

**Metro Denver Nature Alliance (mtDNA)**  
**Meeting Notes**  
**Waring House, Denver Botanic Gardens**  
**October 29, 2015 at 9:00-11:00am**

**Present:**

Boys & Girls Club: Tina Martinez  
Denver Botanic Gardens: Jennifer Riley-Chetwynd  
Denver Museum of Nature & Science: Veronika Hall  
Denver Zoo: Brian Aucone  
DU Rocky Mountain Land Use Institute: Susan Daggett  
National Wildlife Federation Rocky Mountain Regional Center: Brian Kurzel  
The Nature Conservancy: Heidi Sherk, Missy Davis  
Trust for Public Land: Emily Patterson, Jim Petterson

**Not Present:**

Denver Museum of Nature & Science: Scott Sampson, Alyssa Von Lehman Lopez  
Denver Zoo: Jen Henderson  
LiveWell Colorado: Kelly Perez  
Trust for Public Land: Tim Wolgenant,  
University of Denver: Jennifer Grace-Ewa

**1. Gates Family Foundation Application Update and Next Steps – Emily**

TPL is the lead applicant. Gates would prefer us to wait to apply for a February deadline for a grant amount of \$30-45,000 but would like to see the letter of intent as soon as possible. Missy has a draft and we will target deadline is Nov 16. Darcy Morell at TPL will be taking the lead as point person with the Gates Foundation.

**2. GOCO Application status update – Missy and Emily**

The draft is in to GOCO and comments are expected back tomorrow for the deadline is next week. The grant team will incorporate into the proposal, unless there are major changes in which case email conversation will be required.

**3. Project Budget – Missy and Emily**

Missy distributed the budget. The tasks match the proposal framework.

- Task 1 = \$30,000: Data collections and analysis and TPL will lead
- Task 2 = \$15,000: Research and RMLUI will lead
- Task 3 = \$30,000: Community and stakeholder outreach and a TBD consultant may take the lead
- Task 4 = \$50,000: Strategic Plan and a consultant may take the lead TBD
- Task 5 = \$20,000: Development of pilot project which has not been fully defined or discussed within this group. This could also represent flex room in case we do not receive the full \$145,000.

Funds have been split out between Gates and GOCO to best match their guidelines and restrictions. Does it make sense to hire Civic Canopy as a consultant rather than hire a project coordinator to lead on all elements of the grant? GOCO money cannot be used to hire a staff person, but a contractor is okay. With that in mind we will remove the specific reference to Civic Canopy.

The Discovery Phase cannot be covered by GOCO or Gates before the March 2016 award date. The current price tag is estimated at \$19,500. Internal mtDNA contributions from our organization could be used to fund this. However any funds that we invest before March 2016 cannot be used to credit towards the grant. At that point the Inspire Communities will be well into their projects. The current total of institutional contributions is \$34,000 to be split between GOCO match and Discovery Phase. The group reviewed funded sources and timing restrictions and identified \$18,000 to be allocated as partner match to the GOCO grant. Everything left over (\$16,000) goes towards the Discover Phase.

**4. Letter of Surety – Missy and Emily**

Missy will share an updated version of the letter and staff members who have the authority from each organization (maybe the CEO) should provide electronic signatures.

**5. Letters of Support status update – All**

Emily currently has nine letters. Please send letters to Emily as they come in (ASAP!)

#### **6. Civic Canopy Follow-Up on Changing “Discovery Phase” Scope of Work – All**

The overall budget is now \$16,000 after reallocating \$18,000 for GOCO match. Between now and the next meeting (Nov 12) Scott should work with Civic Canopy to share the new amount of \$16,000 and find out how they can contribute to the training phase and the inspire community stakeholder meetings. This should be the main topic of conversation at the next meeting. We should devote the first half of the next meeting for this group to review our expectations for the Discovery Phase and have Civic Canopy join for the second half.

---

**Next Meeting:** November 12, 2015 at 9:00-11:00am at the Botanic Gardens, Waring House.

#### **Action Items**

- Confirm if there are timing restrictions on the \$5,000 DMNS match - Scott
- Send letters of support to Emily as soon as they come in - All
- Provide Missy with electronic signatures of appropriate staff member for the letter of surety – All
- Notify Civic Canopy of the reduced Discovery Phase budget and invite them to the second half of the Nov 12 meeting – Scott.
- Reschedule the Nov 26 meeting (Thanksgiving) to Nov 19 at 8-9:30am for next meeting - Veronika