

OCEAN Board Meeting
Teleconference
Minutes
Thursday June 9, 2016 - 2:30PM



Attendance

Jason Faucera-President
Lisa Mahon
Nicole Ahr

Liz Graham
Walt Barton

Janet Greenup
Rhonda Black

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

Recurring items

Minutes –The 2015 Annual Minutes and regular board meeting minutes for February and April 2016 were presented to the board. One error was found on the February meeting minutes to change the date from 2015 to 2016. Janet moved to approve all the minutes with the minor change to February and Rhonda seconded. With no further discussion the motion passed unanimously.

Financial report –Janet reported that the May OCEAN ending balance was \$17,358.08. There is one outstanding balance to pay Wallowa SWCD for the hotel rooms from the Strategic Planning meeting for \$711.80. Liz moved to accept the financial report and Rhonda seconded. With no further discussion the motion passed unanimously.

Janet reported on the required OCEAN filings. The 990N was filed in February for the 2015 year. The CT-12 Department of Justice form was supposed to be filed by May 15th, but was filed on June 1st so we have a \$30 fee.

Organizational Calendar –Jason reviewed the organizational calendar and what is coming up: Budget, Conflict of interest forms.

Committee update

Communications Committee-Jason explained the role of the communications committee, who is responsible for the Newsletter/Blog and keeping members updated on current events. The current members are Lacey Townsend, Lisa Kilders, Jason Faucera, and Teresa Matteson.

Education Committee-There is no update, except the CONNECT 2016 update that will be covered later.

Finance Committee-No update at this time.

Fundraising Committee-The fundraising committee has not met but will need to do some updating on the sponsorship packet soon. If interested please contact Jason and the board will appoint people at the next meeting.

Regional Updates –No one for Columbia Plateau representatives. Shilah sent out an email and had no takers. Jason will start making personal contacts later this summer. There are also two at large positions open.

Continuing Items

Partnership Reports – The Partnership Assessment is in the process to help formalize the partnership between OACD, NOWC and potentially OCEAN and COLT. The group will be meeting again in September to continue moving forward. Discussions have started on how to budget and work together on the deliverables in the budget. NOWC/OACD Meetings will continue till they meet again in September.

Internal Audit-Walt, Liz and Jason will work on the audit in August.

Silent Auction-The Silent Auction that took place at CONNECT 2016 received \$421. We're still waiting on \$85 which will give us a total \$506 income from the event.

CONNECT 2016

- Lisa gave a quick update on CONNECT 2016. Lisa and Cynthia are working on balancing their books for CONNECT so they can close out the account in Wallowa SWCD's QuickBooks program. Thank you letters to Speakers and Sponsors will be in the mail by Monday. Evaluations just came in so Lisa will forward the evaluations to the board to look at.
- Jason started looking over the OCEAN budget vs actual report for this year to show everyone where we sit financially. He reviewed that the CONNECT income is the seed money that remains each year after CONNECT is over. This does not include the money that OCEAN receives annually from their 10% of the registration. Jason suggested that we have the budget reflect better how our money will be spent and what category the funds belong in. Janet said we need to have money in our ending balance to carry over the next year and Jason explained that if we put the funds in a contingency fund that would still be part of the ending balance. Nicole asked if there are rules about whether we have the remaining balance or if we put it in a contingency line. Nicole agreed that we need to show the money is there to cover expenses but also have it labeled as to what it is for.
- Jason provided a look at the budget and asked what our plans for the funds are, including the \$4,801 that is due to us from CONNECT 2016. Jason's recommendation was to give Wallowa SWCD the full 10% of the registration that OCEAN normally has. *Walt motioned to give Wallowa SWCD the full 10% which will be approximately \$4,801. Rhonda seconded the motion. Lisa brought to the board attention whether it was appropriate for her to vote and the board agreed that it was okay since it does not personally affect Lisa, but is contributed to Wallowa SWCD. After no further discussion the board voted yes unanimously.*

New Items.

NOWC Bookkeeping Services-Jason presented the note to the NOWC about running our books because of the increase in transactions for CONNECT 2017. Jason said we may need to reimburse NOWC depending on how much time it will take but we do not know yet. Our goal is to get all the books and fiscal policy changes completed around August to make the transition.

CONNECT 2017-

- Facility Comparison-The board looked at dates and costs Lisa presented in the spreadsheet. They narrowed the facility option down to two sites, Pendleton and Seaside. They discussed travel, costs, and hotels available. *Janet moved to have CONNECT 2017 in Pendleton during the week of May 2-4, and the backup facility is Seaside May 9-11 and Walt seconded. With no further discussion the motion passed unanimously.* Lisa will make sure that Pendleton can handle the potential increased size.
- Budget-Lisa will update the budget to be customized to Pendleton. She will present a detailed budget at the August meeting.
- NRCS Request-Jason worked on the NRCS request to get the \$15,000 to OCEAN for CONNECT 2017.
- Planning Committee-Jason is proposing for the committee to be 2 folks from each organization (NOWC, OACD, OCEAN, maybe COLT). This will be the overarching committee that will represent all the organizations involved, which will be the group that helps make major decisions on behalf of their individual organizations. There will be a separate planning team that will work much like the planning team has in the past, focusing on the details. In the next few months Jason would like approval from the partners of their participation on the overarching committee.

2017 Sponsor Packet-Jason wants a sponsor packet ready ASAP. *Lisa motioned to use the CONNECT 2016 Sponsorship and Vendor levels for CONNECT 2017, and Rhonda seconded. With no further discussion the motion passed unanimously.*

CONNECT Remaining Funds-Jason asked how OCEAN feels about the remaining funds being split. The board came to the agreement that during the big conference years any proceeds are split amongst the partnerships and during the years that CONNECT is put on then any remaining funds go to OCEAN.

Budget-Jason, Janet and Lisa will start meeting to develop the 2017 budget for the OCEAN board.

Business/Marketing Plan-Jason asked the board to be thinking about ideas for 2017 and maybe what to do with some of the extra funds we have. Basin Reps please reach out to your Basins to see if they have any interests from OCEAN that we could use the funds for.

Board Member Recruitment-There are two Western-At-Large Positions open, and Columbia-Plateau position is open. Nicole is interested but needs to think about if she has the time to participate.

NCDEA Invoice-We received an invoice for \$200 to continue our membership for NCDEA. The board gave the consensus to pay the invoice since NCDEA seem to be very active.

Additions/Closing Comments

Next Board Meeting-Thursday, August 11, 2016 at 2:30pm.

The meeting was adjourned at 4:06 PM.

Respectfully Submitted by Lisa Mahon