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## Great Lakes United



### GREAT LAKES UNITED EXECUTIVE COMMITTEE PHONE CONFERENCE JANUARY 21, 1994

**MARCH BOARD MEETING:** Dick opened the discussion by talking about the March board meeting. The question is whether or not we have the meeting in Montreal or Buffalo. Jean suggested we have the meeting be partially funded with the strategic planning budget and devote a large portion of the meeting to that rather than trying to call the entire board together again. There was a discussion about how much money is left in the strategic planning budget and whether or not funders would accept this expenditure. This meeting would also have to cover discussion on AGM. The committee decided to switch the meeting to Buffalo to reduce costs. Dick also said the auditors have requested a meeting with the board. The committee agreed that this should happen.

**BIENNIAL REPORT:** The committee then discussed GLU's response to the 7th Biennial Report. John felt that the report did not merit a full blown assessment. He felt it was more appropriate to put together a two or three page press release. John felt it would be fairly easy for the board to take the lead on this. John volunteered on the Canadian side, and Fred suggested Jack for the US side. John will call him.

**BUDGET:** Fred opened the discussion. It appears that we actually have to reduce \$40,000. This is a change from the \$27,000 figure discussed at the board meeting. Fred feels it is necessary to lay off two people. The committee discussed the staff document addressing their role in lay off decisions. The discussion turned to Tony's memo on his future as a consultant. He did discuss it with Terry. His main concern is health benefits. Terry mentioned that under COBRA (US law) Tony would be eligible to keep his health benefits for up to 18 months, but he would have to cover the premium. Fred suggested we lay off Tony since Tony has suggested he can handle it easier with his consulting than the rest of the staff.

There was a very long discussion about what to do. In the end, Jeanne suggested we lay off Tony and then try to cut more from operating expenses, and if need be drop Reg to half-time. Jeanne identified copying, accounting and legal expenses as possible areas to cut back. Kathy suggested that Dottie's time be cut before staff's. Fred reminded the group that we will be adding the board member liability insurance of approximately \$2,000. Also, we will have to pay David Jeffrey approximately \$10,000 in 1994. Dick suggested we reduce Sean and Reg to half-time and Michelle to 3/4 time, and maintain their health benefits. He also asserted that we seriously consider some of the cuts that Jeanne and Kathy proposed. In addition, we have to get grants out. Fred said these reductions would take effect February 4, 1994.

John suggested that GLU make a specific contract with Tony to do the first workshop under the labor grant. For the other two workshops, we will see what money comes in and whether or not we are happy with the first workshop. The committee accepted this. John also said that he was concerned with only giving the staff a two week notice. Sarah was also concerned. Dick felt that the staff is expecting something. Terry will look at Dottie's budget and see if anything can be cut. Jeanne recommended about \$1,0000. Jeanne will be sending the revised Canadian budget out next week.

**TRANSITION:** Terry will have the transition document done by February 1, 1994. Sarah reported on her and John's meeting with Karen. They went over a work plan and salary proposal with her. Karen is very interested in how we are handling the budget problem. She seems to be waiting to hear about what is resolved on this call, and wants to think about it over the weekend. John reiterated that she is not yet committed. Her salary would be \$15,375 for a six month assignment. This would include benefits. John and Sarah will follow up with her this week.

The meeting was adjourned.

**IN ATTENDANCE:** Fred Brown, John Jackson, Dick Kubiak, Sarah Miller, Jeanne Jabanoski, Terry Yonker, Kathy Bero

an international coalition to conserve and protect the Great Lakes/St. Lawrence River ecosystem

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EXECUTIVE COMMITTEE PHONE CONFERENCE  
JANUARY 31, 1994**

**Negotiations With Karen Murphy:** Sarah and John J. met with Karen and felt very positive about her coming on for six months. Karen did ask that the board commit to a few things. First she asked that we develop a three to five year plan and a shorter-term, three to five month plan. She also asked that the board be more active and responsible for funding and personnel (she would like job descriptions), and continue contract negotiations. In addition, the issues committee should take up how GLU is servicing their membership and building the program. On the financial end, Karen wants to work with the treasurers on building a plan for the next four months. Finally, she would like to discuss the purpose of the AGM in reassessing the role of member organizations, and organizational time line. The group agreed to these items.

**Outstanding Items:** Karen agreed to a reduction in her salary from the executive director's pay if she can have three weeks vacation. There was agreement.

She asked that the board reconsider the staff cut backs. More specifically, she suggested that she drop to 3/4 time and give 1/4 back to Sean. She felt it was important to keep him on to keep the program together. She also felt, in light of the Gund grant, it would be too difficult to lose Reg. She suggested we look at other scenarios for cut backs. One option is to contract Reg's newsletter responsibilities, if he is not willing to stay.

John summarized the main proposal: Karen offered 1/4 of her salary to increase Sean's time to 3/4 for six months and then budget him for 1/2 time for the rest of the year. Also, reduce Michelle's time to 1/2 time and bring Reg back up to 3/4 time for six months. Michelle's time would only be reduced when it becomes necessary. Providing her with several months notice. However, everyone will be dropped to 1/2 time in September if the funding does not come in. Fred agreed to rework the budget and give it to the executive committee for consideration.

**Other items:** At the suggestion of the board, Dick will give Terry the option of finishing up his two weeks in the office or at home. He might appreciate the time out of the office to get his transitional document done.

Jeanne will call staff and let them know we have considered their memo and will be making some adjustments based on it.