

Sierra Club Chapter Ex Com Meeting Minutes Feb. 11, 2023

Attendees: Gretchen Waddell-Barwick, Kevin Grooms, Rajiv Ravulapati, Eileen Jamieson, Christian Sasse, Matthew Self, Stephanie Todd, Caitlin Zera, Debbie Pratt, Sarah Richmond, Christine Doerr, David Anderson, Caroline Pufalt, Helen Host

Introduction - Kevin asked everyone to watch the recording of the recording of the Orientation Session.

Approved Minutes – passed unanimously

Finance Report

- Gretchen has been acting as treasurer as interim treasurer.
- December numbers have not been reported to chapters at the time of this report (2/8/23) so both income and expense numbers are not complete.
- Significantly exceeded 2022 budget net income of \$494,626 significantly, raising \$589,937 (nearly 20% more than we anticipated!)
- Additionally, we are currently \$50k under our anticipated expenses for 2022
- All 501c4 funds, donations and miscellaneous are accurate
- Doing better than anticipated by identifying new grants and spending down c3 reserves
- Salaries make up over 80% if budget, do not have end of the year numbers, so this expense will go up. Overall, expenses were lower than anticipated. Rent was \$10,000 less than expected due to moving
- Estimate we will be -\$50,000.
- National wants us to have at least 6 – 12 months reserve 501c4.
- 2023 draft budget below:

Item	Budget
Income	\$643,932
C4 Funds from National	\$36,467
C4 Incremental Funding	\$72,424
C4 funds from Groups	\$ 5,540
C4 Donations	\$ 100600
C4 Shared/Restricted projects	\$ 19,646
C3 Restricted Grants	\$116,452
C3 Shared Projects	\$ 213,056
Grant Administration Fees	\$ 79,627
Interest	\$ 120
miscellaneous	\$ 0
Expense	\$663,529
Salaries/Benefits	\$433,770
PAC Salary reimbursement	\$0
Staff Travel/Training	\$7,660
Staff PWU Requirements	\$4,200
Consultants/ Outside Services	\$ 14,000
Legal/Bank fees	\$ 718

Paid Media	\$0
Printing/copying	\$ 15,460
Supplies, postage	\$ 14,790
Rent/maintenance	\$19,172
Shared occupancy National	\$0
Utilities, phone, internet	\$3806
National Grant Admin	\$0*
misc.	\$ 2,605
Net	\$125,751

- Grants will be available from EPA and other agencies to combat climate change. For us to write a grant, we need to get permission from National in case other chapters are applying for the same grant. There is a process, but needs improvement. Policy – Cannot apply for federal grants because we often sue the government.
- Fund raising has been down across all non-profits. Huge bump during Trump admin, knew it was a bump. Other considerations – high inflation, economic situation. Harder and more expensive to fund raise. National - on a hiring freeze until May. Chapter can only fill it Chapter can pay for it.
- National is not approving budget until May or June. But we have been promised our grants at 2022 level plus 5%. Gretchen feels budget is a minimum. Expecting guidance on pay equity and job descriptions. May result in pay increases based on duties.
- **Budget for 2023 is a net positive**, first time since the pandemic. This will bring us up to 5 months in reserve for 501c4, up from 2 – 3 months. Best practice is to have at least 6 months in reserve to maintain staff.

National is investing in Chapter funding/support for fund raising.

Salaries reflect a 4 – 5% increase. Also, accounts for hiring an admin person in July. Significant increase in staff travel. Consulting fees of \$4,000 to National for computer stuff. \$10,000 is for lobbyist. Increase for tabling supplies.

Call-out for someone that could design stickers! Or lapel pins. Print communications.

Motion to approve budget by Kevin, seconded by Helen. Budget approved unanimously.

Development Committee – Debbie Pratt

Recent accomplishments or activities:

Overall:

- Fund raising 2023 – have to rely on staff and volunteer leaders.
- Three direct appeals via mail. March, August, November
- **Action:** Need volunteers to help stuff envelopes
- **Action:** Volunteer to draft a thank-you letter
- Three types of donors: Top, VIP, monthly – will get thank-you notes
- **Action:** Call or email monthly donors that have lapsed.
- High school student is working 4 hours/week updating website

- Monthly recurring donations are up
 - The annual year-end appeal significantly outperformed 2021's. Impacts may have included:
 - Using self-addressed stamped envelopes to large donors
 - Handwriting addresses
 - Sending thank you notes to large donors
 - Use of personalized, 50-year anniversary story (Caroline Pufalt)
 - Monthly giving is trending up, 30% higher between 2020 and 2022 totals.
 - With little exception, all MO Chapter Excom members are now contributors

Upcoming activities:

- March Appeal letter writers needed across the state (due by end of March)
 - Joining a letter writing event is fun!
- Help write thank-you letters - March Appeal results will determine number needed
- Attend Development Committee Meeting 3/2/23 at 6:00 PM

Call to host a local event

Objective: build relationships

Action: need volunteers to help coordinate.

PAC Events – big fund raiser. Guidance on how to do.

Action – Fill-out Commitment form. Pledge information is confidential.

Asking to donate and participate in at least two activities.

Action: New member calls – one-on-one with members

Voted to approve funding plan. Motion by Caitlin, seconded by Helen. Approved unanimously.

ExCom Business – Kevin Grooms

Vacant Ex Com Position – let Kevin know if you know anyone that is interested

Most candidates supported by Sierra Club were elected.

Caitlin – Nominations Committee Chair

Chair – Debbie nominates Kevin, Helen seconds. unanimously as chair

Vice Chair – Caitlin

CCL – Counsel of Club Leaders – rep to National – Sarah Richmond

Treasurer – Nominated Sarah Richmond –appointed unanimously

Secretary – Stephanie Todd

The following Committee Chairs were nominated and approved unanimously

Conservation Chair – Caroline Pufalt

Political Chair - Ross Hunt

Finance – Sarah Richardson

Legislative Chair - Francs Khlar

Energy – Henry Robertson

Democracy -

Outings – VACANT

Development - Debbie Pratt

No governance committee this year

Gretchen – Recommended combining Democracy (making a subset) with Legislative

Responsibilities

Political committee – endorses candidates and keeps track of score cards

Legislative committee - follows bills, tracking progress, testifying and getting people to Lobby Day

Democracy – protecting our democracy. Protecting the right to vote and petition.

Strategic Planning –Gretchen

- Need to complete Strategic Plans. Will have the Plan completed through 2024 by May ExCom. Let Gretchen know if you want to be part of planning. Plan will be sent out by April for comments.
- Sierra Club’s Priorities
 - o Advance Climate Solutions
 - o Get Outdoors!
 - o Act for Justice
 - o Protect Land, Air, Water and Wildlife
- The Office of Chapter Support has identified eight “Chapter Strong Capacities” which determine the health of a Sierra Club Chapter. In 2021 the Strategic Planning Team and Missouri Chapter ExCom prioritized growth in the following areas:
 - o Strategic Capacity & Program Planning
 - o Equity, Inclusion, & Justice,
 - o Governance & Volunteer Leadership,
 - o Financial Management, and
 - o Grassroots Power & Base Building
- Tactics
 - o Grassroots Organizing
 - o Legislative/Electoral
 - o Administrative Advocacy
 - o Legal Action
- 2022 in Review
 - o Lots of Wins in 2022!!! - Opened Bryant Creek State Park, stopped sale of Eleven Point Park Passed the Kansas City Climate Action Plan. Stopped a dangerous silica mine in Hawn State Park. Engaged hundreds to successfully protect the initiative petition process
 - o Fantastic Fundraising

- Very difficult legislative session
- Burnout and pandemic issues still present

Next ExCom Meeting – May 6 in-person in Columbia.

Action: Work-out details of combining an outing in Overton Bottoms.

Next meetings: Tentatively set for:

August 5

November 4

Save the Date:

March 2 at 6 pm – 7:30 Development Committee Meeting – office and Zoom

Feb. 16 at 7:00 – Virtually panel discussion on citizen petition initiative. Ashton is on the panel.

Lobby Day – April 5, Wednesday. 9:00 start

Action for Everyone - Sign Standards of Conduct