



**OCEAN Board Meeting  
Teleconference  
Minutes  
Thursday June 8, 2017 - 2:30PM**

**Attendance**

Jason Faucera-President  
Lisa Mahon-Secretary

Herb Winters  
Cathy McQueeney

Shilah Olson  
Bryan Vogt

Jason called the meeting to order at 2:37 PM.

Without a quorum the board can discuss topics but cannot vote on anything unless a quorum shows up.

**RECURRING ITEMS**

**Minutes** –Minutes were postponed until a quorum is present.

**Financial report**-A report was not available for the board meeting.

**Organizational Calendar**-Jason briefly explained to Cathy what the organizational calendar is and how we utilize it to track deadlines.

**COMMITTEES & REGIONS**

**Committee & Regional updates**-No new updates.

**CONTINUING ITEMS**

**Partnership Reports**

- OACD is working on hiring a new Executive Director because Jerry is retiring at the end of June. In the interim Whitney Collins and Pat Fitzgerald are going to work together to handle the duties of Executive Director. OACD will be working on some more strategic planning throughout the hiring process.
- Jason will send out the monthly partnership meeting dates in case anyone is interested in attending the meetings.
- The new OWEB grant for the partnership will be starting on October 1 or possibly January 1. They awarded the partnership \$450-\$500K for the next biennium, which includes half time employment for COLT, NOWC, and OACD Executive Directors, and OCEAN will receive \$15,000 per year to hire a planning coordinator for CONNECT. The board expressed some concern about if these funds are not available until January. CONNECT planning will have a large portion completed by the time the funds are available. Jason will continue to keep the board updated on the process and how this will be handled.
- The partnership is working on scope of work before the next grant comes into effect.

**CONNECT 2017**

- Lisa reported that there was great feedback on CONNECT.

- To finish closing out CONNECT 2017 a few tasks need completed: compile evaluations, finalize financials, upload presentations online, submit NRCS request and receive Partnership funds. The goal is to have these tasks completed by the end of June.

### **CONNECT 2018**

- Venue Contract-We need to approve and sign the facility contract by June 15<sup>th</sup>. If we do not have a quorum today then we will need to have a special meeting to approve the contract. We also will need to send a \$600 deposit with the signed contract. Lisa will ask SDAO to review the contract since OCEAN consists of SWCD employees.
- Insurance-The venue requires OCEAN to have insurance as part of the contract. Lisa will work on getting quotes for event insurance through the company that holds our OCEAN Board Bond. Jason will talk with Shawn about how NOWC purchased event insurance in the past.

### **Board Member Appointment**

Lisa mentioned that the bylaws state “Vacancies on the Board of Directors and newly created Board positions shall be filled by a majority vote of the Directors then on the Board of Directors.” Since we currently have 8 board members the 5 in attendance at today’s meeting will qualify as a majority vote of the Directors on the Board. *Lisa moved to nominate Cathy McQueeney to Western At-large A and Bryan seconded. With no further discussion the board approved unanimously.*

The OCEAN Board revisited items that could be approved with a quorum present:

- Minutes-*Brian motioned to approve the April 2017 minutes with clarification of what the grant training is. Herb seconded and with no further discussion the motion passed unanimously.*
- CONNECT 2018 Venue Contract-*Bryan motioned to approve signing the Seaside contract after SDAO reviews and approves it. Herb seconded and with no further discussion the motion passed unanimously.*

### **CONNECT 2018 con’t...**

- Signing Authority-*Shilah motioned to give Jason the authority to sign contracts needed for CONNECT planning. The president can approve contract signing/expenditures in cases where the board does not meet in a timely enough fashion to approve those expenditures. Every effort will be made to have board approval ahead of time, but this authority is in the rare circumstances when items fall between meetings. Herb seconded and with no further discussion the motion passed unanimously.*
- Conference Structure- Jason explained the conference structure for CONNECT 2018 as this becomes more of a partnership planning. There will be multiple levels:
  - CONNECT Executive Committee-Executive directors/president and an additional 1 person per organization. OCEAN needs to make sure their wants for the conference are represented to the Executive committee.
  - CONNECT Focus Group-This group will meet to give feedback on future CONNECT’s and look at past evaluations. The information will be taken back to the executive committee and planning team.

CONNECT Planning Team-content, host, sponsorship, and logistics. The planning team will still meet monthly and the various subcommittees will give their reports.

- *CONNECT 2018 Survey*-Since we have evaluations from attendees there were suggestions to customize a survey to go out to COLT and have a survey that the OCEAN Basin Reps can use to see why people did not attend and what they are looking for in a training.
- *NRCS Agreement 2018-2020*-The NRCS Agreement has been approved for \$20,000 each year for Conferences in 2018, 2019, 2020. They will cover anything except Food. We did vote as a board that NRCS DC's are allowed to attend all trainings, technical or all encompassing.

### **OCEAN Strategic Planning Update**

Jason, Herb, Janet, Jeremy, and Lisa attended the strategic planning meeting the last day of CONNECT. Jason gave an overview of what was discussed at the meeting. We reviewed that NOWC board O&E committee suggested that they like the idea of every other year being technical trainings. Bryan asked what they would do about the organizational meetings, which is something that they would have to work with. NOWC Board is employees so this would not impact them as much as OACD Board. The O&E committee said they like the employee driven trainings and during technical years we can offer more staff versus getting into legislative and policy topics so deep. We need another meeting with the O&E committee.

Lisa stated that she casually offered to NRCS some meeting room space the Monday before CONNECT or within the agenda if they need to offer some type of training as part of the new planner certification requirements.

Monthly Board Meetings-The board discussed having monthly board meetings. This option will give us more schedule flexibility, could lead to shorter more frequent meetings. Also, if we miss a meeting it's only one month instead of a four month gap. There was agreement on the board to have meetings monthly. Jason will be sending out a doodle poll to get an idea now of who can attend certain meetings. *Herb motioned to host monthly meetings on the second Thursday of the month starting in July. Shilah seconded and with no further discussion the motion passed unanimously.*

Regional Reps-Jason listed the representatives. NW Oregon is empty right now. Jason was thinking that the main task for the regional reps is to have them update the contact information. Also, just informally contacting people and letting them know who and what OCEAN is. This seems like a simple workload for Reps.

Committees-There was a discussion of whether to keep committees or not. The board consensus was to keep the committees, but some may be listed as not active. From this point forward committee and region updates will only be on the agenda if there is something brought to Jason that needs to be on the agenda.

Transition-We need to get people more involved with being reps and we need people to transition into these leadership positions. Jason wants a VP that is willing to step up and can slowly transition into the President position since, according to OCEAN's bylaws, his term is limited to 2019.

Regional Grant Program-Herb presented a pilot idea for our regional grant program. Wheeler is hosting a 3 day Beaver Dam analog workshop in August. The idea is that Wheeler organizes the program which

is open to any other employees to attend. This is part of an OWEB grant that is requiring them to develop a handout as part of the training. Wheeler is asking from OCEAN funds for food, printing materials, and building rental to host the event.

The board discussed tasks that would need completed in the future such as: develop a form, decide who can apply, what the purpose of offering the program is, how to prioritize, etc. OCEAN would need to create a budget for each year. A priority when selecting in the future could be that a workshop funded could be replicated in other areas or produce handouts, etc.

Board members were supportive of the concept and Wheeler's project proposal. Wheeler's project would be a pilot and if all goes well OCEAN will develop a program based on this example and set up criteria. The Wheeler project can be used to advertise and sell the OCEAN Grant program. Lisa suggested in exchange for funds Wheeler will develop a write up for advertising and give us a report and feedback as the pilot program. *Shilah motioned to approve Wheeler Beaver Analog in August being the grant program pilot with OCEAN Expenditures not to exceed \$685. As part of the Pilot program Wheeler is required to offer a proper receipts, a write-up, photos, and feedback for the process. Lisa seconded and with no further discussion the motion passed unanimously.*

#### **NEW ITEMS**

**Envirothon Travel Scholarship**-The board discussed a request to support the State Envirothon team to travel to Maryland in July to compete at the national level. *Lisa motioned to approve a \$300 donation to help the Envirothon team from the State of Oregon with travel expenses. Shilah seconded and with no further discussion the motion passed unanimously.*

**NCDEA Pacific Region Rep**-Tom Salzer took this position. Lisa said to pass along OCEAN's support and thank him for representing us. We pay dues to NCDEA and NACD provides funding at the National Level.

**Repository Contact Document**-Jason asked people to provide names of those that would be able to provide templates on different ideas. Jason asked the board members to please provide some names since he so far had not received any feedback from the board. This is the start of some tasks that he will start sharing with the board to reduce the President's workload.

**Approval of Bank Account Change**-Jason explained the need to change bank accounts because of the limited number of checks we can write. We will have details and vote on this in July.

#### **ADDITIONS/CLOSING COMMENTS**

Jason let the board know we will be electing officers next month. The main point to this is looking for someone to take on the Vice President position at the next meeting who is interested in taking on the duties of President in the future.

Jason pointed out that as CONNECT 2018 planning begins to move forward to think about the fact that it's the 10<sup>th</sup> CONNECT...

*Next Board Meeting*-July 13<sup>th</sup> at 2:30pm

The meeting was adjourned at 4:29 PM.

*Respectfully Submitted by Lisa Mahon*