



OCEAN Board Meeting Teleconference Minutes

Wednesday May 28, 2014 - 1:00PM

Attendance

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

Jason called the meeting to order at 1:03PM.

Jason gave an overview explaining the new agenda format, which is set up to provide a more consistent structure to the meeting. The new format establishes that everything will be sent out to the board two weeks in advance. Anything that comes in after that deadline will be only added as a topic to discuss, but not require folks to review it. The board seemed in agreement to this idea. The June meeting will be an exception since the meeting is only two weeks from this meeting.

Meeting Minutes

Since all the minutes weren't posted until today Jason recommended we postpone the approval of minutes until the June 12th meeting. The June meeting, people will be allowed to turn things until a week before the meeting instead of the standard 2 weeks, since it is so close.

Financial Report

OCEAN's current balance is \$5,153.51. That includes the \$991 in Connect membership with registration. Reimbursements included a reimbursement to Janet for Janet, Jason, and Liz's hotel rooms the night before Connect for the Finance Committee meeting and the meal for those four plus Lisa. The other reimbursement was for \$50 to Lisa for Annual Renewal of Secretary of State Registration in January. Jason asked to have a written format to present to the board each meeting. *Walt moved to accept the financial report and Teresa seconded. With no further discussion the motion passed unanimously.*

Calendar

Jason would like to establish a calendar that is more fluid. Two calendars may be the appropriate solution and using one for operating OCEAN and one for OCEAN events. The operating calendar would be an internal document for the board and the events calendar would be external on the website.

Work Plan

At each meeting we will go over upcoming events so that we can continue to track progress. Jason reviewed the list:

April 2014

Assess Interest in Potential Topics for Online Training at Connect to provide in July. Assess District Ability to Participate	This was not completed yet but can be done via an assessment. Shilah offered to complete this task. She will send out an evaluation to obtain this information and other items that were not collected in the Connect survey. The survey will obtain information for Connect, online trainings, and regional trainings. This will be completed in mid-July. There was some concern on how to have people mark what Basin they are from so that the basin reps can use this information in their regional training. It is possible that the Basin reps can reach out to their individual districts. This is pretty much Shilah's update.
Assess expertise across the state	Jason would like to move this task to complete in 2015.

May 2014

Policy/Budget Accounting System	Janet and the finance committee are working on this.
Research Board Training Opportunities	As people find training ideas and information they will notify the board so we can start planning ahead of time for these. Lisa pointed out there is one on the eastside in September.

June 2014

Develop New Employee Welcome Packet (online)	This task has not been completed yet. Jeremy and Tyler will work on this to be completed by the end of August.
Draft Basin Representative Roles and Responsibilities	Walt and Marty have started on this but they would like to move this back as a deadline in August. It was suggested to add information on what the At-Large's responsibilities are. An idea was if we redo the Basins then we can have an at-large rep working with each Basin rep.

July 2014

Brainstorm Sponsorship/Funding for OCEAN & Connect	Currently the Sponsorship group is a sub-committee of the Connect planning team. Tyler suggested having a Fundraising committee as a separate committee from Connect because that would be beneficial as we grow and branch out for funds beyond Connect. <i>Walt motioned to create a Fundraising Committee. Jeremy seconded and with no further discussion the motion passed unanimously.</i> Jason asked someone to be designated as chair of that committee. <i>Tyler Joki agreed to take the role of Fundraising Committee Chair.</i>
Host Online training that was identified at Connect	Education committee will update the board on this task after they meet.

Connect

Financials-Lisa gave an update that OCEAN will be receiving around \$4,300 as 10% of the registration coming in. There will be some additional funds left for seed money. The financials are not quite done because some invoices are still coming in. She will give a report to the OCEAN board when all the financials are complete.

Venue-The board members heard lots of complements about The Resort, but there is some hesitation of how well the facility would work in inclement weather.

Lessons Learned-Round tables were not planned so they really didn't happen. The techs have tended to have success in the past and the managers have normally built in their own. A key to the success would be having structure set up ahead of time. The tech round table was not existent because a lot of people treated the Tech Q&A session like the round table and were done with questions by the time it got to the round table session. The moderator or facilitator is a key person for the success of the round tables and in the future the planning team will make sure to have an established set up. Advertisement throughout the event was suggested to help recruit participation.

Communication-There was not regular updates between the Connect team and Sponsorship committee.

Presentation Upload-Next year this part of the process needs to be organized ahead of time in order for it to work well. Make sure to have the Session Champion man the computer and put them all on flash drives at the end of the day. Jeremy suggested one thumb drive per room and then use that to collect at the end of Connect. The details will be worked out as part of the planning team next year.

Track Champions-Did not have the champions like we have had in the past. It worked out but caused issues at Connect in coordinating laptops for rooms.

Connect Lead-Josh agreed to lead Connect 2015.

A/V Issues-Teresa suggested a way to help alleviate some of the issues is to have an AV committee, so we could assign one person to each computer in each room. That is a small but important responsibility. There were issues with so many laptops getting switched around this year.

New Business

Revised 2014 Budget-The budget will be updated and sent to the board next week. Lisa will get the updated and current information for Connect 2014 as soon as it is available.

Committee Function-Jason would like a write up from each committee so that when recruiting volunteers we can send that information to people. This will give people a better idea of what tasks are associated with volunteering on each committee. A standard template will be sent out to the chairs of the committees.

Basin Reconfiguration-Jason did not get to work on this, but the idea is to look at having more at-large positions on the board so that there are more opportunities for people who want to participate. The ideas will also look at the distribution of number of employees, so the ratio of employees to

representative is more even. There is an idea that each area rep also has an at-large rep that they work together with. Jason will present multiple scenarios prior to the June meeting.

Regional Trainings-Most of the update was given above in the Work Plan task update. Shilah has been approached about starting Basin meetings/training from NOWC and OACD. Jerry, Manette, and Ryan are working on having regional meetings in June/July. They are starting on having only a couple this summer. There was concern about the short timeline turnaround which they understand. OCEAN will probably start working with them on this task but with the short timeline we will only do what we can which may be to just participate with the expectations of getting more involved as this idea grows.

Potential Funder-Teresa explained about a funder that she works with which offers funding for training the trainer programs. They agree that if there are farmers to deliver to then they are looking to fund programs to train the trainers, such as training SWCD employees who are training landowners.

Committee Update

Finance-Janet said she will update the budget. Jason summarized the meeting the team has at Connect. As a committee the group divided the policies amongst the four members: Liz Graham, Jason Faucera, Janet Greenup, and Lisa Mahon. The goal is to have everything completed in June, so that the 501c3 application can be turned in at the end of July.

Communications-The newsletter is in a blog style on the website. Jason Faucera, Lisa Kilders and Lacey Townsend will be able to post on the website. It's important for everyone to keep their information updated on the site. OACD will help push districts to maintain their individual information because they will be using that contact info to send out their information. Jason received a draft video back from Connect, gave some suggestions and we should have a new version soon. The presentations that the committee has been able to obtain have been posted on the website.

Education-Shilah gave her updates earlier in the meeting.

Fundraising-No updates.

Closing Comment

Next Meeting-Jason verified that the board members were okay with the 2:30 meeting time. Also, all board members were asked to keep the second Thursday at 2:30 open every month so that if we need to have a special meeting we can plan it for that day and know that people can make it. The next meeting will be June 12th over teleconference at 2:30.

The meeting was adjourned at 2:20PM.