

OCEAN Quarterly Board Meeting

February 9th, 2012 @ 10 a.m.

Teleconference

Attendance

Jeremy Baker-President
Stacy Polkowske
Janet Greenup-Treasurer

Jason Faucera-Vice President
Malysa Page
Shilah Olson

Lisa Mahon-Secretary
Josh Uriarte

Meeting Minutes

Janet motioned to approve the December meeting minutes and Malysa seconded the motion. Unanimously passed.

Strategic Planning Session Updates

Business Plan

TJ is working on combining the marketing plan brief in with the business plan.

Marketing Plan

Jason said the marketing plan is complete except the cost portion of the plan.

Financial Plan

Lisa explained that the financial section of the business plan consists of three financial statements: Income Statement, Cash Flow Projection, and Balance Sheet. After the three statements there will be a brief explanation of the statements. This will be sent to the board by the end of February for comments.

Entity/501c3 Update

- Lisa sent out an email to the employees that were listed on the finance committee and the 501c3 committee. She is waiting for responses back from them.
- Jackie Hastings has a 501c3 book that OCEAN purchased so Lisa will try to get that.
- Suggested members: Janet Greenup, Lisa Mahon, Angie Boudro, Jackie Hastings, and Cynthia Warnock.
- The board discussed the possibility of hiring a lawyer to assist in the 501c3 application process. The board agreed to hire one to review the Bylaws and Articles of Inc since the past committees have completed most of the work needed.

Coordinator

Jeremy and TJ have been discussing hiring or contracting a coordinator for OCEAN. They discussed this with some OWEB staff and felt that it would potentially be a good fit for them to fund. This person would take care of the filings and paperwork that needed to be completed as a 501c3 organization, coordinating Connect and regional trainings, setting up meetings, etc. The board discussed that this was a good idea but agreed that it was too much to take on this year. It was a general consensus to start the process of applying for funding, coming up with a job description, and working out other details starting in 2013 to hire someone by the end of that year or early 2014. It was suggested to bring this topic up to the District Managers at one of their round table sessions at Connect.

OCEAN Committee Updates

Communications/Outreach

- Jason reported that the communications committee was almost finished with the marketing plan. The only item left was to determine the costs associated with each of their strategies. Their next meeting is the week of February 13th.
- The committee is working on the awards program including Length of Service Awards, OCEAN Assistance Award, and Outstanding Employee Award. They are developing the criteria and process to have a District Spotlight at Connect.

Budget/Finance

Lisa and Janet asked the board to look at the proposed 2012 budget. The board discussed the budget (Jan. 1st - Dec. 31st) and realized quite a few line items associated with becoming and being a 501c3 are missing. Lisa and Janet will work on the budget to present and be voted on at the April board meeting.

Education

CONNECT planning is on schedule. Registration information went out at the beginning of February. The committee is working on firming up the details for the agenda.

CONNECT

Jeremy had suggestions for a couple of invites to CONNNECT. The board agreed to invite the president of the Washington Association of District Employees (WADE), NCDEA Pacific Rep, Melissa Leoni from OWEB, one person from SWCC and one person from OACD. The board decided to let the last two organizations decide who they felt was most appropriate to send to CONNECT to represent them. The representatives that are from non-funding agencies will be asked to register like other participants at the \$150 rate.

SWCC Meeting Report (JB)

Jeremy attended the SWCC meeting and was reviewing their Business Plan. They listed some of their goals of education and professional development to support CONNECT 2012. Jeremy and Heather Rickenbach brought it to the commission for OCEAN to prepare some language to put into the SWCC's plan that directly tied CONNECT and OCEAN with accomplishing the SWCC's goals. Heather and Jeremy will be working on this to present at the next SWCC meeting in Hood River on April 12th.

Financial Report/Update

- OCEAN's balance is \$5,445.76.
- There are 41 members to date.

Area Reps Update

- Josh reported that the Baker office has had quite a bit of change over. Their new District manager is Whitney and they just hired an Ag Tech Nicole.
- Jeremy discussed that a lot of organizations are heavily relying on partners and that OCEAN is in an ideal position to begin to fill some of the voids and join in these partnerships especially with budgets continuing to be tightened.