



**Lower Cape Fear Stewardship
Development Coalition**

2008 Annual Report

**The Fifth Annual
Stewardship Development Awards Banquet
is scheduled for November 19, 2009
at the UNCW Burney Center.**



Lower Cape Fear Stewardship Development Coalition 2008 Annual Report

Mission Statement

The mission of the Lower Cape Fear Stewardship Development Coalition (SDC) is to encourage and recognize outstanding development that protects, conserves, improves, and provides awareness of our natural resources in the Lower Cape Fear region.

Report by the Chair and Summary of Major Governing Council Activities

This is the first annual report of the Stewardship Development Coalition and is intended to meet the requirements for reporting and accountability found in the Coalition bylaws. The annual report serves as an accounting to the members, sponsors, prospective sponsors, and the Lower Cape Fear community of the activities of the Stewardship Development Coalition and the actions of its members and officers. The report is a mechanism to reflect on the events of the year that has just passed and to set the course for the next year.

Much has been accomplished this year as will be detailed in the detailed committee reports below. In addition perhaps the most successful banquet since the program inception, other indicators point to an increased level of success and sustainability of the program. We are grateful to the support of a record number of sponsors – even in a down economy for this sector - that made it possible to enter next year with an increased confidence for continued success and the potential to further strengthen the program. We adopted a set of bylaws that were over a year in the making and for the first time elected officers.

The committee structure proved to be very effective this year and collectively, the committees were the engine driving the work of the SDC. A record number of applicants submitted projects for review requiring two panels of judges to keep up with all the evaluations. Even more importantly and more telling, however, was the quality of the applications and the obvious level of serious thought and meaningful presentations from the applicants indicative of how serious they are taking the program. The judges – some of them returning for the fourth consecutive year – once again provided the backbone for the integrity of the awards program. The program has been regarded with interest outside the region as well. At least two other groups are attempting to start a program modeled after the Lower Cape Fear Stewardship Development Awards Program – one in the Triangle area and one in Onslow County. The SDC has provided assistance to both and is working on a strategy to grow the program even further.

These successes provide something for the members of the SDC and their organizations to be proud of, but more importantly, they set the bar and define the challenges as we go forward. 2009 has the potential to further solidify the program as one that is both sustainable and emulated in other regions to further promote stewardship of our natural resources.

Phil Prete, Governing Council Chair

Bylaws Requirement: *Article 7.1 of the SDC bylaws requires the preparation of an annual report.*

- 7.1.1 *The Annual Report shall be filed with the records of the SDC, and either a copy or an abstract thereof entered in the minutes of the proceedings of the first meeting of the year.*
- 7.1.2 *Following the presentation, the Annual Report shall be provided to the membership in written form upon request.*
- 7.1.3 *An Annual Report shall be prepared for the year ending on December 31st and presented at the first meeting of the subsequent year*
- 7.1.4 *The material included in the portion of the report covering the SDC year shall show the following in appropriate detail:*
 - 7.1.4.1 *A report by the Chair;*
 - 7.1.4.2 *A Treasurers Report;*
 - 7.1.4.3 *A listing of the SDC, the Governing Council, and Elected Officers;*
 - 7.1.4.4 *Summaries of major Governing Council activities; and,*
 - 7.1.4.5 *Reports from the Standing Committees.*

ORGANIZATIONAL

Governing Council Members

On January 1, 2008 the Governing Council was comprised of 12 members. During 2008 two additional members were added bringing the total number of Governing Council members to 14 at the close of the year. The names and affiliations of the current members are attached and are kept in the office of the Secretary at 127 Cardinal Drive Extension in Wilmington.

2008 Officers:

- Philip Prete, Chair
- Shawn Ralston, Vice Chair
- Marilyn Meares, Treasurer
- Kristina Fischer, Secretary

2008 Committees:

- **Finance Committee:** Chair - Marilyn Meares
Members – Ken Vafier, Mark Imperial, Cameron Moore, Jennifer Braswell, Lauren Kolodij, Kathleen Riely
- **Awards Committee:** Chair - Shawn Ralston
Members: Phil Prete, Ken Vafier, Marc Pages
- **Outreach and Education Committee:** Chair - Kristina Fischer
Members: Dru Harrison, Phil Prete, Marilyn Meares, Mamie Caison, Jennifer Braswell, Priscilla Pierce, Lauren Kolodij
- **Events Committee:** Chair - Dru Harrison
Members – Shawn Ralston, Marc Pages, Mamie Caison, Tiffany Lawhorn, Mark Imperial
- **Bylaws Committee** (dissolved after bylaws adoption): Chair - Carey Disney Ricks
Members – Bill Hart, Mamie Caison, Phil Prete

2008 meetings: Nine meetings were held during the 2008 calendar year, including the Banquet.

March 3 rd	August 12 th
April 8 th	September 11 th
June 3 rd	October 14 th
July 18 th	November 3 rd
November 12 th – 2008 Annual Banquet	

2008 FINANCIAL REPORT

December 15, 2008

Certified by Marilyn Meares, Treasurer

Highlights of Program Year (PY) 2008 Activities

Beginning balance carried forward from PY 2007:	\$6,256.89
Sponsorships Received:	\$9,758.35
Paid Meals (98 @ \$39/ea.)	\$2,940.00
Total Expenditures:	\$7,209.48
Ending balance PY 2008:	\$11,745.76*

Total cash revenues PY 2008: \$12,698.35

Total expenditures PY 2008: (\$7,209.48)

NET: \$5,488.87

There were "in kind" receipts of services from local vendors of \$1,520 in exchange for sponsorships. (See budget.)

Cape Fear RC&D received a 5% fee for financial management. This totaled \$609.92 and \$500 was returned to the program as a sponsorship.

*Becomes balance brought forward to PY 2009.

Certifying Report of the Auditing Committee

Chair: Shawn Ralston

The Bylaws require an internal audit committee of at least three members of the Governing Council appointed by the Chair with the responsibility of conducting an annual internal audit.

Prior to the auditing committee's review of the financial statement and report, the time period for the report was discussed. It was concluded by the treasurer and the auditing committee chair that a report should be generated to include all transactions that were recorded after the 2007 banquet and through the 2008 banquet, thus the 2008 banquet (and any invoices associated with the banquet) would mark the end of the fiscal year. The SDC auditing committee received both the financial statement and financial report from the finance committee on December 15. The committee's review was handled electronically and was completed by December 16. No discrepancies were found in either the financial statement or report, and both were submitted to the SDC chair to include in the annual report.

REPORTS FROM THE STANDING COMMITTEES

2008 Awards Committee Report

Chair: Shawn Ralston

Committee Members: Phil Prete, Mark Pages, Ken Vafier

The SDC awards committee met to determine whether a 2007 award winner should have the award revoked. It was concluded by the committee that the award should be revoked based on an amended site plan that had been submitted to the local jurisdiction and four violations that had been reported. The awards committee mailed a letter to the developer notifying him of the revocation. The developer was encouraged to reapply in the future.

The awards committee created a third level of recognition for the 2008 award program. The third level of recognition included a special recognition category, the subject of which would be determined on a project by project basis.

Nine applications were received for the 2008 Award Program. It was determined that one of the applications did not meet the criteria of the program, so the applicant was informed and the application was removed from contention. Applications that qualified for contention included:

- Lakeside (Brunswick County)
- Oak Island Lighthouse (Brunswick County)
- Bald Head Conservancy (Brunswick County)
- Monteith Construction (New Hanover County)
- Lower Cape Fear Hospice (New Hanover County)
- Autumn Hall (New Hanover County)
- Fairwinds Harbor (New Hanover County)
- Eagle's Watch (Pender County)

Judging for the 2008 applicants was split into two days and took place on Friday, September 5 (New Hanover and Pender County Projects) and Friday September 26 (Brunswick County projects). Friday, October 10 was reserved as a rain date but was not utilized. Two panels of judges were selected for the 2008 Award program. The 2008 judges included:

Panel One:

- Anthony Snider – UNCW Environmental Studies Program
- Tracy Skrabal – N.C. Coastal Federation
- Nicole Mitchell – NCSU Cooperative Extension
- Sky Dunning – Cape Fear Green Building Alliance
- Jason Wright – NCSU Biological and Agricultural Engineering Program

Panel Two:

- John Taggart – UNCW Environmental Studies Program
- Mike Mallin – UNCW Center for Marine Sciences
- Nancy Preston – N.C. Coastal Land Trust
- Ron Wilson – CFCC Architectural Technology Program
- Jason Wright – NCSU Biological and Agricultural Engineering Program
- Jennifer O'Keefe – Keep America Beautiful of New Hanover County

All judges completed evaluation forms and submitted the forms to the SDC award committee chair by Friday, October 10. Evaluation forms were reviewed by the SDC awards committee, and award determinations were made at that time. Award determinations were then submitted to the full SDC committee at the October 14,

2008 meeting. Notifications were sent to all applicants in late October informing them of the judges' determination for their project. Formal announcements were made at the 2008 Award Banquet which was held on November 12, 2008 conferring the following awards:

Outstanding Recognition: Monteith Construction Office Building

Significant Achievement: Lakeside, Bald Head Conservancy, Autumn Hall, Fairwinds Harbor, and Eagle's Watch

Special Recognition for the use of Best Management Practices to Enhance and Preserve an Important Historical Landmark: Oak Island Lighthouse

Letters were mailed to all applicants in mid November thanking them for applying to the 2008 Award Program. Specific comments from the judges were included in each of the letters. The LCF Stewardship Development Award Program website was updated in late November to include all the 2008 Award Winners.

2008 Outreach & Education Committee Report

Kristina Fischer, Chair

Committee members: Jennifer Braswell, Mamie Caison, Dru Harrison, Lauren Kolodij, Priscilla Pierce, Phil Prete

The Outreach & Education Committee for the Lower Cape Fear Stewardship Development Coalition has worked hard to make 2008 a great program year; many thanks to 2008 Committee members.

Key Accomplishments for the Committee include:

- Developed a standard presentation/script for outreach activities, to be available to all members of the SDC
- Updated the 2008 Request for Proposals information for distribution via email to area developers and planning professionals
- Updated the SDC website – www.stewardshipdev.com
- Developed a WHQR commercial for the program that solicited applications and advertised the banquet event (this advertising was provided in exchange for Silver level sponsorship)
- Updated the SDC brochure and printing 1,000 copies
- Developed a press release to promote the program and solicit applications
- Developed a press release to promote the banquet
- Developed a press release to advertise 2008 Award Winners
- Presentations were given to the following groups: Century 21 Sweyer & Associates, Intracoastal Real Estate, PenderWatch, New River Roundtable, Cape Fear Green Building Alliance
- Developed a Memorandum of Agreement and list of materials to share with new SDC groups; began communication with Onslow County group

Future Goals for the Committee include:

- Additional presentations, including building trade shows, new REALTOR® orientation, county planning boards, NC Eastern Region
- Continue outreach to new SDC groups
- Continue with website updates and press releases at key points during the year
- Explore possibility of getting winners on Parade of Homes tours under the "green category"
- Do more to promote the program within the environmental community; local land trusts, Cape Fear River Watch (add wvinal@cfrw.us and doug@cfrw.us to distribution lists), Audubon, Sierra Club

2008 Events Committee Report

Dru Harrison, Chair

The 2008 Stewardship Development Awards Banquet was a success. This year's event was held November 12th at UNCW Burney Center. This space was much more accommodating than previous locations. Approximately 150 people attended the event this year. This year's event was made possible by the following sponsors:

Gold Level

- Wilmington Regional Association of Realtors
- Wilmington Cape Fear Home Builders Association

Silver Level

- PPD
- McKim & Creed Engineering
- WHQR Radio

Bronze Level

- Commercial/ Investment/ Industrial Division ~ WRAR
- Cape Fear RC&D
- City of Wilmington Development Services Department
- New Hanover Soil and Water Conservation District
- NC Coastal Federation
- Stantec Engineering
- AllWays Graphics

Exhibitor Level

- City of Wilmington Stormwater Services Division
- In Balance Pilates Studio
- Land Management Group
- The Milliken Company
- Rain Water Solutions

Food was catered by Armark Food Services on UNCW campus. This year salad, 1 entrée, 2 vegetables, bread, desert, & beverages (water, tea, coffee), as well as 2 trays of manicotti (vegetarian option) were set-up buffet style and provided for banquet attendees.

Invitations were printed by All Ways Graphics. 633 invitations, RSVP cards, and return envelopes were printed. 608 invitations were mailed from All Ways Graphics. Other invitations, including judges, winners, and committee representatives were mailed or hand delivered by committee members.

Signs for Outstanding Recognition recipients were purchased at SignBiz. Plaques for Outstanding Recognition recipients and Significant Achievement recipients were purchased at 4 Seasons Trophy. Certificates for special recognition were printed in-house and framed.

Lessons learned: Reservations for UNCW facilities must be made by a UNCW facility member so the SDC receives a discount. Before next year's event a comparison between invite lists to attendance list needs to be completed. A more comprehensive check of the invite lists also needs to be completed by all committee members before invitations are mailed. In the past, the invitation list has been sent out to the committee as a whole in order to check for misinformation, insertions, or deletions. This has not been 100 % effective. It is suggested that a better system of checking the list be implemented this coming year. Next year 50-100 slightly different RSVP cards need to be printed for compensatory tickets (depending on the amount of applicants). The compensatory tickets will not list payment information and will be sent to sponsors, applicants and judges.

It was noted that the entire vegetarian option was gone but that there was a great deal of the main entrée left over at the end of the banquet. Next year, the committee needs to consider making the 1 main entrée a vegetarian-friendly option or having 2 entrees (one meat & one vegetarian).

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