



October 2, 1992

GREAT LAKES UNITED

TO: Board of Directors

FROM: Staff

SUBJECT: September Activity Report

The following is the first halting step to the development of a monthly staff report to the Board of Directors. Each staff person is responsible for drafting a brief paragraph for inclusion in the report. The paragraphs are unedited.

Terry Yonker, Executive Director

The month of September was a month of continuing adjustment by me to a new staff and a new administration. I am carefully analyzing the way the office functions, how time is utilized, and how dollars are allocated. My goal is to recommend some adjustments in administration before FY 1993 begins. The following are brief highlights for the month:

- > Six days were spent on meetings of the IJC Lake Level Study. A set of options for reducing damages from variable Great Lakes water levels will be the subject of four public meetings at the beginning of December. GLU needs to respond.
- > Five days were spent working with staff on grant reporting, administration, and the preparation of proposals, including the submission of two grants to the Gund Foundation (GLU continuation and Lake Erie Alliance). A detailed report (spread sheet) showing the status of each grant will be prepared monthly.
- > Five days were devoted to general administration including staff meetings, benefits review, personnel policy, mail, etc.
- > Three days were spent on issues, legislation, and related communication with the staff, board, staff, media, and general public. Issues included the Kodak permit, water diversions, ship ballast exchange, paper mills, zero discharge, etc.
- > Two days on public relations, including a meeting with local press and a presentation to the National Association of Conservation Districts in Rochester.

An international organization dedicated to conserving and protecting the Great Lakes and St. Lawrence River
State University College at Buffalo, Cassety Hall • 1300 Elmwood Avenue, Buffalo, New York 14222
(716) 886-0142
Canadian Address: P.O. Box 548 Station A • Windsor, Ontario N9A 6M6

Sean M. Enright - September

- © approx. 30%-35% of time organizing Media Skills Workshop which GLU and the Safe Energy Communication Council will be sponsoring in Stella Niagara in November. Work consisted of designing and sending invitations and calling back key organizations who might attend. (During the month of October the amount of time spent on this project will decrease significantly, as the bulk of the work required before November is done now.)
- © approx. 25%-30% of time spent helping get out the W. Alton Jones Foundation report and the Gund Foundation report. Work included typing, compiling appendices, editing and some writing.
- © Approx. 2% of my time was spent working with volunteers. One volunteer has begun to dedicate regular hours to help with data entry for our mail list database.
- © The remainder of my time is spent with general administrative duties, primarily answering phones and responding to information requests, playing hacky sack and aiding Michelle whenever possible with whatever is bogging her down.

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To: Terry
From: Bruce
Re: Summary of September 1992 activities

- ▶ Kenosha Diversion: SUCCESS! Our campaign got them to halt it on Sept. 15. Wi.DNR admitted wrongdoings. Investigations by Wi. State Senate and Mich. Atty-General continuing. Wrote letter clarifying what we want out of the investigations.
- ▶ Anniversary Commemorative Book: Wrote, edited, proofed manuscript, obtained photos, coordinated with firm; due late Oct.
- ▶ Pesticide Report: Proofed, assisted writing and analysis
- ▶ Newsletter: Obtaining and editing articles; due in Nov.
- ▶ Lake Erie Alliance: helping organize it, committee met
- ▶ Ashtabula RAP: Met to plan Stage II RAP stage
- ▶ Gund Foundation Grant: wrote the 1993 proposal and mailed
- ▶ Wetlands: Co-chair and reviewed documents for Western NY Wetlands Roundtable (effort to devise regional permit to serve as a national model) and Canadian Wetlands Action Plan committee (Canada's strategy for protecting Great Lakes wetlands)
- ▶ Drinking Water: SUCCESS in getting Buffalo ordinance passed requiring annual report on safety tests of public water supply. Now pushing for similar law for County.
- ▶ Annual Resolutions Book: helped devise mailing list for it

Michelle Downey
September 92' Report

My time for the month of September consisted of varied duties which are:

- * During the first week of September membership renewal letters were sent out.
- * Thank-you letters were sent out to members who had renewed.
- * Provided assistance to Glen for his pesticide report.
- * Mailed out newsletters to Canada.
- * Assisted in making board meeting arrangements.
- * Set up conference call for executive - finance committee.
- * Assisted with the Gund Report.

In addition to the above items, I also have the daily duties of opening and routing mail, answering phones, photocopying items that are required of staff, typing correspondence that certain staff need typed, and other basic administrative duties.



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