

**OCEAN Board Meeting
Teleconference
Minutes
Thursday December 11, 2014 - 2:30PM**



Attendance

| | | |
|-------------------------|-----------------------------|-------------------------|
| Jason Faucera-President | Shilah Olson-Vice President | Janet Greenup-Treasurer |
| Lisa Mahon-Secretary | Jeremy Baker | Liz Graham |
| Josh Uriarte | | |

Jason called the meeting to order at 2:36PM.

Recurring Items

Minutes-The Board reviewed the minutes presented from October 9, 2014. Lisa noted that Josh turned in a few edits including correcting who was in attendance. *Jeremy moved to accept the minutes presented as written with the changes stated and Josh seconded it. With no further discussion the motion passed unanimously.*

Financial Report-The board reviewed the financial report. OCEAN's current balance as of November 26th is \$7,963.16. The Silent Auction brought in \$652. Janet asked if we wanted the financial statements to end as close as they can to the end of the month so it goes out with the agenda, or if the board wants them to be full months. Jason suggested staying with a set up that allows the agenda to go out with other information for the meeting. *Jeremy moved to accept the financial report and Shilah seconded. With no further discussion the motion passed unanimously.*

Organizational Calendar-Jason thought we needed something to track everything on one document. He asked for comments and when committees have any deadlines to please send them to him. Janet noticed on the Treasurer part that it says by the 5th day of the following month to complete the financials. The problem is that sometimes the statements come after the 5th. We'll wait till we switch banks to see if we need to change this deadline here and in the policy. The board said it was a good idea to have a catch all document and liked the setup as presented.

Work Plan- The board reviewed what is on the document. Jason asked about retiring this and moving to just referencing the calendar. The board discussed the pros and cons of going to one large calendar. Jason suggested we discuss at the strategic planning committee about how to utilize this and the calendar together and separate.

| Timeframe | Activity | | Lead/Responsible Person |
|--------------------|-------------------------------------|----------|--------------------------------|
| October-14 | Budget Meeting | Complete | Treasurer |
| October-14 | Basin Representative Roles | Postpone | Walt |
| November-14 | Present Final Draft of OCEAN Budget | Complete | Treasurer/Secretary |
| November-14 | Develop fiscal procedures playbook | Complete | Officers |
| December-14 | Approve OCEAN Budget | Complete | Agenda Item |
| Jan-15 | Attend Board Training | | Board Members |

Continuing Items

CONNECT 2015-Josh reported that the Connect planning team has the tract leaders assigned and a lot of classes are getting filled up. A keynote speaker has been selected and facility agreements and arrangements are in the works. The next meeting is on December 16th. There are multiple partners, including NRCS, ODF, ODA, OACD, and NOWC working together on Connect. In January, we are working on solidifying the agenda to fill in any gaps in time to stay on track with our timeline. Jason pointed out that we are looking at an ad hoc room for people to have a chance to reserve and hold different meetings if they would like throughout the conference.

Basin Representative Roles-Jason wanted to thank Jeremy for starting to meet with people in his basin and talk about what they want to see from OCEAN. Jason would like to see more of that happening with other basins.

Strategic Planning Meeting-Jason would like to know if people want a meeting, if we want it facilitated, where to have it, and when. The board agreed that they liked having the strategic planning meeting annually and would like to have Cory facilitate the meeting so everyone on the board can participate. Lisa will set up a doodle poll for the last two weeks of February to meet in The Dalles.

Janet said she has a travel reimbursement form that needs board approval for \$19.66. *Lisa moved to approve the reimbursement and Josh seconded it. With no further discussion the motion passed unanimously.*

Basin Realignment-Janet suggested that we just drop the discussion. Shilah said she liked her basin as well. Lisa said at the least she would like the discussion postponed because OCEAN has a lot on their plate right now, especially with Connect planning intensifying. Some of the ideas are to bring it up at Connect, discuss it at the June meeting, or postpone for a full year. Jason said he feels it is worth discussing the realignment because we are sitting with one basin without a rep which is the reason this conversation started. Since it was brought to the membership last year it seems appropriate to bring the discussion back up and not just let it disappear. Some ideas were discussed on how to present it at Connect to try to get some initial feedback from members.

New Items

2015 Budget-Janet developed the 2015 budget using the estimates in the IRS application, historic information, and Connect budget. The main budget has larger categories that are broken down into more detailed subcategories. *Shilah motioned to approve the budget and Josh seconded it. With no further discussion the motion passed unanimously.*

Officer Meeting Report-The officers met in Heppner at the end of October to go over the financial policies and procedures. As a result they made some changes so the policies are more realistic to follow. No one had any comments on the proposed changes. Jason discussed that we would like to have the policy changed so that travel reimbursements only needs approval over \$300. After discussion the group decided to leave the policy as is. *Janet motioned to approve the Financial Policy with the amendments and Shilah seconded it. With no further discussion the motion passed unanimously.*

Changing banks-The officers discussed changing banks because our current bank is not located near the Treasurer. The motion was made to change our bank be moved to the Bank of Eastern Oregon in Heppner and Shilah as the Vice President and Janet as the Treasurer are the authorized signers on the account. *Liz motioned to approve the bank change and signers and Josh seconded it. With no further discussion the motion passed unanimously.*

Fire Safe-Jason would like to approve the purchase of a fire safe for OCEAN to store OCEAN documents in Heppner. The safe will then be able to be moved with the Treasurer's position in the future. *Josh motioned to approve purchasing a fire safe with a spending limit up to \$300 and Shilah seconded it. With no further discussion the motion passed unanimously.*

Reimbursement Form-A few edits made to the reimbursement form were presented to the board in order to comply with the financial policies and procedures. *Janet motioned to approve the reimbursement form with edits and Liz seconded it. With no further discussion the motion passed unanimously.*

Sponsorship Packet/Thank You-Jeremy presented the sponsorship information. The committee simplified the sponsorship packages to make the offerings more feasible. The board liked the simplicity. Jason suggested that when talking to potential sponsors we follow the packages and not allow much negotiation. Lisa stated to look professional we need to be consistent with what we offer. The only "negotiations" should really be if they do not want to send as many people as their package offers. There should not be many other negotiations beyond that.

[Shilah left the meeting]

The board agreed to approve the packages. *Lisa motioned that the board accept the packages presented and Josh seconded it. With no further discussion the motion passed unanimously.* Lisa asked to amend the motion to include the board must approve any changes to the sponsorship packages including negotiations. *Josh motioned to accept the amendment to the motion and Janet seconded it. With no further discussion the motion passed unanimously.* The sponsorship committee will be meeting with the communications or finance committee to finalize duties.

Janet motioned to approve the Thank you letter presented and Jeremy seconded it. With no further discussion the motion passed unanimously.

Business & Marketing Plans- The officers drafted the Business plan for one year and would like the board to look at a 3 year plan for 2016-2018 together for a more long range plan. The marketing plan was cut down to simplify. *Lisa motioned to approve the Business Plan and Marketing Plan as presented and Jeremy seconded it. With no further discussion the motion passed unanimously.*

[Jeremy left the meeting]

OACD Meeting Report-Jason gave a presentation at the Conference, which he sent out to the board with the meeting information. Jason thanked everyone and especially Wallowa, Baker, and Wasco's board for being huge supporters of Connect. People were favorable of OCEAN and there are more and more positives coming back. Jason will be representing OCEAN on the OACD board. He is working together with OACD and OCEAN to send out unified messages.

He opened invitations to Connect to Barbara Boyer and Mel Omeg, and formally invited Ron Alvarado and Tom Watson. Jason will talk to John Byers and ODA about who they plan on sending this year.

Board Training (Jan 24th)-There is a one day conference in Corvallis again this year. Jason and Liz stated they were interested in going. Lisa motioned that up to three people can attend and that includes reimbursement for their travel expenses and Josh seconded it. With no further discussion the motion passed unanimously.

Committee Updates

Communications-Please send articles to go on the blog.

Education- Shilah has arranged for Fred Pryor training at a discount.

Finance- The audit needs to happen around the time of the Strategic planning meeting.

Additions/Closing Comments

Next Meeting – February 12th at 2:30PM via teleconference.

The meeting was adjourned at 4:18 PM.