



Land and Water Shall be Preserved

Minnesota Association of Watershed Districts

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MAWD Board of Directors Succession Plan October 19, 2019

The MAWD BOD Personnel Succession Plan was developed by MAWD in response to:

- The stated goal of Ray and Peg Bohn of Media & Government Affairs, who are part-time contract agents, is to retire. Ray Bohn, by Jan 1, 2018 from all administrative functions, and Jan 1, 2019 from lobbying; Peg Bohn by Jan 1, 2017 from all but basic administrative tasks until the administrative transition is complete.
- The data collected through the training survey conducted by Cliff Aichinger and the survey conducted by the MAWD Strategic Planning Committee indicate an absolute need for full time activities to deliver the desired services. Both were done at the request of the MAWD Board.

In summary, this plan would:

- A. Transition MGA's present duties into an Executive Director and associated positions over the next year including, a potential Program Manager and Lobbyist as of Jan. 1, 2018.
- The Executive Director would be a full time position effective Jan. 1, 2018.
 - The Program Manager would be a part-time contract position effective Jan. 1, 2017.
 - The Lobbyist would remain a contracted position in 2017-18.
 - Administrative services under contract beginning Jan. 1, 2018

- B. 2017 Transition Schedule:

Contract for Program Manager services effective Jan. 1, 2017 to manage MAWD events/activities in 2017:

- Legislative Breakfast, March 2017
- Summer Tour, June 2017
- Annual Meeting & Trade Show, Dec. 2017
- Pre-Conference Workshops, Dec. 2017
- Web Page & Social Media updates
- Any other training events or seminars sponsored solely by MAWD

Contract with Media & Gov't Affairs for 2017 lobbying services and other non-program administrative services (answer phones, keep data base up to date, taking minutes at BOD meetings & minutes, attend various MAWD meetings, respond to public inquiries, assist & supervise Program Manager, act as MAWD spoke person, etc.)

- C. 2018 Transition Schedule

- Hire a full time Executive Director by Jan. 1, 2018
- Retain or hire a part-time or contract with a Program Manager, Jan 1, 2018
- Retain a contract lobbyist Jan 1, 2018
- Contract for basic administrative services
- Establish a MAWD office either co-located with a Metro-based watershed district (St Paul based) or an office suite.

This plan would be funded as follows:

- Any 2017 budget increase or spending will come from MAWD reserve funds.
- 2018 Budget would be developed by the MAWD Board of Directors for presentation for approval at the 2017 Annual Meeting.
- 2019 Budgets and beyond would be developed by the MAWD Budget Committee Board of Directors and the new Executive Director.
- Establish MAWD Associate and/or Affiliate memberships. These memberships would be non-voting and would be open to water management stakeholders and watershed district service providers (engineering firms, construction companies, etc.). The MAWD Budget Committee will recommend associate and affiliate member dues and the BOD will approve the dues for these members.
- Apply for training grants. The MAWD surveys and analyses on our training needs identified important areas for increased training for managers and staff as a significant need. Retaining help to begin applying for training grants will be an important element in helping to defray the cost of implementation of our increased training program.
- Membership dues are the primary source of funding along with associate membership dues and training grants (see attached spreadsheet). Cumulative 2018 MAWD dues will increase to the range of \$202,000 - \$247,000 (2017 dues totaled \$118,600). MAWD BOD will determine maximum dues required in addition to other revenues to implement 2018 transition and beyond plan. Because of the need to move forward on the transition plan from early in the 2017 budget year, proposed increases will be presented to members for approval at a special membership meeting at the 2017 Summer Tour.
- Any dues increases would start in the 2018 fiscal year budget.

Once the plan is accepted by the membership, the MAWD BOD will forward to the MAWD Bylaws Committee to update the MAWD Bylaws at the 2017 Annual Meeting to reflect these changes. Additionally a manual would be compiled of all existing policies and procedures. This will be reviewed and approved by the MAWD BOD once complete.

The complete proposal along with draft documents can be found on the MAWD website under MAWD Strategic Planning Committee and MAWD Board of Directors Succession Plan at <http://www.mnwatershed.org/>