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**Fountain Creek Watershed District Monthly Reports**

**October 2023**

**Executive Director - Alli Schuch**

* Supervising Susan Finzel, Pueblo Outreach Coordinator, 20 hrs/week
* Supervising Hannah Mooney, 40 hrs/week
* Supervising Jordan Witteveen, 20 hours/week
* Planned, attended, and led meetings
  + MMF Meeting
  + TAC Meeting
  + Attended meeting re: free intern from US State Department Feb-April 2024
  + Meeting with Stephen from Kimley-Horn
  + Weekly strategic planning meetings
  + Weekly staff/team meetings
  + Monthly Project progress meeting with Matrix
  + Meeting with Commissioner VanderWerf
  + Meeting about native plants with Melody and Hannah
  + Meeting with City of Fountain re Southmood Dr project
  + Meeting with Jerry Cordova regarding trading cards
  + Meeting with Jeff Shoemaker
  + Meeting with Bau from Mile High Flood District
  + Contract language meeting with Steve Atencio and Matrix
  + Monthly board checkin meeting with Tamara and Steve
  + Meeting with Mark Shea, Sarah and Anthony
* Attended CO Association of Stormwater and Floodplain Managers Conference
* Finalized audit
* Working on CWCB Technical Assistance Grant
* Supported Creek Week planning and execution
* Took my parents to the play Misery
* Compiling 2024 budget
* Enewsletter contributions, edits
* Attended Creek Week event at Spring Creek with Army Corps of Engineers and City Stormwater
* Attended Sustaining CO Watersheds Conference
* District tour prep and execution
* Preparing Board appointment letters for 2024
* Preparing Board budget request letters for 2024
* Board packet preparation

**Watershed Outreach Coordinator - Hannah Mooney**

Supervising CC students, ? hr/week

**Attended Meetings**

* FCWD Staff Meeting (Every Monday)
* Alli/Hannah 1-on-1 Meeting (Every Monday)

**Planned, led and attended meetings**

**Brewshed Alliance**

**Recurring**

* Created content for the submission of June & July ‘Fountain Creek Chronicles’ E-Newsletter
* Social Media content creation and presence
* KMG Work Days - Flier, marketing and hosting volunteers

**Pueblo Outreach Coordinator - Susan Finzel**

**Attended Meetings**

* Alli/Susan 1-on-1 Meetings
* CAG Meeting-grant report
* FCWD Staff Meetings
* 10th Anniversary CW party plans

**Brewshed Alliance**

* Delivered materials for Impactful IPA-Shamrock and Reservoir Breweries
* Posted CW promotion @ 4 locations
* Obtained volunteer coupons from Brues Alehouse

**General Outreach**

* School group recruitment
* Work with contractor on watershed Teachers Guide
* Arranged and hosted Pueblo Fishing Derby, Sept. 22
* Planning and prep for watershed tour Oct. 13

**Creek Week**

* Creek Week preparation and planning
* City of Pueblo and Pueblo County Commissioners Proclamations
* Promotion ad in Pueblo Star Journal
* Purchased materials
* Prepped clean up supplies and distribution day in COS
* Held Crew Leader Safety Training and materials distribution in Pueblo
* Secured sponsors, prizes, and volunteer groups
* Arrange 2 Land stewardship projects @ Confluence Park
* Hosted Runyon Lake public event

**Watershed Administrative Assistant - Jordan Witteveen**

**Attended Meetings**

* FCWD Staff Meetings
* Alli/Jordan 1-on-1 Meetings
* 10th Anniversary Party Planning Meetings
* District Tour on 10/13

**Recurring**

* File and invoice management
* Proofreading, copy editing & writing
* Design marketing materials (flyers, tumbler, etc.)
* Website updates & additions
* Field e-mail requests
* Social - #MyWatershedWednesday posts & Events
* Transcribe meeting minutes

**General Outreach**

* Proof/edit & send Sept & Oct Fountain Creek Chronicles
* Tabled Bleating Heart Night at Goat Patch Brewing Co
* Hosted & coordinated September Liquid Lecture at Goat Patch Brewing Co
* Assemble & deliver IPA materials

**Creek Week**

* Update media contacts list; send CW media kits to all media contacts
* Sponsorship data tracking; request payment reports from TOSC
* Update sponsorship logo page & update website
* Registration: send confirmation emails to crew leaders, update PEL regularly & website
* Assist at COS material pickups
* Design & send Creek Week 10th Anniversary Celebration invitations; design decor
* Deliver & distribute CW materials as needed
* Pick up donations & mail (resolve PO issue)
* Develop relationship w/ Creative Consortium for in-kind collateral sponsorship & rebranding

**CAG**

* The District Project Tour was held during the regular CAG meeting time
* Next CAG meeting is 11.10

**TAC**

* The TAC Met 10.4
* The next TAC meeting is

**MMF**

* The MMF met 10.18
* Matrix provided updates on Southmoor Drive, Focus Areas, and led a discussion of maintenance on District projects
* The MMF discussed 2024 topics to focus on, and will keep their 3rd Wed, 10am meeting times
* The January Annual MMF meeting will be held in person
* Next meeting is 11.15