



OCEAN Board Meeting
Teleconference
Minutes
Thursday November 9, 2017 - 2:30PM

Board Attendance

Bryan Vogt
Walt Barton
Scott Susi

Herb Winters
Cathy McQueeney

Janet Greenup
Jason Faucera

Guest Attendance

Lisa Mahon

Jason called the meeting to order at 2:35 PM.

Recurring items

Minutes – Janet motioned to approve both the October 12th, 2017 meeting minutes and October 24th special meeting minutes as written. Herb seconded the motion and it passed unanimously.

Financial Report – Jason gave a brief financial report referring to the balance sheet, profit & Loss, and budget vs. actual documents in the board packet. OCEAN's balance on the October bank statement is \$33,657.36, indicating a strong cash position. CONNECT proceeds from prior events has provided enough of a reserve to hold CONNECT for one year with limited outside support. OCEAN follows a Jan-Dec. fiscal year and uses a cash accounting basis in its bookkeeping. Janet, on prior approval from the board has changes the OCEAN checking account from money market to a more flexible account that does not limit the number of transactions per month. Bryan motioned to approve the financial report. Walt seconded the motion and it passed unanimously.

Committee Updates – Cathy reported on the education committee poster contest and asked everyone to vote. Jason reminded everyone that the directory on the OCEAN website needs to be updated and suggested that this could be a duty assigned to Regional Representatives. Jason could train reps on the directory at CONNECT.

Continuing Items

Partnership Reports – Jason reported that OACD is in middle of strategic planning process, and that he will participate in the second strategic plan meeting on November 13th. After the previous meeting he was frustrated at not being sent the meeting details as he assumed he would be on the list without having to ask. He felt like he must continually remind OACD that they and OCEAN need to partner well for Districts to be successful. OACD apologized for the oversight.

OACD is also working to hire a new Executive Director in December. Jason has been participating on the selection committee as an outside advisor to provide feedback from OCEAN's perspective. OACD hasn't had director for 4 months.

Jason provided an update on the OACD Sage Grouse RCPP grant administration. He explained that the Office of the Inspector General audited the grants and contracts, and some corrections were required to be in compliance. OIG found that plans developed at district level needed to be provided to NRCS, even though there was a prior agreement indicating districts would not be required to provide them to NRCS. Ongoing interactions between OACD and NRCS are in progress. OACD is concerned with landowner privacy and Districts may not get participation if the plans become federal property. OACD and participating districts are contending that the OIG requirements go against what was agreed upon for plan sharing. NRCS seems to understand, but feel they have no choice but to comply with OIG.

NACD had received \$10 million in capacity dollars from NRCS. \$9 million is for district capacity to assist NRCS with EQIP projects. The money is not meant to be spent on non-federal capacity. OACD may have to be the sponsor for individual district requests. Tom Straughan mentioned that OACD was planning on putting a proposal together.

Jason offered to have Shawn invoice OCEAN for half of the GoToMeeting/GoToWebinar service renewal, but she instead chose to provide the service to the partnership without financial assistance. The partners are encouraged to continue to use the service.

OWEB Grant Agreement – The Oregon Conservation Partnership's (OrCP) \$500,000 grant agreement with OWEB is in the process of being completed. Jason signed the agreement on behalf of OCEAN, who is one of the recipients. OCEAN will receive \$15,000 per year to hire a contractor to plan and coordinate CONNECT 2018 and 2019. Retroactively, Jason asked for Board approval of his signing the OWEB grant agreement. Collectively, the grant will fund half of the Executive Director salaries for OACD, COLT, and NOWC. It will additionally fund hiring a circuit rider to gather and distribute success stories about community driven conservation in Oregon. OCEAN, through CONNECT registrations, helps provide match funds to the grant. *Janet moves to approve Jason's signing of the OWEB grant agreement retroactively. Walt seconded the motion and it passed unanimously.*

Board Recruitment and Officers – Bryan suggested that with a quorum in place, the board vote to appoint Scott Susi to the board so he could participate in today's vote. Jason indicated that Scott could occupy the Western At-Large C position for which the by-laws allow substitution of anyone throughout the state if there is no local representative. Scott, who is located in Sherman County and the Columbia Plateau OCEAN Region, was amenable to the appointment. The appointment would be for 5-6 months and it will reopen at CONNECT 2018. *Bryan moves to appoint Scott Susi to the OCEAN board Western At-Large C position. Janet seconded the motion and it passed unanimously.*

CONNECT 2018 – Lisa Mahon, OCEAN's selected contractor for CONNECT planning, thanked the board for selecting her. A conference kick-off meeting was held on October 31st and a list of 15 participants attended in addition to some folks who are helping with specific tasks. All 4 OrCP partners were represented. Future meetings will be held on the 3rd Thursday of each month from 3-4:00 p.m.

Cathy and Jason are the only board members on the CONNECT planning team. Jason will not be doing any session planning except for 1-2 specific items. Others on the board invited to volunteer to be on the committee.

Save the Date emails were sent earlier in the morning, but no there was an issue with the email system. Lisa will work with Jason to problem solve. CONNECT will have 6 tracks for sure with potential for a 7th, and there will be space set aside for partner meetings. A committee of folks near the venue will start working on field trips, and a representative from each org will help with this. Agreements for holding room blocks for hotels for NRCS and speakers will be sought, in addition to event insurance.

Jason asked the board to delegate authority to make decisions on behalf of the conference to someone now that Lisa is gone. Discussion was had about whether to institute an executive committee for decisions, or whether the board would want to be included in every decision. *Walt motioned to assign authority to Jason to sign on OCEAN's behalf for CONNECT related expenses. Janet seconded the motion and it passed unanimously.*

Contractor Payment Approval – Under current OCEAN Policy, the Secretary and Treasurer have to review all payments before they can be paid. OCEAN is currently without a Secretary after Lisa Mahon's resignation from the board. OCEAN needs someone to step up to do that review until a secretary is elected, likely at CONNECT. In the meantime, Jason acted in this capacity without board approval and he asked for the board to approve his decision retroactively.

The expense review task is carried out through emailing of scanned documents. The Treasurer fills out a reimbursement form which is then sent to a 2nd board member who reviews it and indicates their approval by initialing the request. The request is then paid and uploaded to Dropbox for entry in the accounting system. Walt offered to be 2nd signer. *Janet motioned to appoint Walt as interim 2nd reviewer for expenses/reimbursements until a Secretary is elected. Herb seconded the motion and it passed unanimously. Bryan motioned to retroactively approve Jason's filling the role of 2nd reviewer for Lisa Mahon's initial payment under the CONNECT planning contract. Herb seconded and the motion passed unanimously.*

Regional Trainings Grant Program – Jeremy and Herb asked for feedback on their finding from the previous month. Jason asked the board how much budget to allocate to this program based on what Herb and Jeremy proposed. The findings suggested a not-to-exceed \$4,000 upper program limit with grants of \$2,000, \$1,000, and two at \$500. After discussion, Jason asked for consensus to add these amounts to the budget for 2018 for the Regional Trainings Grant Program. He'll meet with Shannon and Janet to work on budget to be presented at Dec. board meeting.

Coordinated Riparian Training – Early indications for approval of a grant application to Oregon Community Foundation for a facilitated riparian meeting at CONNECT are favorable. A group comprised of OWEB, Yamhill SWCD, ODA, and OCEAN will meet on December 1st in Salem to

create a draft agenda and list of expected outcomes. Our regional training dollars could be used in the case that funding falls through. The facilitated meeting would continue discussions from early in 2017 about challenges and strategies for increased riparian restoration in Oregon. OCEAN will spend time in match of the grant to seek and engage the selected contractor for the meeting.

New Items.

2018 Budget, Business Plan, and Mission/Vision – Jason is working with Shannon on structure of budget. Our financial report shows contingency funds of \$25,000 for CONNECT and \$5,000 in contingency for OCEAN’s operating expenses.

OCEAN’s marketing plan is not truly being used. Jason indicated he will remove it from the website and just focus on business plan.

Jason also suggested that we review and edit the mission and vision statements at the strategic planning meeting we have held the past few years at CONNECT. The vision language is District centric, so it may need minor updates to accommodate our work with partners. Jason asked for feedback on whether OCEAN should have another strategic planning meeting in conjunction with CONNECT? Janet suggested we go ahead and plan on having the meeting at CONNECT and if it doesn’t work out, we can have it later in the year. Jason will work with our CONNECT contractor to develop options for the meeting.

National Conservation Planning Partnership – Documents were provided in the board packet from Tom Salzer at Clackamas SWCD, who is the National Conservation District Employee Association (NCDEA) representative for the Western States. For more info, board members were encouraged to contact Tom.

NCDEA Dues – As mentioned previously, Tom Salzer is regional rep for Western States. NCDEA works with the National Association of Conservation Districts (NACD) on district employee issues. OCEAN received a \$200 invoice from NCDEA for 2017 membership dues. Janet noted that the date appears to be incorrect on the invoice as it states they are for 2017. Jason will confirm that the invoice is for the correct time frame. *Janet motioned to pay the invoice from NCDEA once it became clear for what time period it covered. Bryan seconded and the motion passed unanimously.*

Google Apps and Dropbox Server – As a 501c3 non-profit organization, OCEAN is eligible for services from Tech Soup, who provides technology tools for free or reduced cost. Jason entered OCEAN in their system and after non-profit verification, we now have access to the services offered on their website.

Jason enrolled OCEAN for the free Google Apps services for better email management than the current internet provider (GreenGeeks.com) could offer. It will also be easier for board transitions and to keep records for OCEAN business. Jason set up six addresses, one for each board officer position and one each for connect and sponsorship. With our Google Apps account we also get access to other services such as Drive and Calendar.

Jason asked the board to consider paying for a Dropbox Pro account so we can store all docs in the cloud for backup and accessibility. The cost for Dropbox Pro services is \$199 per year billed. You can also set up file recovery if something is accidentally deleted. *Janet motioned to approve a not-to-exceed \$199 amount for Dropbox Pro services. Herb seconded the motion and it passed unanimously.*

Board Recruitment and Officers – Jason discussed his future role with OCEAN. He now has 5 staff and management responsibilities in his District position. As a result he can't be as flexible as in the past, and can't get OCEAN information out to the board in a timely manner. Jason will notify the membership and partners that come April he will be stepping down as OCEAN president. He is willing to stay on the Board in the Secretary role, which will enable him to ensure agreements made under his presidency are fulfilled and that he can be the interface with Janet and Shannon on finances. He wants to be a resource to new president and have the time to bring them up to speed. He encouraged anyone interested in the position to talk to him about it. He thinks it might be difficult for a person on the far Eastern side of state to take on the office, but if that was necessary, we have folks that can pinch hit to attend meetings in the Willamette Valley. If nobody steps up, OCEAN can scale back what we're involved in and just fulfill the agreements we have in place. Making this decision public soon to generate interest and get ball moving on finding a replacement.

Additions/Closing Comments

Next Board Meeting- December 14th at 2:30.

The meeting was adjourned at 3:39 PM.

Respectfully Submitted by Cathy McQueeney