.
- * Assisted in making board meeting arrangements.
- * Set up conference call for executive - finance committee.
- * Assisted with the Gund Report.

In addition to the above items, I also have the daily duties of opening and routing mail, answering phones, photocopying items that are required of staff, typing correspondence that certain staff need typed, and other basic administrative duties.

