



OCEAN Board Meeting Teleconference Minutes

Thursday, October 10, 2013

Attendance

Board Members Present:

Jeremy Baker-President	Teresa Matteson
Shilah Olson-Vice President	Josh Uriarte
Janet Greenup-Treasurer	Walt Barton
Lisa Mahon-Secretary	Jason Faucera
Liz Graham	

Jeremy called the meeting to order at 2:34PM.

Meeting Minutes

Jason moved to accept the July 22, 2013, minutes and Janet seconded. Motion passed unanimously. Janet moved to accept the September 11, 2013, minutes with changes and Shilah seconded. Motion passed unanimously.

Financial Report

OCEAN's current balance is \$6,089.47. Janet reported all bills have been paid. Jeremy informed the board that he submitted mileage from his visit to The Resort that he took on behalf of the Connect Committee. *Walt moved to accept the financial report and Teresa seconded. Motion passed unanimously.*

Financial

Lisa reviewed the proposed financial policy. The board discussed the complications this could cause and decided to table the discussion and vote at a later meeting. Lisa will work with Janet on simplifying it.

501c3 Update

Lisa reviewed the entire 501c3 application with the board. The board agreed with most of the answers throughout the application. A few questions that were discussed included:

- EIN: Lisa pointed out that the EIN was established under Oregon Conservation Employees Association Network. Janet is working on getting the name associated with our EIN updated to Oregon Conservation Education and Assistance Network.
- Narrative Description: Lisa asked for assistance on the narrative section explaining the history and current descriptions of OCEAN's activities. Jason pointed out a lot of this is covered in the communications plan and Lisa could use that as a base to build on. Janet and Jason offered to help on this section.
- Fundraising: The board reviewed what type of fundraising activities they run currently and will in the future. Lisa will talk to Kari about potential contracts with an outside party raising funds on our behalf because that is addressed in the application.

- Intellectual Property: The board decided that OCEAN will most likely publish, own or have the rights to some type of intellectual property. Jason offered to write the description addressing the questions concerning intellectual property in the application. Lisa requested information from each board member to complete the application.

After discussing the application Lisa brought up some concerns about OCEAN potentially falling in different categories. She asked the board if she could hire a lawyer to review the application and supporting documents. Making sure the application and documents follow the rules and have no issues will speed up the process when the application is submitted to the IRS for review. The board agreed that hiring a lawyer was a good way to make sure that all OCEAN's documents and application are appropriate and follow the non-profit rules. Lisa notified a lawyer that was recommended to her by other non-profit organizations. Their fee is \$750 to review the application and all supporting documents and reply with comments. Additional assistance would be charged at the hourly rate. *Teresa moved to allow Lisa to consult with a lawyer with a maximum budget of \$1,000. Walt seconded the motion and it passed unanimously.*

Connect 2014

Josh updated the board on Connect planning. The planning team is currently looking for volunteers who are willing to be track leaders. The track leaders are in charge of making sure all the sessions in their designated track are filled. Sessions can be filled by them or they can find their own volunteers to complete the task. So far we have three tracks with leaders: Managers-Heather and Eric; Technology-Lisa; Technical Track #2-Josh.

Business Plan

Jeremy gave an update on the business plan. At the end of the business plan are the goals for the upcoming year and as we move forward in obtaining 501c3 it would be good if the board could get together in person and discuss the next two years of goals. The board discussed options of meeting in person possibly at OACD convention or in January. It appeared that a majority of board members will be at the OACD conference so the board decided to have a meeting to work on the Business plan and future goals.

Committee Updates

Communications Committee

Jason asked the board to review the marketing plan and let him know of anything that needs added or items that we should not be doing. At the end of the plan there is a timeline for people to look at and give input. Please review and have comments by November 1st to Jason. The marketing plan will be reviewed at the same time as the business plan.

There were no other committee updates.

OACD Conference

The Board was asked to contact the Districts in their respective areas about bringing Silent Auction items to the OACD conference. Please have them contact Janet for any questions.

The meeting was adjourned at 4:34PM.

The next meeting will be November 14th at 2:30PM.