

Centre Regional Recreation Authority  
**Millbrook Marsh Nature Center Advisory Committee**  
MEETING SUMMARY *(Draft)*  
Wed., 20 OCT 2010, 4:00 PM at the MMNC Barn

1. CALL TO ORDER & ROLL CALL: *(6 of 14 Appointed Members)*

Dr. Rick Marboe, Chair	Alice Graetzer	Mark Henry
Kathy Matason	Robert Ayer	Diane Kerly
<i>(Dr. Rob Brooks is on sabbatical)</i>	Staff: Molly Hetrick	Friends: Steve Watson, CRPC

2. APPROVAL OF THE MEETING SUMMARY

- 15 Sept 2010 Meeting Summary: Motion by Bob Ayer, Second by Kathy Matason

3. OPERATIONAL REPORTS

- Program & Facility Updates: Molly Hetrick  
Molly provided the MMNC End of Month Report for September in the Agenda Packet and reported Fall programs are underway and will complete the last week of October. She also requested the members' assistance in finding vendors, artisans and displays for the Historic Harvest Festival on November 7.
- Thompson Woods Subcommittee Report: *no update*
- Program Subcommittee Report : *scheduled to meet on 5 Nov.*

4. CAPITAL PROJECTS:

- Spring Creek Education Building Update: Molly Hetrick  
Committee members were able to walk into the first floor level of the building and look at the framed space. The project is 53% complete and the SIP (Structural Insulated Roof) panels will be delivered this week. Molly shared the meeting summary from the last Job Conference and the current construction schedule.

5. BUSINESS ITEM

- Proposed New Meeting Format: Rick Marboe  
Rick outlined a proposed, new meeting format of quarterly meetings including 2 hours in length, possibly 7-9 pm evening meetings, reports emailed in advance instead of given verbally at the meetings, and each meeting will focus on a pre-planned discussion question that related to the upcoming season. Members will also be encouraged to relay discussions back to the group they represent and actively participate in events and programs at the nature center. Members were very excited about this format change. Rick will draft an update to the Advisory Committee bylaws and prepare them for the December CRRA meeting.
- 2010 and Proposed 2011 Budget Update: Molly Hetrick  
Molly reported a positive response to the proposed 2011 MMNC budget and outlined some of the comments and challenges related to other CRPR funds. Rick congratulated staff on their efforts to educate and cooperate with the COG Finance Committee, which has led to a positive relationship. Rick also reported he met with Molly Hetrick and Diane Ishler to review the cash flow for the construction and is very pleased that this construction can be accomplished without the need for cash-flow loans. The next focus will be on raising additional funds for Phase II and lobbying the caucuses for the state fund release.

- 2011 Fee Policy Discussion: Molly Hetrick  
Fee Policy (Draft) (Attachment #2)  
Explanation of staff-recommended fees (Attachment #3)

These documents were reviewed and discussed in great detail. The barn, wetlab, and SCEB rental fees were discussed in detail as related to the supporting documents and with consideration of the other rental options and fees in the community. Members discussed the 40 per floor requirement in the barn and encouraged the Authority to request to move the Code Agency review forward to upgrade this number. Fees for these three spaces are the same, based on the fact that the SCEB space is smaller than the barn, although it does include more amenities. Discussion also focused on the use of the Kitchenette, including signing a waiver, providing a credit card in case of mess or damage, and carefully monitoring the use of this space. Also, a cypher-lock system is preferred for the main door of the SCEB so that renting groups can be issued a unique, on time only pin number to access the building during their rental. Any damage or theft that occurs during that time will be their responsibility. After discussion, the fee amounts were accepted as presented, to include additional policy comments supplied the members. Motion by Bob Ayer, Second by Diane Kerly.

## 6. ADJOURNMENT

Next Meeting: Wed., 17 Nov 2010 at 4 PM *(if called by the Chair; location TBD)*  
*No December 2010 Meeting*