

**OCEAN Board Meeting
Teleconference
Minutes
Thursday July 10, 2014 - 1:30PM**



Attendance

Jason Faucera-President
Teresa Matteson

Shilah Olson- Vice President
Josh Uriarte

Jeremy Baker
Liz Graham

Jason called the meeting to order at 1:42PM. *OACD Convention* was added under new items on the agenda.

Recurring Items

Minutes-The Board reviewed the minutes presented from June 12, 2014. *Shilah moved to accept the minutes presented as written and Liz seconded it. With no further discussion the motion passed unanimously.*

Financial Report-OCEAN's current balance as of June 27th is \$5,104.92. *Teresa moved to accept the financial report and Josh seconded. With no further discussion the motion passed unanimously.*

Calendar-The calendar is on the website. People can subscribe if they are interested and it will integrate with their Outlook or Google calendars.

Work Plan-Jason reviewed the progress on each of the events in the Work Plan.

July 2014

Assess Interest in Potential Topics for Online Training & District Ability to Participate	The Education committee has sent out a poll to district employees.
Plan & Host Online Training	This task will be pushed back until September or October. Jason will discuss possible delivery methods with Shilah.

August 2014

Develop New Employee Welcome Packet	Tyler and Jeremy will meet again in August and send the materials out to the board to review prior to the October meeting.
Draft Basin Representative Roles and Responsibilities	Walt has not been able to work on this yet.

Continuing Items

Policy/501c3-The board reviewed the draft financial controls policies and procedures developed by the finance committee. The group discussed the best way to provide background information and education without being too wordy. The purpose statements will be moved into an appendix. The records retention table will need to be periodically reviewed in case legal requirements change.

Timing for the budgeting process and monthly Treasurer's report was discussed. Both present challenges since the board is on a bi-monthly meeting schedule. Jason said he would work on getting the draft budget to the board at least 30 days before the end of the fiscal year. The section titled "Invoice Preparation" will be reworded. The paragraph on page 15 regarding compliance with policies and procedures will be moved to the beginning of the document. The group was only able to review through page 22 of 28. Jason will incorporate the suggested changes and send the policies out to the board for a final review and approval at the next meeting.

Almost all documents are complete for 501c3 filing. All that remains to be developed is a description of the current and future organizational structure and a 3-year financial projection. Jason encouraged the board to research the pros and cons of becoming 501c3 before the application is finalized.

Committee Description Progress-The education committee sent out a draft description. The board should send any comments to Shilah in anticipation of approval at the next board meeting.

Basin Reconfiguration-The area reps have not talked to all of their constituents yet. Of those who have, the feedback received has been generally positive. At this point, it seems that opinions are split on which of the two scenarios presented is best. It will take a bylaw change to reconfigure the basins. The board has the authority to change the bylaws without consulting the membership, but could still opt have the members vote on it. If the bylaws change goes before the membership, it will need to happen at either the OACD convention or CONNECT.

Board Training Opportunity-There is an opportunity for QuickBooks training on the East side of the state, which Jason would like Janet to attend. There will also be another non-profit board member training coming up. Jason will send the information to anyone who is interested.

OACD/NOWC Regional Meetings-Jason will attend most of the regional meetings. Shilah will represent OCEAN in Bend. Teresa will be at the Eugene meeting and will represent OCEAN if Jason can't attend.

New Items

Silent Auction-Jason asked for volunteers to help Janet with the silent auction at OACD. Jeremy volunteered. Anyone else who is interested should contact Janet.

OACD Convention-The OACD Convention will be held at Eagle Crest Resort in Redmond, November 12-14. OACD has asked OCEAN if they would be interested in providing a training opportunity. Shilah will discuss it with the education committee to come up with some ideas.

Committee Update

In the interest of time, committee updates were postponed until the next meeting.

Closing Comment

Next Meeting - August 14th at 1:30PM via teleconference.

The meeting was adjourned at 3:23PM.