

**Bertsch-Hokendauqua-Catasauqua Watershed Association**  
**Steering Committee Meeting**  
**Monday, April 6, 2009, 7:00PM**  
**Northampton County Parks & Recreation Division Office**  
**3<sup>rd</sup> Floor Conference Room, Greystone Building, Gracedale Complex, Nazareth, PA**  
**Office Phone: 610/746-1971    Cell Phone: 570/994-3889**

**Agenda:**

- 1. Call to Order**
- 2. Acceptance of Minutes** (from 03/09/09 steering committee meeting)
- 3. BHCWA Bylaws**
  - a. Articles I, II & III (Name, Mission & Objectives) approved & accepted
  - b. Articles IV & V (Membership & Board of Directors) need to be revised
  - c. Articles VI-XVII (see draft bylaws) recommended for approval
- 4. BHCWA Articles of Incorporation**
  - a. Sections 1 & 2 (Name & Purpose) approved & accepted from bylaws
  - b. Sections 3 & 6 (Incorporation Status & Dissolution) recommended for approval
  - c. Sections 4 & 5 (Governing Body & Membership) need to be revised
- 5. Nonprofit Incorporation & Registration Process**
  - a. Must first approve & accept bylaws & articles of incorporation before proceeding with IRS & PA nonprofit incorporation & registration processes
  - b. Several hundred dollars required for incorporation & registration fees
  - c. Attorney or accountant assistance highly recommended
- 6. Director & Member Recruitment**
  - a. Recruitment updates (if any)
- 7. Organizational Resource Development & Accounting**
  - a. SOLE Foundation denied startup funding for BHCWA in letter to NCCD; claims to have already allocated 2009 funding
  - b. Other funding contact updates (local sportsman's associations, other NorCo CWOs, Hokendauqua TU Chapter, PEC, etc.)
  - c. BHCWA bank account—can we open one at this time? How do we account for donations before tax-exempt status is secured?
- 8. Programming & Outreach**
  - a. Program development updates, i.e., Earth Day &/or Watershed Awareness Month programming with Walnutport Canal Association, Kreidersville Covered Bridge Festival, etc.
  - b. Website development update

*(Over)*

## **9. Projects & Project Funding Opportunities**

- a. DEP Bacteria Monitoring Project, May 1-September 30, 2009
  - i. NCCD replied to DEP on behalf of BHCWA to volunteer/participate in sampling local waterways in BHCWA region
  - ii. Sampling locations, site access, supplies, lab analysis costs & training will be provided by DEP
  - iii. Debbie, Colin, Shawn & Chris have volunteered to be monitors
- b. DEP/EPA Watershed-based Surface Water Quality Assessment
  - i. NCCD applied to DEP & was approved for funding
  - ii. Will assess sites in the Hokendauqua, Catasauqua, Nancy Run & Frost Hollow Swale watersheds
  - iii. Will need BHCWA volunteers for BHCWA region sites
- c. ARRA Green Reserve Program Opportunities

## **10. News & Announcements**

- a. Upcoming workshops, trainings, programs & events
- b. Ayoub Nutrient Management Plan & proposed Lehigh Township CAFO update

## **11. Next Meeting – set time, date & place**

## **12. Adjournment**