

## Rocky River IBA Coordinator Committee Meeting Notes

September 13, 2005

7:00 p.m. to 9:00 p.m.

A meeting of the WCAS Rocky River IBA Coordinator Committee was held on Tuesday, September 13, 2005, at the Berea Library to discuss issues related to the creation of a position of Coordinator for the Rocky River IBA project. The Committee members engaged in an open discussion and “brainstorming” session led by Tom Romito.

Attendees included Dan Petit, Wayne Cox, Tom Romito, Claudia Anders, Terri Martincic, Mary Anne Romito, Pat Poole, and Joe Reardon.

### 1. Discuss whether the vision of WCAS to adopt the Rocky River IBA needs a coordinator.

#### Pros:

- The three committees that are performing different types of activities could benefit from hiring a coordinator.
- Follow through and meeting of objectives is more probable if a coordinator is appointed.
- WCAS will become the adoptive parent of the Rocky River Important Bird Area (IBA) as defined by Ohio Audubon. WCAS needs a primary contact for dissemination of information to members and to other groups.
- The submission of data to Audubon Ohio/Metroparks (and others) will need to be in a proper format and this task would be one for the Coordinator.
- A Coordinator would keep the momentum of the Group moving toward meeting the IBA objectives.
- Communication is more likely with a coordinator.

#### Factors to Consider:

- Coordinator needs to be a satisfactory “fit” with Group.
- Fees/money.
- Bureaucracy may be an issue if we have a Coordinator.
- Need for a person of appropriate age, experience and enthusiasm.
- Retention of a quality person.
- “Cleveland” factor (will likely need to recruit someone who lives here).

#### Cons:

- Not identified.

### 2. Discuss what the job description for a coordinator would be.

Nature of the Position: It is anticipated that the role of Coordinator would be of an “executive” nature rather than a mere “functional” nature. The Coordinator would be expected to make decisions in an effort to assist the Group to achieve its goals and to assume responsibility for those decisions.

Proposed Job Description of the Coordinator:

- Develop and implement an assessment and monitoring program for the IBA.
- Coordinate the IBA committees and their activities.
- Maintain contact with WCAS members regarding activities to be performed (counts, meetings, education opportunities, etc.) to support the IBA.
- Assume responsibility for meeting WCAS's objectives for the IBA.
- Keep apprised of important activities in the community of which WCAS should be aware.
- Inform other community groups of WCAS's progress on the IBA project.
- Perform education activities for and with members of the community.
- Develop innovative ways to encourage public interest in the IBA and participating in point counts, as well as other WCAS activities.
- Support the leader of the IBA dedication ceremony committee.
- Maintain contact with individuals and groups who attend the dedication in order to partner with them in areas of mutual interest and growth.
- Direct studies of the state of breeding of forest and wetland birds.

Skill Set for Coordinator:

- Birder—ideally the Coordinator would do point counting.
- Data entry ability (not data analysis).
- Ability to encourage enthusiasm among volunteers.
- Possess good communication skills/good writer.
- Possess good “people” skills.
- Self-starter.
- Confident decision-maker.
- Must assume responsibility for decisions.

3. Discuss how to find a coordinator.

- Ohio Bird List-Serve (e-mail).
- Various newsletters.
- Metroparks--Post sign on bulletin boards at various Nature Centers.
- Link to WCAS where job opening will be posted.
- Use Metroparks pool of applicants over 50 years of age who are interested in seasonal natural resources work.
- Look at the volunteer pools of various nature organizations.
- Plain Dealer story by Jim McCarty.
- Notice in Plain Dealer volunteer opportunity section.
- Word of mouth.

4. Decide whether we would have to pay a coordinator a fee.

Issues:

- More likely that person will do his or her job if paid--quasi contractual relationship.

- Retiree may be in better position to work without benefits (as a volunteer).
- Salary can likely be modest.
- “No pay” may send wrong message to community.
- “Salary commensurate with experience.”
- May let candidate raise subject of whether position is paid.
- Hourly requirement may guide whether position is paid.
- Whether expenses are reimbursed may depend on person.
- Hours will vary but likely to average 20 hours per week.

5. Discuss how we would get funds to pay a coordinator.

- Matching grant from Gund or other foundations.
- Cleveland Metroparks may hire a seasonal employee (6 months @ \$12/hour) to perform data entry and dedication ceremony planning. Probably a \$5-10K cap.
- Tap WCAS or Ohio Audubon treasury for duties not covered by Metroparks.
- Write a personal services contract between WCAS and person hired.

6. Outstanding issues remaining include funding of the position and more specifically defining the goals and tasks for this project.

7. Next meeting of the Coordinator Committee will be: