

**1. What are the objectives of the WCAS with respect to the RR IBA?**

- To count bird populations (primary focus).
- To monitor bird habitat.
- To provide data to stakeholders (Audubon Ohio, Cleveland Metroparks, Rocky River Watershed Council, etc.).
- To monitor water quality or perform ancillary tasks particularly if money is available (Northeast Ohio Regional Sewer District may be source of \$\$).
- To identify other structured programs which may have \$\$ for WCAS to do ancillary tasks while in the field.

**2. What are the duties of the Coordinator that may require pay?**

- Non-Metroparks duties, such as recruiting and managing volunteers to conduct point counts.
- Metroparks portion of Coordinator duties:
  - 1) Data entry of bird sightings from March to July.
  - 2) Dedication ceremony planning.
  - 3) 20 weeks—30 hours per weeks \$12.00 per hour equals \$7200.

**3. What are the ideal traits of a Coordinator?**

- More manager than technician.
- Locate and place flags at points where volunteers will conduct bird monitoring.
- Be a competent birder.
- Enthusiast—sales person.
- Fund raiser for down-the-road projects related to the IBA.
- Perform data entry of information on bird counts gleaned from monitoring teams.
- Ability to use volunteers to the greatest extent possible.

**4. Does the WCAS/RRIBA want a coordinator?**

- Someone at helm helps get things done.
- Continuity is more likely.
- Coordinator will ensure committees work in a coordinated manner.
- Ensure that the group will meet its objectives.
- This person could make sure we do not veer off on side projects at the expense of the IBA monitoring project.
- Guaranteed time commitment necessary to accomplish objectives.

**5. What action needs to be taken in order to find a coordinator?**

**A. Media**

- WCAS Newsletter (January)—Mary Anne
- Advertise on ListServe—Mary Anne
- Kirtland Bird Club Newsletter—Mary Anne
- “Big Picture” submission to Plain Dealer/Jim McCarty—Tom
- Periodic follow-up with Jim McCarty
- Audubon Ohio newsletter—Mary Anne

**B. Funding**

- Identify sources of funding (We must have first-year salary in hand).
- Obtain assistance from Metroparks.
- Proposal to Gund Foundation—Wayne and Tom
  - Submit by December 2005
  - 2 years’ funding
  - \$10,000-\$20,000 per year
  - Show proposal to Dan prior to submitting
  - John Jensen is Gund contact
  - Partners: Tap Audobon Ohio for partial funding and WCAS for in-kind hours donated by volunteers.
  - Take Jerry from AO to interview with Gund

**C. Interviewing**

- Obtain assistance from Metroparks.
- Draft position description--Tom
- Review Metroparks’ pool of candidates.
- Provide interview checklist to Joe—Pat
- Senior Corps of Retired Executives (SCORE)—Mary Anne
- Various pools of other nature organizations—MP, The Nature Conservancy, National Park, Land Conservancies.
- Organize a small group of individuals who will be charged with the task of interviewing candidates and ultimately hiring a coordinator—probably Board of WCAS.

**6. What entity has hiring authority?**

- WCAS

**7. Miscellaneous issues**

Independent contractor v. employee.

Written independent contractor agreement—Pat

Oversight authority of Coordinator—WCAS Board.

Meeting space

Coordinator work out of his or her home?

Use space in Metroparks?

Amount of direction by Board will depend on individual hired as coordinator.

**8. Proposed Timeline**

Oct. 2005—meeting of all committee heads to discuss objectives

October-- article in P.D.--Tom

December 1 proposal to Gund—Tom and Wayne

January 06 kick off date for finding coordinator/list serve – Mary Anne

December 05 establish hiring committee—Joe as Chair

March 06 prepare for point counts/call and training of volunteers

March 06 Hire coordinator

Undated action – Board of Health meeting as source of funding--Pat

June 07-- Dedication